

Pocket Site Standards

What good looks like

 VolkerStevin

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What Good Looks Like

Together, our goal is to maintain consistently high Health, Safety, and Environmental (HSE) standards across all of our project sites.

This booklet has been developed to guide us towards this objective, providing clear instructions on the mandatory requirements and expectations across all VolkerStevin projects, and should be briefed to everyone.

These standards align with our Integrated Management System (IMS) procedures and integrate many of the requirements set by our business units and clients. When client-specific requirements are outlined, the higher standard must be followed.

This booklet applies to all our projects. It undergoes regular review and will be updated as necessary to uphold our commitment to HSE excellence.

Any deviation from the standards detailed in this booklet will need to be formally authorised by the Operational Director and HSEQ Director.

We welcome your feedback, ideas, or suggestions for future editions. Please send them to HSEQfeedback@volkerstevin.co.uk.



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Safety Ripple

Safety Ripple is present at all stages of our work, from tender through to completion, and is built around three main principles:

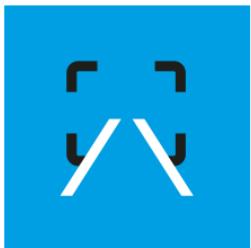
Positive



Inclusive



Future focused



Everyone is required to attend a Safety Ripple coaching session. This can be accessed and booked through the i-Learn portal.

Project kickstart sessions can also be arranged.

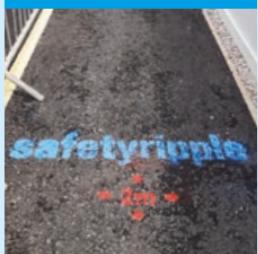


The Safety Ripple toolkit

We have developed the seven elements of Safety Ripple to ensure that it is embedded into everything we do.

The toolkit comprises of:

**Safety Ripple
visuals**



**Safety
champions**



**Induction and
education**



Play it safe



Safety huddles



Solution groups



**Safety Ripple
health checks**





Inductions

- ✓ All persons must have an induction relevant to their site visit or job (refer to H05 MSite and H54 Inductions).
- ✓ All projects with a duration of three months or more must use the MSite induction process.
- ✓ Site-specific familiarisation boards (Monopoly boards) to be used for site orientation session and for inducting visitors.
- ✓ Client-specific requirements to be included in any inductions.
- ✓ Delivery drivers must have a drivers' induction.
- ✓ Copies of competence cards are to be printed off MSite and made available on site for relevant processes, i.e. lift plans, permits etc.
- ✓ For reactive one day events (plant repair, welfare maintenance, etc) site specific familiarisation can be carried out in replacement of an MSite induction if individual/s are supervised at all times whilst on site.

Noticeboards

All projects must display the following on the company noticeboards:

- ✓ HSE law poster, F10, liability insurance certificate, HSEQ policy statements covers (not the entire document).
- ✓ Photos of the project management team.
- ✓ Photos of key appointments i.e. First Aiders, Fire Wardens, Safety Champions, Service Coordinators, Appointed Persons, Lift Supervisors, Mental Health Champions.
- ✓ Site-specific familiarisation boards (specific induction).
- ✓ Live RAMS, permits, lift plans, traffic management plans, hospital routes, emergency contact numbers.
- ✓ Where applicable client-specific requirements to be displayed.
- ✓ Where applicable client-specific requirements to be displayed.

All noticeboard and sign information can be found in the Site Set up catalogue in the VolkerStevin section of InSite.



Training

Reference should be made to the VW UK H37 – Accepted Schemes and Cards Procedure.

- ✓ Site managers to hold a valid SMSTS certificate.
- ✓ Site supervisors to hold a valid SSSTS certificate (or IOSH Managing Safely in Construction) qualification.
- ✓ All persons must hold a valid CSCS card.
- ✓ All plant operators must hold a valid CPCS/NOCN card, NPORS cards with the CSCS logo affiliated with the CSCS scheme. Non-affiliated NPORS cards are not acceptable.
- ✓ Where client competence requirements are specified and are a higher standard, these should be adhered to.
- ✓ All site managers, site supervisors and others who are responsible for decisions that affect environment activities on site must have attended the VS IEMA approved environmental awareness training.



Note: Equivalent competency cards must be approved by the Health and Safety team.



Considerate Constructors Scheme (CCS)

Projects exceeding a duration of six weeks, or those with the potential to adversely affect the public, must register with the Considerate Constructors Scheme unless specified otherwise by the client.

Considerate Constructors Scheme posters and banners must be prominently displayed and easily visible to the public.

All projects are encouraged to achieve a score of 40 or higher.



Accident, Incident and Close Call Reporting

Procedure H07 Investigation and Reporting of Accidents, Incidents, and Close Calls must be referenced following any Safety or Environmental incidents.

- ✓ The HSEQS team must be notified by the project team within two hours of any incidents.
- ✓ A local investigation is to be completed within two days of the incident.
- ✓ All investigations should be completed within two weeks of any incident.

Client-specific reporting requirements are to be followed in addition to the VolkerStevin requirements.

All accidents and incidents must be recorded on EcoOnline as soon as practicable and generally within two hours of the event occurring in accordance with the H07 Investigation and Reporting of Accidents, Incidents, and Close Calls procedure.

Both positive or negative Close Calls can be raised via the QR code.





Personal Protective Equipment (PPE)

A 6-point PPE policy is the minimum requirement across all VolkerStevin projects, comprising of:

1. Hard hat, (chin strap where required).
 2. High visibility orange jacket or vests.
 3. High visibility orange trousers.
 4. Lace-up safety boots (providing anti-slip, ankle support, and steel midsole protection).
 5. Light eye protection.
 6. **Cut Level E** cut-resistant gloves (It is acknowledged that while Level E cut-resistant gloves might be the company default requirement, there could be instances where other types of gloves, which may not be as cut-resistant but are still suitable and provide adequate protection against identified risks, could be used instead, following an evaluation of the risks involved in the work activity).
- ✓ Additional items of PPE may be required as identified through risk assessment, such as respirators, harnesses, etc.
 - ✓ Safety wellington boots may be worn, subject to a task-specific risk assessment being completed.
 - ✓ Emergency (ICE) stickers must be displayed on hard hats along with First Aid and Fire Marshall stickers if appointed.



Site security

Every project is required to have adequate site security arrangements in place to deter unauthorised access.

This includes adequate perimeter fencing/hoarding, clearly marked with construction signage and ensuring safe access and egress points.

All site access gates, both vehicular and pedestrian, must be secured at all times to prevent unauthorised access.

Additionally, there must be provisions for maintenance of perimeter security, with regular weekly inspections to ensure effectiveness using HSE-07 weekly inspection.

Site entrances

Corporate and safety signage, including Safety Ripple promotions, must be prominently displayed to provide clear guidance for workers, visitors and delivery vehicles.

Ensure smooth traffic flow – site entrances should be strategically set back to prevent vehicles from obstructing roads and access routes whenever feasible.

Pedestrian and vehicular access routes to be maintained and remain clean and free from debris.

Appropriate lighting at the site entrance is essential for safe navigation, requiring suitable and adequate lighting arrangements unless access is provided through client infrastructure.

Clearly marked pedestrian walkways that intersect with vehicle access routes should feature a walk-through hooped, gated barrier system for added safety.

All walkways must be free from trip hazards, with clear signage and proper lighting to ensure visibility and safety.

Detailed plans outlining access routes, walkways and road crossing points must be incorporated into the Traffic Management Plan, with full consideration to manage the People, Plant Interface.



Welfare facilities including mobile welfare

Welfare facilities need to be adequate and suitable for the number of people on-site including those with disabilities and be kept clean and tidy.

The following must be provided:

- ✓ Hot and cold running water and a supply of clean drinking water.
- ✓ Facilities for heating food, resting, eating, and drying wet clothing.
- ✓ Seating with back support in rest facilities (not benches).
- ✓ Facilities to keep clothing and personal effects secure (lockers).
- ✓ Projects to have separate toilet, washing and changing facilities for male and female employees, or a lockable door. Ladies' facilities to include min. sanitary bins.
- ✓ A protect, cleanse, and restore site safety board dispense system is to be provided (along with hypo-allergenic suncream between April and September).
- ✓ Shower facilities are required when project works exceed 30 days or when working conditions deem it necessary through risk assessment. i.e. sewage, contaminated ground.

Suitable welfare facilities must be available for transit/satellite works and include the items detailed in the first three points above.



Smoking and mobile phones

Smoking and use of mobile phones must be restricted to designated safe areas only.

Smoking shelters must be provided, made of non-combustible materials, and be less than 50% enclosed.

Smoking shelters must be clean and well-maintained.

'No-smoking signs' should be clearly displayed in offices and compounds.

Provide suitable fire extinguishers and metal ashtrays / separate metal waste bins with a lid.

Electronic cigarettes (e-cigarettes), products that can be used for the consumption of nicotine-containing vapour via a mouthpiece (vaping), should be treated in the same manner as cigarettes.



Fire arrangements

Reference should be made to HSE-12 VW UK Site Fire Plan.

- ✓ Every project must produce a site-specific Fire Plan and Fire Risk Assessment.
- ✓ The correct type and quantity of fire extinguishers need to be available.
- ✓ Fire extinguishers must be easily accessible, and their locations clearly detailed within the Fire Plan.
- ✓ Muster point locations must be clearly identifiable.
- ✓ Display fire arrangement notices at fire exit points and on noticeboards.
- ✓ Identify and supply means of raising an alarm, for example, an air horn.
- ✓ Fire drill to be carried out within the first six weeks of project commencement and every six months thereafter with a record of drills documented.
- ✓ Weekly fire inspections to be carried out and documented.
- ✓ Site operated plant must be supplied with a suitable fire extinguisher.
- ✓ Where hot works are taking place, a fire extinguisher must be at the point of work and a 'HSE-27 Hot Works Permit' issued.



First aid arrangements

Office environments are commonly classed as low hazard risks.

For offices with less than 25 people – at least one appointed person must be in place.



Between 25 and 50 people – at least one first aider trained in Emergency First Aid at Work (EFAW).

For construction work with fewer than five people – at least one appointed person.

Between 5 and 50 – at least one first aider trained in EFAW or FAW depending on the type of injuries that might occur.

More than 50 people – at least one first aider trained in FAW for every 50 employed.

Additional training may be needed for first aiders to deal with injuries resulting from specified hazards. The type of injuries that might arise in working with those hazards identified through risk assessment will influence whether the first aider should be trained in EFAW or FAW.

Every project must have a defibrillator on site which must be logged onto the H88-02 Defibrillator Register, with H88-01 Defibrillator Location Poster stating the exact location of the defibrillator location posted in prominent locations around the site or office.



Both the pads and batteries have expiry dates so checks should be carried out and recorded as per the Smarty Manual.

Information boards

- ✓ Information stations to be provided within close proximity to work areas.
- ✓ Emergency contact information and work area hazards to be detailed including What3Words for location.
- ✓ Live permits for the work area to be displayed.
- ✓ Where lifting operations are being carried out exclusion zones, lift plans and key personal need to be displayed.
- ✓ Key hazards of the day to be identified and displayed.
- ✓ Ear plugs, first aid, eye wash and lens cleaner to be provided and regularly maintained.



Access routes, walkways and crossing

- ✓ Clear access routes must be provided to all work areas.
- ✓ Walkways to be segregated from plant and traffic movements.
- ✓ Pedestrian walkways which cross vehicle access routes must be clearly identified by a suitable walk through, and identified by a gated hopped access point.
- ✓ Walkways must be firm, level and free from trip hazards.
- ✓ They must be clearly identified, signed and well lit.
- ✓ Access routes, walkways and road crossing points must be detailed in the Traffic Management Plan.
- ✓ Traffic Management Plan to be clearly displayed in prominent locations throughout the site. (H09-01 Traffic Management Plan)



Use of ladders and step ladders

Reference should be made to the Ho4 – Working at Height Procedure.

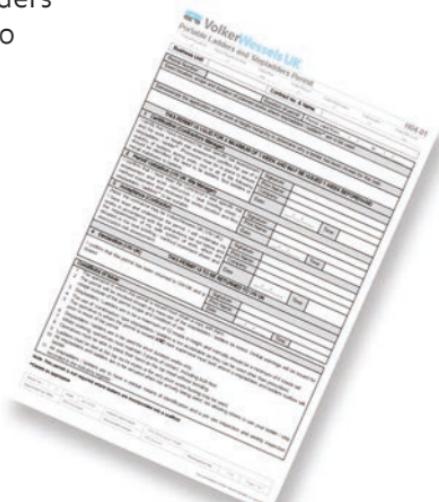
The hierarchy of The Work at Height Regulations 2005, as amended, should be followed wherever working at height is being considered:

- 1. Avoid** – avoid work at height where possible.
- 2. Prevent the fall** – use work equipment or other solutions if working at height cannot be avoided so preventing a fall.
- 3. Minimise the risk of the fall / consequence** – use work equipment or other measures to minimise the distance and consequences of a fall.

Ladders will not normally be considered acceptable as access or as a working platform. Refer to Appendix A of **Ho4 Hierarchy and Selection of Working at Height Equipment**.

Where, through the risk assessment process, alternative methods for accessing or working at height are deemed impractical then a **Ho4-01 Portable Ladders and Stepladders Permit must be obtained**.

When ladders or step ladders are not in use they need to be locked and stored in the compound.





Manual handling

Where it is not possible to avoid a manual handling operation that poses a risk of harm, a risk assessment of the tasks must be undertaken.

Assess the risks and consider mechanical assistance wherever practicable to reduce the risk e.g. pallet trucks, suction lifters, mobile scissor lifts, fork trucks, etc.

Maintain a safe working environment by removing trip hazards, and obstacles and keeping work areas tidy.

When looking at an individual activity, consider the task, the load, the working environment, and individual capability and training requirements.



Housekeeping

At VolkerStevin, we have a "Clean as You Go" policy.

All work areas should be kept clear, tidy, and free from discarded litter and trailing leads.

Individuals are responsible for keeping their work areas clean and tidy.

Storage of tools and materials when not in use are to be organised and maintained in an orderly manner.

Adequate number of suitable waste skips/receptacles to be provided on-site.

Waste skips/receptacles to have covers or lids to prevent waste from blowing/dropping out (where possible).

Boot washers/shoe scrapers to be available for use.

Plant Nappies/Eco-pads to be provided and used on-site, whenever there is a risk of fluid leaks or spillages, especially during refuelling operations.

All material storage to be planned and stored off ground in designated, pre-prepared areas.

Plant People Interface (PPI)

Reference should be made to the Hog – Working with Plant Procedure.

Every project must produce a site-specific Traffic Management Plan using the Hog-01 template.

This must be briefed to all site personnel and visitors. It must also form part of the project familiarisation board induction.

Pedestrian and plant/traffic access points must be clearly defined across the site via red gates.

Dedicated exclusion zones and plant-only areas should be established and segregated by suitable physical barriers.

'Thumbs Up' must be used throughout the site when passing operated plant.

One-way systems and turning circles are to be implemented as a priority.

Reversing distances should be limited and should only be undertaken under the control of a suitably trained plant vehicle marshal.

No one should be in the red zone whilst mobile plant is operating.

...

Outer and inner barriers should be in place to control safety zones.

...

Exceptional tasks that require working in the red zone should have a specific safe system of working to:

- 1. Minimise the red zone working requirements.**
- 2. Detail clear communication methods.**
- 3. Limit people required in the zone.**



Use of mobile plant

Reference should be made to the Hog – Working with Plant Procedure.

A Hog-09 permit to operate plant, for each item of plant, must be completed before allowing the operator to use an item of plant.

Hog-07 must be used to record pre-use checks on delivery of plant, and daily pre-use checks.

Plant operator must have 360 visibility, and seat belts must be fitted and worn.

Plant must not sit idling and engines to be turned off when the machine is not required.

Plant operators shall remove keys when leaving any item of plant unattended and lock the machine.

Plant operators must have a safety critical screening certificate which will need to be renewed every three years.



Forward tipping dumper operators are only allowed to stay within the cab where the dumper is designed to allow this, and it is detailed in the RAMS, such as Wacker Neuson.

Operators of all other dumpers must dismount whilst the dumper is being loaded and stand in a safe area with barriered segregation for plant.

Telehandlers travelling while carrying suspended or unstable loads is prohibited.

Only dual view dumpers are permitted over six tons.

Excavations – access and egress

Reference should be made to Q25-VS Temporary Works Management Procedure.

Suitable and substantial edge protection around excavations and a safe means of access and egress (including emergency retrieval measures i.e. davit system or similar), must be provided as defined in the risk assessment.

Secondary means of access/egress for emergency procedures must be considered.

Any proprietary systems must be installed as per manufacturers' guidance.

Staircase access should be provided to access batters and slopes.

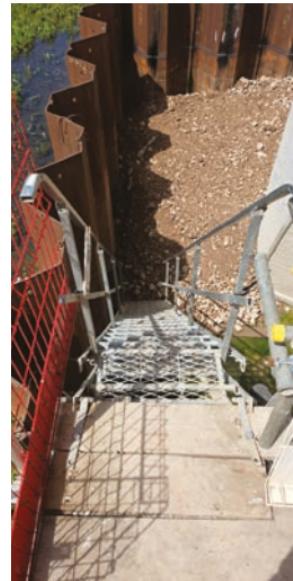
The minimum requirement for excavation access is a ladder safe system with access platform.

Cofferdam access must prioritise the use of staircase access. Consider this when planning the excavation to ensure enough space for the staircase.

Where tube and fitting is used as edge protection it must be installed by a CISRS scaffolder and have a temporary works design.

Daily excavation inspections to be completed and recorded weekly – Q25-05-VS Temporary Works Permit or via an excavation tag.

Where there is a risk of badgers or wildlife accessing the excavation area some form of escape ramp should be provided unless the excavation is to be covered overnight.





Vehicle access and egress

Reference should be made to the Ho4 – Working at Height Procedure.

- ✓ Eliminate access to vehicles where possible.
- ✓ Plan for safe unloading or loading of materials.
- ✓ Use pre-slung loads where possible.
- ✓ Do not access the back of vehicles without fall prevention provisions.
- ✓ Only use designated route to the back of the vehicle and cab.
- ✓ Avoid the need to work at height, for example use extending equipment from the ground.
- ✓ Reduce the distance and consequences of a fall using propriety systems.
- ✓ Hooking a fall arrest system to the crane block is considered poor practice (CPA Best Practice Guide).

Avoiding underground services

Reference should be made to H14 Safe Working Procedure for Working in the Vicinity of Underground and Overhead Services.

The hierarchy of control identified in the H14 procedure must be followed when planning and carrying out excavation works.

Before breaking ground a PAS 128 survey should be completed and permit to break ground must be in place.

- ✓ A RD8200 is to be used in high-risk locations (e.g. treatment facilities / highways or other high congested locations) to carry out an underground services surveys to complete the permit to break ground.
- ✓ A gCAT4+ is to be used by the working gang to continue scanning as work proceeds.

Employees using service avoidance equipment must be trained – EUSR Category 1 Locate Utility Services. Those excavating around services must hold – EUSR Category 2 Safe Excavating Practices.

Where applicable, the following are to be completed:

- ✓ H14-01 Permit to Break Ground (trial holes only).
- ✓ H14-02 – Permit to Break Ground (main work activities).
- ✓ A completed RAMS – H02-03 Quantitative Risk Assessment and Method Statement.

When excavating, all PPE must be worn in accordance with the H14 Safe Working Procedure for Working in the Vicinity of Underground and Overhead Services, H14-G02 Safe Digging, VolkerWessels UK PPE policy and UK legislation.



Avoiding overhead services



Reference should be made to H14 Safe Working Procedure for Working in the Vicinity of Underground and Overhead Services.

The asset owner must be contacted for guidance if any work is to be undertaken near overhead power lines.

All sites must comply with GS6 (HSE) as a minimum, with solid warning barriers and restricted access areas.

Adequate and suitable goal post protection must be erected for all overhead services.

Signage must be erected on and prior to goal posts i.e. height restrictions/clearances.

A H14-08 Permit to Work Near Power Lines is required for working near overhead lines.



Vibratory tools and equipment

Reference should be made to the H13 Control of Vibration at Work Procedure.

Always select the most appropriate tool with the lowest vibration output and with the highest efficiency.

Limit the time that workers are exposed to vibration.

Plan work to avoid individuals being exposed to vibration for long continuous periods, several shorter periods are preferable.

Where tools require continual or frequent use, introduce worker rotas to limit exposure times.

Ensure anyone using tools with a vibration risk is aware of the vibration magnitude, permitted trigger times, potential health effects and controls.



H13-01 Vibration Logbooks should be maintained for all those using handheld tools where there is potential for exposure. It is also important that routine inspection and maintenance is carried out on the tools in use.

Do not use blunt or damaged concrete breakers and chipping hammer chisels and replace consumable items such as grinding wheels, so that equipment is efficient and keeps exposure as short as possible.

Small plant and equipment

Reference should be made to the H09 – Working with Plant Procedure.

Daily pre use inspections visual checks and weekly recorded inspections are to be carried out.

Inspections must include the checking of cables, casing, guard blades and PAT testing labels.

Whip checks are required on all compressor hose connections.

Only 110v portable electrical equipment permitted on site.

All electrical equipment, including leads and splitter boxes, to be PAT tested every three months.

Only suitably trained personnel to operate plant and equipment.



Employees using an abrasive wheel must be trained and hold relevant certification for the selection and safe use of abrasive wheel equipment to be used.

Suitable PPE to be worn when using an abrasive wheel in addition to mandated six-point PPE and should include:

- Eye protection to BS EN 166 B standard (goggles)
- Flame retardant clothing if cutting metal
- Suitable hearing protection
- Respiratory protection equipment FFP3 (must be Face Fit Tested with supporting evidence).



Occupational health and wellbeing

Reference should be made to the H74 – Occupational Health – General.

Office and administrative staff are required to complete a health declaration.

Site management and general construction workers including subcontractors are required to complete a fitness to work assessment as part of their MSite induction.



VolkerStevin safety critical workers must complete a medical health questionnaire followed by a nurse led assessment.

Safety critical workers are defined as:

- ✓ Personal Track Safety (PTS) holders
- ✓ Plant operators (including MEWP operators, vehicle marshals and piling rig attendants)
- ✓ Crane supervision, crane controllers, machine controllers, crane coordinator, crane operator, slinger and signaller
- ✓ Scaffolders
- ✓ Roofers/cladders
- ✓ Welders
- ✓ Confined spaces e.g. tunnellers
- ✓ Low voltage (LV) and high voltage (HV) appointed persons
- ✓ Demolition workers (work at height or in restricted locations)
- ✓ Drivers of company fleet vehicles LGV and HGV
- ✓ Traffic management operatives for high speed (70mph) traffic environments
- ✓ Workers using Self Contained Breathing Apparatus (SCBA) or compressed air.

Other roles and environments will be considered on a case-by-case basis, in consultation with an occupational health nurse.



Working with wet concrete

Reference should be made to the H48 Control of Substances Hazardous to Health Procedure.

Carry out a COSHH assessment of the tasks where cement-based products will be used.

Workers handling/mixing cement powder or using wet mortar and cement are particularly at risk. Check for any existing skin or allergy problems as this work could make these conditions worse.

Control the risks from contact with cement:

- ✓ Gloves should be waterproof and suitable for use with high pH (alkaline) substances, e.g. marked with EN374:2003 and tested for use with "alkalis and bases" (class K).
- ✓ Suitable footwear, such as wellington boots, should be used where large concrete pours are taking place. If standing in cement, these should be high enough to prevent cement entering the top of the boot.
- ✓ Waterproof trousers – when kneeling on wet products containing cement, appropriate waterproof trousers should be worn.

Exposure to dust

Reference should be made to the H76- Respiratory Procedure.

Make a suitable and sufficient assessment of the risks associated with working with dust.

Avoid or reduce exposure to high levels of dust.

Use water suppression and on-tool extraction systems which remove dust at source.

Water or on-tool extraction will not always reduce exposure enough and respiratory protection (RPE) must be provided as well.

You will need to make sure that the RPE is:

- ✓ Suitable for the task and amount and type of dust (Minimum FFP3)
- ✓ Compatible with other items of PPE
- ✓ Fit the user and worn correctly
- ✓ Wearers should be face fit trained VolkerStevin employees require a **H76-04 Face Fit Testing Fitness for Work completing**. Supply chain will also need to have certification.



Exposure to noise

Exposure on-site to high levels of noise can cause permanent and disabling hearing damage.



- ✓ Make a suitable and sufficient assessment of the risk from employees' exposure to noise.
- ✓ Avoid or reduce exposure to high levels of noise.
- ✓ Make use of quieter plant/equipment or consider changing the process.
- ✓ Use screens, barriers, enclosures.
- ✓ Limit the time spent in noisy areas.

Establish and use signs in hearing protection zones.

Provide the correct level of protection – Single Number Rating (SNR). This provides information about the levels of protection afforded by the type of ear defenders chosen – (remember PPE is the last resort).



Confined spaces

Reference should be made to H103 Confined Space Procedure.

Where entry into a confined space cannot be avoided, the Confined Spaces Regulations require that the work is planned and carried out under a safe system of work, i.e. RAMS, Permit, etc.

H103-05 Confined Space Guidance assessment calculator should be used to aid with the classification and controls required.

All employees carrying out confined spaces work must hold the relevant City and Guilds 6160 Qualification for their role and the categorisation of confined space, or the National Occupational Standards (NOS) for confined spaces, which must be conducted by a training provider recognised by one of the awarding bodies.

A suitable and sufficient task specific H02-03 Quantitative Risk Assessment and Method Statement will be developed by the competent Site Manager in conjunction with the Person in Control of Entry.

Arrangements for emergency rescue must be planned, dependant on the nature of the confined space, the risks identified, and likely nature of an emergency rescue being required.

No person shall work in a confined space unless they are deemed physically capable and medically fit for the work activity.

Confined space work is classed as safety critical. H93 Safety Critical Workers details the requirements to be followed.





Protection of openings

Unprotected pits, chambers, manholes etc. can cause a significant hazard if not adequately protected.

All openings must be covered/protected and secured.

In traffic routes the covering must be robust enough to take the expected traffic.

Any load bearing covers will need a temporary works design check as per its category.

Covers and other protection methods must be inspected daily and recorded weekly on HSE-07 Weekly Inspection.



Scaffolds and mobile towers

Scaffold must be erected and altered by trained operatives who hold a Construction Industry Scaffolders Record Scheme (CISRS) card appropriate to their role.

Scaffold must be erected in accordance with NASC SG4 Preventing Falls in Scaffolding Operations.

Structural scaffold designs must be prepared for all scaffolds that do not conform to the conditions set out in NASC TG20 which requires the issuing of a compliance sheet.

All scaffolds must be properly tied, boarded, guarded and protected and ladders secured as per NASC SG-25.

Scafftags must be fixed to all scaffold structures.

Staircases must be used as a priority for access onto scaffold structures.

Mobile towers must be erected by PASMA trained persons.

Only trained, competent and authorised persons are to inspect scaffolds.

Where there is no fall risk and where tube and fitting is used only as a barrier, it can be installed by an onsite experienced operative.





Use of harnesses and lanyards

Reference should be made to the H04 – Working at Height Procedure, and H04-04G Safety Belts Harnesses and Lanyards – Guidance on inspection for further information.

The use of harnesses as fall restraint or fall arrest should only be used where collective forms of fall prevention cannot be implemented. (H04-Refer to Appendix A "Hierarchy and selection of working at Height Equipment").

Individuals wearing harnesses and lanyards must be trained to IPAF standards or a recognised equivalent on how to wear the equipment and inspect for potential defects.

Establish a regime for the inspection of harness and lanyards by a competent person.

Safety belts, harnesses and lanyards need to undergo daily pre-use checks, detailed inspections and interim inspections. Both the detailed inspections (at least every six months) and interim inspections need to be recorded on H04-04 safety belts, harnesses and lanyards – record of inspection. See H04-04G Safety Belts Harnesses and Lanyards – Guidance on Inspection for further information.

Selection of harness and lanyard must take into consideration the weight of the wearer.

Defective harnesses and lanyards must be removed and put out of service.



Management of lifting accessories

Reference should be made to H55 Control of Lifting Operations, Equipment and Accessories Procedure.

The Site Manager must ensure that an Appointed Person is available to carry out the planning and management of lifting operations, and a H55-01 Appointment of Appointed Person is completed.

A nominated persons must be appointed to manage, store, and issue lifting accessories on site.

Lifting accessories must be inspected by a trained slinger/signaller prior to each use pre-use and recorded on a weekly basis using H55-10 Weekly LOLER inspections.

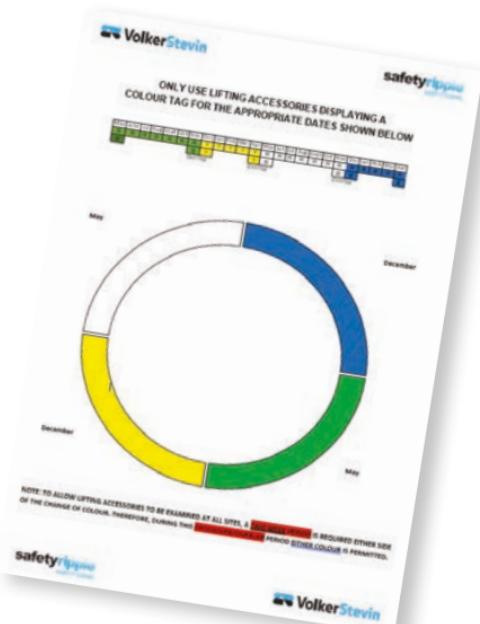
Lifting accessories must be inspected and certificated every six months. A register of lifting accessories must be maintained and include copies of in-date test certificates.
H55-09 LOLER register.

Accessories must be individually identifiable.

The correct colour coding must be visible for all lifting accessories and as per the VolkerStevin colour code requirement.

Dedicated storage facilities are to be provided for lifting accessories.

A quarantine area must be available for all out-of-date/damaged lifting accessories.





Management of lifting and slinging

Reference should be made to H55 Control of Lifting Operations, Equipment and Accessories Procedure.

For all lifting operations ensure a competent Lift Supervisor is appointed, and the H55-02 Assessment and Appointment of Crane Lift Supervisor has been completed.

This person must hold CPCS A62 Crane Supervisor (VolkerStevin preference), or ALLIMI Crane Supervisor (Lorry Mounted Cranes only) have suitable practical and theoretical knowledge, plus experience.

The Slinger/Signaller (S / S) must hold CPCS A40 Slinger/Signaller (VolkerStevin preference), or NPORS (CSCS Affiliated) N402 Slinger/Signaller or ALLIMI Slinger/Signaller (Lorry Mounted Cranes only) with the relevant endorsements and have suitable skills, knowledge and experience.

If an excavator is going to be used for pick and carry duties, then the Appointed Person must consult with the manufacturer first to ensure it is suitable and documented in a retrievable format, and the lifting capacity must be reduced by 50% and detailed in the lift plan.

Set up physical exclusion zones with signs in accordance must be put in place in line with Hog – Working with Plant procedure.

Swivel shackle to be used when lifting with excavators.

In congested situations, or where there are multiple operations, the Slinger/Signaller is to use an audible warning device, prior to lifting.

Control of Substances Hazardous to Health (COSHH)

Reference should be made to H48 Control of Substances Hazardous to Health procedure.

COSHH assessment should be undertaken using the Sevron365 Risk Assessment Platform.

A COSHH co-ordinator to be appointed and noted on the Allocations of Responsibilities form H01-04.



Material safety data sheets must be available for all hazardous substances. These can be obtained from the Sevron365 platform or obtained from the supplier.

A COSHH register must be maintained, with an inventory at all COSHH storage locations, using the H48-02 COSHH Assessment Inventory.

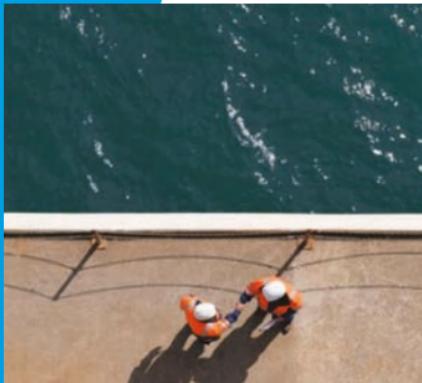
COSHH materials must be stored in either covered lockable cages with interceptor trays (suitable for oil-based COSHH only) or within secured, ventilated bunded areas.

COSHH assessments are to be briefed to all users.

Any equipment containing oil/fuel is to be stored on a Plant Nappy® or within a bunded area.

COSHH waste should be disposed of as per material safety data sheet.

Task Risk Assessment With COSHH Compliance	
Task Info Project Name: Software Location: NERNS Assessor: J. BROWN Review Date: 10/2023 Serial No.: 12345678 Person Affected: General Workforce	Using COSHH Specified Percentage Performance Indicators Approved by: JOHN BROWN Reference: ABC12345678 Approval Date: 10/2023 Risk Summary:  Impact:  Control Measures: 
Task Description / Detailed Assessment: This task involves software development and deployment. It includes writing code, testing, and integrating new features. The task is performed in a controlled environment with appropriate safety measures in place.	
Product Information: Product Name: Software Development Kit v2.0 Manufacturer: Global Computing Ltd. Associated Products: None	
Assessor's Notes: Risk assessment has been completed and action points have been identified. There is no residual risk at this stage.	
Action Points: None	
Review Dates: The next review will be in 12 months. Please refer to the audit log for more details.	
Comments: None	
Application Method: Paper-based Application Area: Office and laboratory Frequency Of Use: When required Quality Standard: As required Duration Use: As required	



Working near or over water

Reference should be made to H99
Working On, Over or Near Water Procedure.

Suitable and sufficient edge protection
should be provided when working near, on or
above water.

Where the risk of falling into water cannot be
eliminated the following controls should be
considered and a personal flotation device
should be worn.

Ensure employees are trained and have suitable
skills, knowledge and experience to carry out
the tasks as defined by the risk assessment.

Lone working near, on or above water is
prohibited.

An emergency rescue plan and associated
rescue equipment must be in place before
works commence.

At least one lifesaving skiff or lifting device
needs to be immediately available at locations.

Emergency rescue drill to be undertaken.

Management of diving operations

Reference should be made to H60 Management of Commercial Diving Operations Procedure.

Any diving activities shall be detailed in H01-01 VW UK Site Management Plan.

The Site Manager must ensure that a competent employee is appointed to manage any diving operations.

Diving contractors must meet with the requirements of section 5.3 of H60 Management of Commercial Diving Operations Procedure.

All divers and dive supervisors must hold a HSE accreditation and meet the requirements as detailed in H60-Go1Diving Management Competencies – Roles and Responsibilities.



The diving contractor shall prepare a site-specific Diving Project Plan (DPP), which is to be reviewed by Controller of Diving.

Ensure there are sufficient personnel in the dive team so that the diving project is carried out safely.

Ensure adequate arrangements exist for first aid and medical treatment.

Any diving activities are to be detailed in H01-01 VW UK Site Management Plan.



Storage of gases

All gas bottles must be securely stored in a vertical position within a ventilated, lockable, labelled store at least three metres away from site offices.

Identify storage locations within project fire plans.

Compressed oxygen must be kept at least 10 metres away from all other flammable gasses.

Only allow authorised access only to gas and keep cages locked.

Protect cages from fire and vehicle impact.

Display warning notices and provide dry powder fire extinguishers.

When moving gas cylinders around site, use gas cylinder trolleys and transport racks instead.

Vehicular transportation of gas cylinders may come under the requirements of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004 (the Carriage Regulations). Seek further advice from the Health and Safety department.

Working on the highway

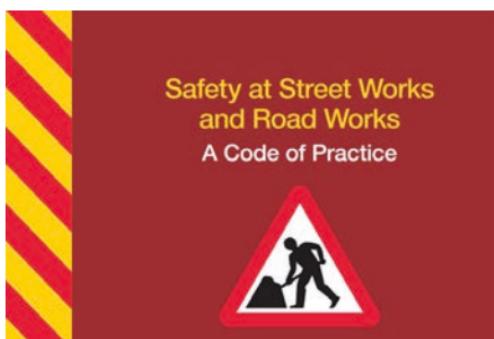
Works on the public highway which involve services must comply with the Safety at Street Works and Road Works Code of Practice.

Only trained, competent personnel shall set out traffic management. This includes Lantra sector 12D or NRSWA for utilities works.

Sites must be checked to ensure that the site set-up is still appropriate, and that signs, lighting and guarding have not moved or become damaged or dirty:

- ✓ Every time you start work on an existing site
- ✓ Regularly during active work; and
- ✓ Before you leave a site.

Photographic evidence must be taken before and after a shift and must be available for all backfill and reinstatement works.



Electrical lockout and isolations

Reference should be made to the H22- Electrical Safety Rules and H56 Mechanical Safety Rules Procedures.

- ✓ Competent duty holders must be appointed to manage electrical systems.
- ✓ Electrical permit to work must be in place.
- ✓ Isolated and physical lock out systems and warning signage to be in place.
- ✓ Isolations to be tested prior to work commencing.
- ✓ When working in kiosks, restricted access measures must be in place to ensure no unauthorised entry.



Being a good neighbour

We recognise the influence our actions can have on our environment. It is crucial for us to be attentive and thoughtful towards our customers, focusing on what we call the 3C's: Community, Colleagues, and Clients.

Always be polite, respectful and proactive in aiding with residents.

Ensure that you inform your site Customer Experience Coordinator or the Customer and Stakeholder team of any interactions with customers by emailing customer@volkerstevin.co.uk.

Always take the necessary steps to reduce noise and dust and keep them to a minimum.

Your Customer Experience Coordinator must be informed if you are planning to work outside in third party land or outside the standard working hours or doing any works that may impact the residents and community.

Consider the local community when entering and exiting the site.

Be aware of conversations taking place close to any public areas.

When wearing branded PPE, be mindful that you are representing VolkerStevin.



Fuel storage and refuelling

When refuelling generators and operated plant, a trigger gun with automatic shut-off valve must be used.

The refuelling area shall include a spill kit, fire extinguisher and a Plant Nappy® or other absorbent drip tray for refuelling.

A funnel/nozzle must be used when refuelling equipment.



Refuelling area must be sectioned off and safety signs displayed.

The bowser shall be double-bunded and locked when not in use.

Fuel co-ordinator to be appointed.

Spill kits

Suitable spill kits appropriate to the hazards must be available within proximity (90 seconds reach) of a potential spillage.



Spill kits must be suitable in terms of type, size and contents for the location they are to be placed in.

Spill kits must include spill procedure, absorbent pads, socks/booms, gauntlets, goggles, plastic bags (not black) and ties (other contents should be considered for inclusion as necessary, depending on the work methods and location. For example, granules, drain protector mats, sealant putty, etc).

Employees must participate in a mock spillage exercise within two weeks of construction works and every six months thereafter. A spill kit awareness toolbox talk can be used; briefing sheet and photographic evidence to be kept on file.

All mobile plant to carry a suitable spill kit.



Procurement of materials

Recycled/secondary aggregates and bulk fill to be used wherever feasible. If virgin/primary material is sourced, evidence will need to be provided to demonstrate that all potential recycled/secondary sources have been investigated.

Every delivery needs to be signed in on a materials delivery. Note, records of transport mileage will be required for client carbon calculators.

Any surplus excavated materials generated on site without an identified use shall be made available to other VolkerStevin client projects and if no requirement identified, the material will be registered on the CLAIRE Register of Materials [Note: reuse of material requires an appropriate exemption or other consent].

Timber procurement

All timber used in temporary or permanent works must be sourced from an approved supplier and be FSC or PEFC certified.

Subcontractors must purchase chain of custody timber and provide evidence.

Copies of all timber delivery notes and invoices must be checked to ensure chain of custody compliance and uploaded to Asite CDE.

Senior management and Head of Sustainability approval is required prior to any purchase of non-certified timber.





Storage of materials

Store perishable materials under cover and away from transport routes to avoid damage and to prevent loose particles from escaping into the air causing dust issues on site.

Store loose or hazardous/harmful materials at least 10 metres away from watercourses and drains to prevent any pollution incidents.

Avoid over ordering materials. If unused materials remain at the end of a project, look for opportunities to reuse them elsewhere or donate them to local organisations or to the client.

Cable drums and pipes to be choked, secured and/or laid on its flat edge.

Store materials off the ground to keep clean and avoid damage.

Seed any large or suitable stockpiles to improve stability and to reduce silty run off.

Waste storage and disposal

Hazardous and non-hazardous waste must be segregated.

Different types of hazardous wastes must be segregated. For example, oily rags, aerosol cans, silicone cartridges, electronic WEEE waste etc.

Municipal waste and skips containing materials prone to blow away, must be stored in an enclosed skip.

Skips must be labelled and must display the correct EWC code.

No waste to be stored on site for more than 12 months.

Disposal of all waste must follow the waste duty of care.



Pollution prevention and concrete washout

All potential pollution risks must be identified, and appropriate mitigation and controls need to be in place.

Drains must be identified and protected. No liquids such as chemicals, fuel or oil should be stored within 10m of a drain. If necessary, drain covers should be made available to mitigate the risk of pollution.

Management techniques to be used when there is a risk of silt pollution (for example, silt curtains, settlement tanks, silt fences, sandbags etc).



Concrete washout

Only the chutes of concrete wagons may be washed out on site.

Concrete washout skip to be in good condition, above ground, at least 10 metres away from watercourses and drains, lined, and covered when not in use to prevent rainwater from entering.

Concrete washout skip to be regularly inspected to detect any misuse, leaks and overfilling.

Concrete wash waster may only be used for further concrete batching on site or must be disposed of offsite as a waste.



Wash water must not be discharged to the ground, drain or water course.

For better filtration and containment, use a tonne bag within the concrete washout skip.

Ecology and biosecurity

Materials, plant and vehicles must not be placed or used within a tree's root protection area (RPA).

Any works that affect a tree under a Tree Preservation Order (TPO) must have approval from the local authority and be carried out in accordance with a method statement approved by a qualified arboriculturist.

Any trees to be retained must be fenced off (to a distance of at least four times the tree trunk circumference) and clearly signed.

Conduct or review the Preliminary Ecological Assessment and any other ecological surveys to determine whether there are any protected or invasive species present on or around the site.



Ensure that protected species are protected in accordance with guidance from ecologist or protected species licence requirements.

Where invasive species are present, ensure that activities do not cause their spread.

If working in wooded areas, care must be taken not to spread diseases such as ash dieback.

Stay within the site boundary to avoid damage to potentially protected areas.



MEICA material storage

Verify delivery dates, site access, and offloading methods with the supplier in the Purchase Order.

Check MEICA deliveries for completeness against the Purchase Order, noting potential multiple deliveries.

Identify and secure documentation (in particular O & M's, test certificates, C of C's, etc.) and separate components for proper storage. If appropriate obtain documentation electronically prior to delivery.

Assess suitability of materials stored outdoors and segregate, as necessary.

Obtain signatures from installation subcontractors for free-issue materials before release.

Establish a dedicated MEICA storage area with hardstanding, lockable stores, and appropriate racking/shelving for valuable or fragile equipment, overseen by dedicated personnel.

IT and cyber security

Provide adequate office space, printing facilities, and reliable broadband/Wi-Fi for MEICA and commissioning team needs throughout project duration.

Ensure server location and network cabling support seamless continuity of IT infrastructure during MEICA installation and commissioning.

Prohibit connection of ICT devices into site process or control infrastructure without authorisation.

Encrypt all USB and mass storage portable drives.



Implement lockout measures for unattended ICT devices (e.g. laptops, desktops, phones) using strong passwords or PIN codes.

Secure control panels and IT infrastructure with physical locks during commissioning to prevent unauthorised access or damage before project completion.



DFMA/package plant

Consider potential risks associated with delivering and installing larger assemblies like kiosks and skids, including delivery logistics, access, crane usage, and temporary infrastructure.

Inspect the package plant before and after offloading to ensure it remains undamaged and in satisfactory condition.

Coordinate with all relevant disciplines to prepare for the delivery and installation of large loads, including ground preparation, tree clearance, service adjustments, road modifications, access limitations, and traffic management.

Confirm that the supply chain has surveyed the delivery route and site access, agreed upon routes, and arranged necessary transport notifications.



Mechanical installation – pipework

- ✓ Inspect bolt torquing to specified parameters, with visually identified torqued bolts and correct number of visible threads.
- ✓ Confirm installation of earth bonding lugs and straps for low-level pipework and steelwork before lagging or access removal.
- ✓ Ensure proper segregation of dissimilar metals (e.g. stainless steel and galvanised steel) using nylon washers, rubber linings, etc.
- ✓ Validate installation of suitable pipe supports to handle thrust, expansion, vibration, and insulation requirements, and with respect to operation and maintenance requirements.
- ✓ Conduct touch-up painting of coatings upon completion of pipework installation.
- ✓ Ensure cleanliness of pipelines by removing debris and construction materials before final assembly and energisation.
- ✓ Adhere to the approved design drawings if any changes are required consult change process and seek agreement before proceeding.

Mechanical installation – steelwork

- ✓ Confirm interface details before design approval for optimal load-bearing capacity.
- ✓ Consider assembly sequence for access, lifting, stability, and safety measures.
- ✓ Survey support base, fittings, and footings for suitability and dimensions.
- ✓ Conduct pull tests on fixings before installation for reliability.
- ✓ Implement edge and fall protection measures at each stage.
- ✓ Optimise safety with off-site or ground-level assembly techniques.
- ✓ Verify correct fixings and proper shimming before final torquing.
- ✓ Complete handrails, flooring, and other safety features before removing temporary edge protection.
- ✓ Adhere to the outputs from the design phase ALM.



Commissioning and handover

- ✓ Consult the Commissioning Manager for input on programme, resource needs, planning, and client requirements, facilitating early 'Storyboard' creation.
- ✓ Follow the High-level Commissioning Strategy (Q29) procedure for effective management and documentation.
- ✓ Prioritise client/stakeholder communication and risk management through coordinated meetings and document reviews before commissioning.
- ✓ Ensure the team understands commissioning sequencing, including isolations, temporary setups, diversions, and shutdowns.
- ✓ Plan start-up and operation meticulously, incorporating process monitoring, sampling, and subcontractor RAMS, including out-of-hours response.
- ✓ Plan handover and aftercare from the outset, managing snags and outstanding tasks, and compiling all necessary information for timely handover, including client training materials.
- ✓ Obtain background sampling data at a suitable time to ensure EWI compliance.



Temporary process operation and over-pumping

Consult the Commissioning Manager prior to procurement or hire of any temporary plant to ensure:

- ✓ Adequate treatment/flow capacity, hire duration and cost, including setup, commissioning, noise and/or odour mitigation, cleaning and removal.
- ✓ Adequate power requirements and connection (generator, temporary supply etc).
- ✓ Logical build sequence including offloading, lifting, access, cabling, testing and commissioning.
- ✓ Understanding of plant operating requirements – consumables, calibration, maintenance, callout/response requirements, telemetry connections.
- ✓ Understanding of permit to pump or similar client documentation requirements to ensure site permit compliance.



Process considerations

- ✓ Identify interactions with existing plant to minimise issues e.g. blockages, obstructions, splashing.
- ✓ Ensuring discharge locations do not cause process/hydraulic problems or issues with site consents.
- ✓ Ensure any waste discharge locations are not into a water course or other sensitive receptor.
- ✓ Chemical dosing – delivery arrangements, security dosing location and mixing, COSHH, blockage/spill/leak detection.
- ✓ Agree sampling and continuous monitoring regime.

Existing operational requirements

- ✓ Ensure plant throughput is maintained with adequate redundancy.
- ✓ Ensure permit/consent treatment requirements are understood and compliance can be maintained during the construction and commissioning phase.
- ✓ Ensure client, site and management personnel are kept informed of any issues/risks via regular communication and liaison meetings.
- ✓ Ensure responsibility for access and maintenance is clearly understood and provided in each area.

Management of permanent assets under contractor control

- ✓ Ensure client standards are understood, and site management is sufficient for adherence to client processes and procedures prior to handover.
- ✓ Ensure adequate sampling, instrumentation and attendance to control and monitor performance of new assets.
- ✓ Review operation and maintenance of existing assets for any issues that could affect overall plant performance.
- ✓ Ensure asset maintenance records are maintained through to handover.





Pre-Handover operation and maintenance

Management of temporary commissioning assets

For hire of process critical pumps and generators ensure hire agreement includes call out response and inclusion of appropriate condition monitoring and telemetry to minimise downtime.

Ensure fuelling and refilling requirements are considered for temporary plant (generators, diesel pumps etc), especially over weekends/holidays.

Ensure routine maintenance tasks are undertaken and consumables ordered for expected maintenance period as well as critical spare parts – consider inclusion of maintenance in hire agreement with specialist providers.

Management of temporary plant performance may require site sampling of process fluids – contact the commissioning manager to arrange this.

Where possible, temporary works should be planned to only be required to operate during the working day. If 24/7 operation is required for temporary treatment plant, contact the Commissioning Manager to arrange weekend cover and callout rota.

Remote and lone working

Once process plant is made live during commissioning and there are subsequent requirements for out of hours coverage and lone working to manage 24/7 operation, the PeopleSafe Lone Worker App will be utilised for periods of lone working, including out of hours call outs.

The MySOS is a key fob-sized personal alarm that enables the user to raise an alarm automatically or at the touch of a button. If required, alarm controllers will summon the relevant emergency response.



The following steps must be adhered to:

- ✓ Ensure call-out rota and contacts are in place prior to commencement of any lone working operations.
- ✓ Ensure all commissioning and call-out personnel are set up on the MySOS System and have access to the MySOS fob(s).
- ✓ Ensure operating RAMS are in place detailing required control measures for out of hours access including lighting, PPE, access and security provisions.



PEOPLESAFE

Hazardous areas and explosive atmospheres awareness

Hazardous or explosive areas can be found in many locations in the working environment especially in the changing environment of a construction site and some types of process plant e.g. digesters, fuel tanks, sewers, below ground structures etc.



Danger
Explosive atmosphere

Identification of hazardous areas as part of a project should be provided as pre-construction information in the form of:

- ✓ DSEAR assessment of the existing site and proposed project works.
- ✓ Potential Explosive Atmosphere Zoning (PEAZ) Schedule and Layout Drawing(s).
- ✓ Appropriate signage at zoned areas.

If personnel must enter a hazardous area, this will require a specific risk assessment, gas monitoring devices and possibly confined space entry permit/training/access provisions.

ATEX

ATEX are European standards controlling potentially explosive atmospheres and the equipment and protective measures used therein.

- ✓ Any equipment used in a hazardous or zoned area must be suitably ATEX rated for the area and assessed for the risk to the working environment to limit any energy sources to a safe LEL (Lower Explosive Limit).



Warning
Hazardous area

