

# H&S Policy Manual

**SPHS001**

**VERSION 6**



The signatures below certify that this Manual has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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	Signature	Position	Date
Prepared By	Darren Male	HSQE	05/10/2020
Reviewed By	Anthony Stander	Director	05/10/2020
Approved By	Greg Vickers	Managing Director	05/10/2020

## Amendment Record

This Manual is reviewed annually to ensure relevance to the systems and process that it defines.

A record of contextual additions or omissions is given below.

Amendment Date	Guide Page (Numbers)	Context	Initial
23/09/14		New, superseding previous uncontrolled version	DM
25/08/15		Deputies added to Roles and Responsibilities. S3.4 CDM updated for CDM15, and throughout document	DM
01/09/16		Minor amend to CDM15 Duties table and inserted 2016 policy.	DM
17/08/17		Various amendments, see appendix to document.	DM
		Updated to annual review in line with FORS requirements	DM
17/10/19		Added sections on Office Work and Stress	DM
05/10/20		V6 05/10/20 Full review. D12 extended to include Mental Health. Revised to align to revised RISQS Modules.	DM

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## A. HEALTH AND SAFETY POLICY – ARRANGEMENTS

This Health and Safety Arrangements Plan, based on HSE Guidance, shows how Spoor-Tech complies with the Health and Safety at Work etc. Act 1974 S2(3).



This is the statement of general policy & arrangements for:	<b>Spoor-Tech Limited</b>		
Overall and final accountability for health and safety is that of:	Anthony Stander, Technical Director		
Operational responsibility is that of:	Construction Sites - Project Manager; Yard – Labour Coordinator; Warehouse – Warehouse Manager; Office – Rail Compliance Coordinator		
The persons appointed for safety coordination are:	Darren Male <small>CMISOH OSHCR FIEMA CENV</small> , The QUENSH Consultancy Limited		
The appointed competent person for health and safety is:	Darren Male <small>CMISOH OSHCR FIEMA CENV</small> , The QUENSH Consultancy Limited		
<b>Statement Of General Policy</b>	<b>Arrangements</b>		
To prevent injury and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	All activities are risk assessed for hazards from physical, mechanical, chemical, fire, environmental and other sources. Arrangements for health and safety conformance are contained within the construction phase plans, method statements and risk assessments.		
To provide adequate training to ensure workers are competent to do their work.	All individuals working on Spoor-Tech’s behalf are competent and have the required skills, knowledge, attitude, training and experience to fulfil the task. All operatives either hold task related training certification or work under suitable supervision until competent. Where required operatives hold CSCS cards.		
To engage and consult with workers on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Workforce involvement is through worker forums, task briefing, site visits, toolbox talks and day-to-day contact. No workers are exposed to health risks above the daily exposure limits however do complete medical self-declarations and receive medical fitness examinations.		
To implement emergency procedures – evacuation in case of fire or other significant incident and first aid arrangements.	Emergency response plans for fire, first aid and spill response, including evacuation are contained within Construction Phase Plans / Method Statements and are communicated at site induction. All personnel have basic fire, first aid and spill response awareness. Trained first aiders, first aid kits and where required fire responders and fire extinguishers are provided.		
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	All tasks and activities have documented risk control measures. All premises, plant and equipment is subject to periodic service, inspection and test. Operatives are personally responsible for daily pre-use checks. For all hazardous substances then compliant COSHH assessments are provided.		
Health and Safety Information Poster is displayed:	Health and Safety Information Poster and Company Health & Safety Policy is displayed on company notice boards.		
Injuries and ill health at work reported under RIDDOR:	Line Manager will complete an Incident Report Form and will inform the HSQE Advisor who will review, investigate and report accordingly.		
Approved: (Employer)	 Anthony Stander, Technical Director		Approved Date: 05/10/2020
Subject to Review, Monitoring and Revision by:	Darren Male, HSQE Advisor	Review Period:	Minimum 3 years or following change or safety event

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## **B. ROLES AND RESPONSIBILITIES**

### **B1 Technical Director**

- (1) Taking overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities.
- (2) Ensuring that the OH&S policy and related OH&S objectives are established and are compatible with the strategic direction of the organization.
- (3) Ensuring the integration of the OH&S management system requirements into the organization's business processes.
- (4) Developing, leading and promoting a culture in the organization that supports the intended outcomes of the OH&S management system.
- (5) Ensuring that the resources needed to establish, implement, maintain and improve the OH&S management system are available.
- (6) Ensuring the organization establishes and implements a process(es) for consultation and participation of workers.
- (7) Communicating the importance of effective OH&S management and of conforming to the OH&S management system requirements.
- (8) Supporting relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.
- (9) Directing and supporting other persons to contribute to the effectiveness of the OH&S management system.
- (10) Ensuring that the OH&S management system achieves its intended outcomes.
- (11) For major incidents, directing incident investigation, including appointment of competent investigator and maintenance of suitable records
- (12) Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities.
- (13) Ensuring and promoting continual improvement.
- (14) Contributing to management review.

Deputy: Other Directors, Senior Project Managers

### **B2 Project Manager**

- (1) Consult with Clients on existing site health and safety information
- (2) Produce safety documentation including, Construction Phase Plans, Method Statements / Works Package Plans, Task Briefings
- (3) Handover contracts to Site Supervisor (aka "Have a Conversation"), providing required operational and safety information
- (4) Ensure implementation of 5C for Management on all contracts: Consult, Communicate, Competency, Coordinate, Co-operation.
- (5) Administer sub-contractor's competency evaluation and issue final approval.
- (6) Administer Planned Preventive Maintenance (PPM) Schedule for owned equipment
- (7) Ensure application of required permits, licenses and consents relating to programme
- (8) Plan working hours to ensure compliance and evaluate any requested extensions over statutory limits.
- (9) Undertake site visits including two recorded safety-related inspections per month
- (10) Investigation incidents and close calls
- (11) Contribute to management review

Deputy: Project Managers

### **B3 Health, Safety, Quality & Environment Advisor**

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- (1) Establish, implement, maintain and continually improve business management system
- (2) Identification compliance obligations
- (3) Provide specialist advice on risk assessments and risk control measures
- (4) Monitor core processes and key performance indicators relating to compliance obligations
- (5) Contribute to investigation of incidents and close calls
- (6) Conduct internal audits and compliance evaluations
- (7) Contribute to management review
- (8) Administration of Industry Qualification Schemes.

#### **B4 Rail Compliance Coordinator**

- (1) Administer induction process including related records.
- (2) Administer and monitor training of all workers
- (3) For Rail: Administer drugs, alcohol and medical assessments – pre-appointment, periodically, post-incident, for cause.
- (4) For Rail: Administer Sentinel Sponsorship and related records
- (5) Administer Personal Protective Equipment records
- (6) Monitoring of Working hours and investigating exceptions
- (7) Monitor premises infrastructure planned preventive management plans.

Deputy: Administrator

#### **B5 Plant & Equipment Administrator**

- (1) Administer plant and equipment.

#### **B6 Resource Manager**

- (1) Resource planning
- (2) Issue and receipt of site records
- (3) Trouble shooting of issues raised on site
- (4) Responsible Manager Role overseeing COSS / PWT
- (5) Working Time Management including Fatigue Risk Assessments and Review of Shift Extension

#### **B8 Ganger / Chargehand / Site Supervisor (Site Supervisor used in document for simplicity).**

*When working on Railway Infrastructure includes LU Protecting Workers on the Track (PWT), Network Rail Safe Working Leader (SWL) / Person in Charge (PiC)*

- (1) Receive contract handover from Project Manager, receiving required operational and safety information.
- (2) Consult and cooperate with any appointed Site Manager / Safe Working Leader
- (3) Carry out recorded site-specific risk assessment.
- (4) Induct all site operatives to the site, including scope of works, security, welfare, emergency arrangements.
- (5) Check individual permits, access cards, competency records etc of all workers.
- (6) Assess Fitness for Work, including fatigue and confirmation of drugs and alcohol compliance.
- (7) Allocation of responsibilities to site operatives.
- (8) Ensure pre-inspection of all plant and equipment, including PPE and emergency equipment eg fire, first aid, spill, entrapment.
- (9) Consult with Project Manager on any required change to method statement / works package plan or risk control measures, including additional plant, people, process, products
- (10) Ensure coordination and cooperation with any other parties

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- (11) Adoption of site ensuring compliance to Site 3Cs: Care, Custody & Control
- (12) Ensure compliance to Permit to Works
- (13) Completed allocated work on time, to quality, environmental, safety and health standards
- (14) Monitor work throughout, including dynamic risk assessment
- (15) Monitor shift times & provide early warning to Project Manager of potential shift exceedance.
- (16) Make the best use of resources to optimise performance
- (17) Complete Job Sheets in a clear and concise manner.
- (18) Submit site paperwork promptly.
- (19) Return equipment promptly for off-hire, service, re-test or re-calibration
- (20) Communication with all interested parties of job status
- (21) Communicate to Project Manager of any identified non-conformities, complaints, incidents or Refusal to Work on Safety grounds.
- (22) Comply with Safety Inspectors or Investigators requests
- (23) Review Right to Refuse to Work on Safety Grounds

## **B7 Workers**

- (1) Undertake work as per instructions of the Site Supervisor and as per training, documented safety systems and quality, environmental, safety and health standards
- (2) Make effective use of safety equipment, particularly personal protective equipment, and not to tamper with or effective a repair to any equipment provide for safety or requiring defined competencies.
- (3) Check all equipment before use, reporting any defects.
- (4) To Work safe and inform Site Supervisor of any identified problems, close-calls, incidents or Refusal to Work on Safety Grounds.
- (5) Keep Site Supervisor informed of job status
- (6) On Rail, where required, communication to of concerns to Confidential Information Reporting and Advisory Scheme (CIRAS) when working on Rail Infrastructure.
- (7) Comply with Safety Inspectors or Investigators requests
- (8) Upholding the image of Spoor-Tech at all times.

## **B8 Warehouse Manager**

- (1) Maintain the warehouse as per operational and safety, health and environmental requirements
- (2) Conduct periodic inspection of warehouse equipment eg racking, ladders, emergency response equipment and arrangements
- (3) Conduct inspection and test of site work equipment that they are trained to inspect eg portable electrical appliances, access equipment, mechanical equipment, etc
- (4) To administer collection and distribution of equipment between workers and test centres
- (5) Report to Technical Director any identified defects in equipment.

## **B9 Health, Safety, Quality & Environment (HSQE) Advisor**

- (1) Establish, implement, maintain and continually improve business management system
- (2) Identification and communication of compliance obligations
- (3) Provide specialist advice on risk assessments and risk control measures
- (4) Monitor core processes and key performance indicators relating to compliance obligations
- (5) Contribute to investigation of incidents and close calls
- (6) Conduct internal audits and compliance evaluations
- (7) Contribute to management review
- (8) Administration of Industry Qualification Schemes.



## C CORE ARRANGEMENTS

### C1. RISK ASSESSMENT AND PLANNING

#### C1.1. Policy on Risk Assessments

C1.1.1. Spoor-Tech will comply with the Management of Health and Safety at Work Regulations 1999 and other health and safety regulations in the production and maintenance of risk assessments.

C1.1.2. Spoor-Tech is committed to reducing risks as far as is reasonably practicable.

#### C1.2. Activities to Be Risk Assessed

To ensure that all hazards that could impact on the health, safety or welfare of individuals then the organisation shall undertake risk assessments which shall take into account, but not be limited to:

- a) how work is organized, social factors (including workload, work hours, victimization, harassment and bullying), leadership and the culture in the organization;
- b) routine and non-routine activities and situations, including hazards arising from:
  - 1) infrastructure, equipment, materials, substances and the physical conditions of the workplace;
  - 2) product and service design, research, development, testing, production, assembly, construction, service delivery, maintenance and disposal;
  - 3) human factors;
  - 4) how the work is performed;
- c) past relevant incidents, internal or external to the organization, including emergencies, and their causes;
- d) potential emergency situations;
- e) people, including consideration of:
  - 1) those with access to the workplace and their activities, including workers, contractors, visitors and other persons;
  - 2) those in the vicinity of the workplace who can be affected by the activities of the organization;
  - 3) workers at a location not under the direct control of the organization;
- f) other issues, including consideration of:
  - 1) the design of work areas, processes, installations, machinery/equipment, operating procedures and work organization, including their adaptation to the needs and capabilities of the workers involved;
  - 2) situations occurring in the vicinity of the workplace caused by work-related activities under the control of the organization;
  - 3) situations not controlled by the organization and occurring in the vicinity of the workplace that can cause injury and ill health to persons in the workplace;
- g) actual or proposed changes in organization, operations, processes, activities and the OH&S management system;
- h) changes in knowledge of, and information about, hazards.

Source: ISO45001:2018 Clause 6.1.2.1 Hazard identification.

### C1.3. Risk Assessment Production

Risk assessments shall be produced in line with the below compliance table:

**Table C1.2 Risk Assessment Production**

What	Who	Related Process	When
Construction-Related Activities	Project Manager	PP03-C04,D01-15	New / amended activity or service Change of legal or other requirement Post-incident Recommendation Three year review
COSHH Assessment for Hazardous Substances	HSQE Advisor	PP03-D05	
Environmental	HSQE Advisor Project Manager	PP10	
Lifting Plans	Project Manager	PP03-D09	
Manual Handling Risk Assessment	HSQE Advisor Project Manager	PP03-D11	
Noise	HSQE Advisor Project Manager	PP03-D13	
Vibration	HSQE Advisor Project Manager	Pp03-D18	
Display Screen Equipment (DSE) Users [1]	Rail Compliance Coordinator	HSE Noise Exposure Calculator	After 6 weeks for new starters Change in location or activity Change in individual's health / medical condition Every three years
Vulnerable Persons - New and Expectant Mothers	Rail Compliance Coordinator	PP03-D19	Upon notification of vulnerable person status
Vulnerable Persons - Disabled Persons (permanent / temporary, including mental health) including for Personal Emergency Evacuation Plans			
Vulnerable Persons - Young Persons eg school work placements			

[1] DSE Risk Assessments includes office health & wellbeing objectives eg air quality, heating and ventilation, space etc

[2] DSE Users are users of display screen equipment for more than 1 hour per day

## **C1.4. Risk Assessor Competency**

- C1.4.1. Operation / Construction-related Risk Assessors shall have a minimum of CITB SMSTS Safety training or equivalent.
- C1.4.2. Generic risk assessments, CoSHH assessments etc shall be written / approved by the HSQE Advisor (CMIOSH).
- C1.4.3. Where self-assessments are undertaken by the individual worker, these are and validated by the HSQE Advisor.
- C1.4.4. External HSQE Advisor can provide specialist competent advice on OHS issues.

## **C1.5. Client Input**

- C1.5.1. Client's Representative shall provide design / conceptual specification and any relevant existing site information that may affect the safety or delivery of the works.
- C1.5.2. Client has a duty to provide sufficient resources including time, money, information and other resources to allow suitable and adequate planning of work.

## **C1.6. Safety Documentation**

- C1.6.1. Project Manager will review the provided information and produce required Construction Phase Plan, Method Statements / Works Package Plan / Task Briefings and associated risk assessments in consultation as required with Client's Representative, HSQE Advisor / Advisor, Workers, Sub-Contractor, Regulator, Other Interested Parties.
- C1.6.2. Safety documentation shall be subject to document control.

## **C1.7. Risk Control Measures**

- C1.7.1. Appropriate risk control measures shall be applied to eliminate or minimise foreseeable risks as far as is reasonably practicable.
- C1.7.2. Risk Control Measures shall be documented in Risk Assessments & Method Statements.
- C1.7.3. Risk Control Measures shall be established, implemented and maintained in line with the hazard reduction hierarchy ERIC PD – Eliminate, Reduce, Isolate, Control, Protect, Discipline

## **C1.8. External Requirements**

- C1.8.1. In establishing risk control measures then the compliance obligations including legal requirements and the requirements of interested parties eg Client, Principal Contractor, Network Rail, RSSB, Health and Safety Executive, Local Authority, local Environment Agency and other competent organisations shall be used to identify recommended risk control measures.

## **C1.9. Resources**

- C1.9.1. Spoor-Tech shall provide all resources including personnel, training, specialist skills, time, information, materials, plant and equipment, including personal protective equipment, required to implement safe systems of work and achieve OHS objectives.

## **C1.10. Permits to Work**

- C1.10.1. Permits to Work may be specified as a risk control measure for high risk tasks including: Confined Spaces Entry, Hot Work, Excavation Permit to Dig.
- C1.10.2. The site controller to provide Permits to Work. This may be the Client's Site Manager. Where the Site Manager does not provide a Permit to Work, or where Spoor-Tech is the Site Manager then a suitable Permit to Work will be provided.
- C1.10.3. Upon issue of the permit, a copy will be retained by the person issuing the permit and a copy will be issued to the person undertaking the work. The permit will clearly indicate the controls needed.
- C1.10.4. If required, the permit will be closed out at the end of the operation.

## **C1.11. Compliance**

- C1.11.1. All risk control measures shall be complied with.

## **C1.12. Communication**

- C1.12.1. Health and safety Information including the findings of risk assessments including shall be communicated to all site operatives through a suitable site induction.

## **C1.13. Point of Work Risk Assessment**

- C1.13.1. Site Supervisor where practicable is deployed to the site before the planned mobilisation date to review the site and perform a site risk assessment to determine risks and opportunities for health, safety, quality and environmental management on the project. The Site Supervisor discusses his findings and recommendations with the Projects Manager.
- C1.13.2. Site Supervisor on arrival on site on Day 1 completes a Point of Work Risk Assessment. Any differences to that contained in the project documentation that cannot be readily resolved on site or requires a change (PP01-01.5) shall be consulted with the Project Manager. The Point of Work Risk Assessment is then maintained dynamically.
- C1.13.3. Site Supervisor records on the job sheet any observations and issues raised on site conditions, HSQE hazards observed / corrected and progress with the works.

Note: At no time shall any person undertake activities that may place them or others at harm. Spoor-Tech operates a "Don't Walk By" campaign to reinforce personal responsibility for safety.

- C1.13.4. If it is not possible to implement suitable and adequate risk control measures, the Worksafe / Right to Refuse to Work on Safety Grounds [PS08] is implemented.

## **C1.14. Change Control**

- C1.14.1. When Changes are required the changes shall be carried out in a planned manner, giving consideration to:
  - (1) The purpose of the changes,
  - (2) The potential consequences of the change eg on organisation, resources, accreditations, insurance, health & safety impact, environmental impact etc,
  - (3) The integrity of the business management systems, including the requirement to re-assess risks,
  - (4) The availability of resources,
  - (5) The allocation or reallocation of the responsibilities and authorities.

- (6) Consultation with affected interested parties.

Organisational level changes are made with the authority of the Director, service or process related changes by the Management Team.

C1.13.2 Where a site variation order to the scope of works / method statement &/or risk control measures is required then if received by Site Supervisor is consulted with Project Manager or if received by Project Manager consult with Client's Representative and others, and the outcome confirmed in writing. Project Manager or Supervisor may be required to attend the site to conduct a risk assessment. In certain circumstances the re-approval from the client's representative may be required. Any variation to the method statement or risk assessments by the authorised person.

C1.13.2 Significant planned and reactive changes, control measures and outcomes shall be reported to the relevant management review meeting.

**C1.15. Risk Assessments Review:** Risk Assessments shall be reviewed by the relevant person:

- (1) prior to new contracts commencing;
- (2) where there has been a significant change in the matters to which it relates, including for legal or contractual requirements
- (3) following any accident, incident or other nonconformity,
- (4) where there is reason to suspect that it is no longer valid; or.
- (5) Annual fire risk assessments
- (6) every three years for "generic" risk assessments and CoSHH Assessments.

## **C2. COMPETENCY AND TRAINING**

### **C2.1. Policy on Competency**

C2.1.1. All workers will be trained in safe working practices and procedures. Training will include instruction in safe processes and the safe use of any equipment provided.

### **C2.2. Induction**

C2.2.1. As part of new worker workers induction, the Rail Compliance Coordinator will induct the individual to Spoor-Tech procedures, organisation and rules and communicate:

- (1) Local arrangements for safety, welfare, security and emergencies.
- (2) Health & Safety and Environment Policy, and the importance of conformity and consequences of not following planned arrangements
- (3) General Site Arrangements – Responsibilities, Risk Assessments & Task Briefings, Risk Control measures, site arrangements for safety, health, welfare, security and emergencies.
- (4) Work Safe and Whistleblowing Policy
- (5) Drugs & Alcohol Policy
- (6) Working Time & Fatigue Management Policy
- (7) Medical Fitness Policy – including completion of Health Self-Declaration Form
- (8) Personal Protective Equipment Policy - – including completion of PPE Compliance Declaration Form and PPE Receipt Form
- (9) Driving and Vehicle Policy
- (10) Infrastructure specific rules eg For Rail operatives: Network Rail 10 Life Saving Rules, Sentinel Rules etc
- (11) Feedback from operatives on arrangements and any issues raised.

The Induction Record shall be completed and retained.

C2.2.2. Inductions shall be repeated in batches every five years to ensure that workers are aware of current policies and procedures and to ensure that current induction forms are in date.

### **C2.3. Competency Evaluation and Training & Development Plan**

C2.3.1. At induction and periodically, the Manager shall be evaluate the individual to ensure that the individual has the required competency to fulfil the assigned role (Competency is defined as having the necessary skills, knowledge, attitude / attributes, training and experience – or SKATE).

C2.3.2. Where additional or refresher training is required the Rail Compliance Coordinator shall administer the training using an appropriate approved training provider.

C2.3.3. As a pre-requisite for all training the individual must have the required suitability, aptitude and medical fitness (see below) to undertake the duties of the role for which training is provided.

### **C2.4. Health and Safety Training**

Rail Compliance Coordinator shall administer the following

C2.4.1. **CSCS / CPCS / NPORS:** All persons working on site shall hold task and role specific CSCS cards. Plant operators will hold valid CPCS Plant Operator Cards.

C2.4.2. **SMSTS / SSSTS:** All Project Managers shall hold CITB Site Management Safety Training Scheme (SMSTS) and any Site Supervisors CITB Site Supervisors Safety Training Scheme (SSSTS).

Concessions may be provided for degree qualified civil engineering personnel with extensive health and safety experience.

**C2.4.3. Task Related Training:** The required training to complete the task shall be provided. Training may include, but is not limited to:

- Abrasive Wheels
- Asbestos: For any person with the potential of exposure to asbestos shall receive training from a HSE recognised accredited asbestos training provider.
- Confined Spaces Entry, to City & Guilds where required.
- Manual Handling
- Underground Service Detection
- PASMA / IPAF
- Emergency responder eg first aiders, fire responder / warden, spill responder, confined space rescue

**C2.4.4. Client / infrastructure** specific access competency requirements shall be complied with eg

- Network Rail & PTS Sentinel Sponsorship: As per separate procedure.
- London Underground: Sentinel Sponsorship and LU Industry Common Induction and Track Worker.

## **C2.5. Training Providers**

Training Providers shall be assessed, and where required shall hold current and valid external accreditation eg City & Guilds, CITB, RISQS+NSAR etc approval. Suitable records of training provider's competency shall be received and maintained by the Rail Compliance Coordinator.

## **C2.6. Training Records**

Rail Compliance Coordinator shall maintain the Training Matrix and records of training including for renewals.

## **C2.7. Maintaining Awareness**

All personnel shall receive regular awareness communications through Toolbox Talks, Safety Alerts, Site Inductions, Site Visits and other means. Adequate records of awareness communications shall be maintained.

## **C2.8. Worker Performance Monitoring**

Worker Performance is monitored:

- (1) Pro-Actively through customer feedback, site visits, compliance of completed records etc.
- (2) Re-Actively through accident, incident, complaint record; driver performance monitoring etc.

Suitable records of worker monitoring maintained.

## **C2.9. Disciplinary / Capability**

**C2.9.1.** Where a person working on Spoor-Tech' behalf does not achieve competency or performance requirements then this shall be dealt with in line with the principles of a Fair Culture:

- (1) The Line Manager / Director will be informed and of concerns and proposed actions.

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- (2) Manager(s) discuss concerns with individual and establish and agree personal improvement objectives. Note: If serious concerns including gross misconduct option 4 may be immediately instigated.
- (3) Monitor individual regularly, providing additional supervision as required.
- (4) If personal improvement objectives not achieved, or actions are defined as gross misconduct then dismiss from company under capability / disciplinary policy.
- (5) Inform any Rail Sentinel or other Sponsors of the dismissal from employment.



## **C3. COMMUNICATION**

### **C3.1. Policy on Communication**

C3.1.1. Spoor-Tech shall ensure that communication is adequate to achieve health and safety objectives and to contribute to continual improvement.

### **C3.2. Identification of Compliance Obligations**

C3.2.1. Directors, Managers and HSQE Advisor shall monitor external sources of information including professional institutes, government resources, industry resources, client standards etc. Compliance obligations shall be recorded on PP01-02B External Requirements Registers.

### **C3.3. Safety Documentation**

C3.3.1. Documents procedures shall only be produced where their absence may lead to deviation from intended outcomes. All documentation shall be controlled as per core business management system procedure PP01-02 Information Management.

C3.3.2. Project Manager will review the provided contract information and shall produce required Construction Phase Plan, Method Statements and risk assessments in consultation as required with Client, HSQE Advisor, Supervisors, Workers and any Sub-Contractor.

C3.3.3. As required, Post-Construction Health and Safety Files shall be produced in line with CDM15 requirements, which will provide build details and any significant operational, maintenance and end-of-life risks.

### **C3.4. Internal Communication to Workers**

C3.4.1. The Project Manager will then handover contracts to the Site Supervisor in a process known as *"Having a Conversation"* and will provide the required operational and safety information.

C3.4.2. On first arrival on site a suitable site induction shall be provided. The site induction will communicate scope of works, safety objectives and arrangements for safety, health, security, welfare, environmental protection and emergencies. The workers shall be consulted on the safety arrangements, and their feedback considered and if taken on board the safety plan is amended, where required with consultation with the Manager and Client Representative.

C3.4.3. Communication will continue through daily pre-start task briefings, at significant change points and through Toolbox Talks which are relevant to the work in hand.

C3.4.4. Emergency contact numbers shall be available on site including the Site Supervisor, Project Manager, Labour Coordinator and Clients Representative shall be readily available on site. For work of duration > 5 days this will be displayed on a site noticeboard.

C3.4.5. HSE Health and Safety Information Poster displayed in Spoor-Tech office and for any work > 5 days any temporary site accommodation.

C3.4.6. Certificate of Employers Liability Insurance is maintained by and available on request from management. It is also provided in site files.

C3.4.7. Awareness shall be maintained through:

- ✓ Meetings – office, site, client
- ✓ Site Induction
- ✓ Task Briefings
- ✓ Information Cascades – new / changed documents, Toolbox Talks, Safety Alert, Safety Bulletins

- ✓ Site Visits and Safety Conversations
- ✓ Training / Awareness Events - informal and formal
- ✓ E-mails – confirming verbal instructions where required
- ✓ Subscription to trade / professional magazines
- ✓ Updates from Appointed HSQE Advisor & Advisor, suppliers, trade organisations, government agencies etc

All communications will be supported by suitable and adequate records of receipt.

C3.4.8. **English Fluency:** All persons working on the behalf of Spoor-Tech shall have good understanding of spoken English, ability to speak clear English and have at least a basic ability to read written English. Where not fluent in English then appropriate support shall be provided eg by other bi-lingual fluent crew members or by translation services.

C3.4.9. **Safety Signage:** Safety signs shall be provided whenever there is a risk that has not been avoided or controlled by other risk control measures. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign. Signs shall be maintained and kept clean. Unfamiliar signs shall be explained.

### C3.5. External Communications:

C3.5.1. Project Manager is responsible for pro-active communication on projects eg clients, sub-contractors, suppliers, regulators.

C3.5.2. The following shall be immediately communicated to the Technical Director:

- Any visit to a site from a customer or regulatory body for an inspection, either planned or unannounced;
- significant complaint including any compliance related communication from a regulatory authority.

C3.5.3. Only the Technical Director is authorised to talk to the media.

C3.5.4. The Director shall appoint a Responsible Person who will:

- (1) contact the complainant,
- (2) detail the initial steps to be undertaken including any immediate mitigation,
- (3) undertake an appropriate investigation,
- (4) identify causes and root causes,
- (5) implement necessary corrective and preventive actions.
- (6) Inform Complainant of progress as agreed with that party.

C3.5.5. All non-conformities shall be recorded on the PP01-09A Improvement and Corrective Action register, as per business management system procedure PP01-09 Control of Non-Conformity.

C3.5.6. Suitable records shall be maintained.

# Health and Safety Manual

## **C4. CONSTRUCTION DESIGN & MANAGEMENT**

### **C4.1. Policy on Construction Design and Management**

- C4.1.1. Spoor-tech shall comply with the Construction (Design and Management) Regulations 2015 [CDM].
- C4.1.2. The CDM Regulations apply to all construction work and construction-related activities undertaken by Spoor-Tech.
- C4.1.3. All works shall be adequately planned, managed and monitored so to ensure the health, safety and welfare of all persons.

### **C4.2. CDM Roles**

- C4.2.1. Table C4 below details the CDM Duty Holders ie Client, Principal Designer, Principal Contractor, Contractor, Worker, and their key responsibilities of parties under CDM.

### **C4.3. Client Responsibility for Provision of Information and Resources:**

- C4.3.1. The client shall appoint all required roles ie Principal Designer, Principal Contractor and as required, Contractor(s) and Designer(s).
- C4.3.2. The client shall ensure that all required information eg service drawings, asbestos surveys, electrical installation tests etc, and resources eg time, finance, access, specialist skills, existing site condition information etc, are provided to the Duty Holders so to ensure that the safely objectives can be achieved.
- C4.3.3. The client shall for notifiable projects the Client will submit F10 Construction Project Notification to the HSE or regional equivalent.

### **C4.4. Documentation**

- C4.4.1. The Principal Contractor (Spoor-Tech Project Manager where appointed PC) shall produce a suitable and adequate Construction Phase Plan covering the following list of topics:

- (1) a description of the project such as key dates and details of key members of the project team;
- (2) the health and safety aims for the project;
- (3) specific measures concerning work that involves particular risks as included in CDM2015 Schedule 3 eg excavation and confined spaces,
- (4) the site rules;
- (5) arrangements to ensure cooperation between project team members and coordination of their work;
- (6) arrangements for involving workers;
- (7) site induction;
- (8) welfare facilities; and
- (9) fire and emergency procedures;

The plan must meet the above requirements and yet still be relevant and proportionate to the scale and complexity of the project and the risks involved.

- C4.4.2. For Network Rail, safety documentation compliant to NR/L3/INI/CP0044 Construction Phase Plans, Work Package Plans, Task Briefings. For work for other railway managed infrastructures (RMI) the RMI's specified document format shall be complied with.

### **C4.5. Cooperation**

C4.5.1. All persons working on behalf of Spoor-Tech will cooperate with the reasonable requests of the appointed representatives of Spoor-Tech, the Client and other appointed persons.

## **C4.6. Coordination**

C4.6.1. Where Spoor-Tech is not the sole occupier of a work site the Project Manager or Site Supervisor shall consult with the other occupants (eg local site manager, third party contractor) and determine if works will impact upon the health and safety of either employer's personnel and risk control measures to manage the interaction. Adequate records of agreement shall be maintained eg e-mail, Job Sheet, Site Specific Risk Assessment.

C4.6.2. All persons working on Spoor-Tech' behalf shall cooperate with other parties in fulfilling their responsibilities.

## **C4.7. Custody and Control**

C4.7.1. On first arrival a suitable site induction shall be provided. The site induction will communicate scope of works, safety objectives and arrangements for safety, health, security, welfare, environmental protection and emergencies. Before commencing next shift, a suitable task briefing shall be undertaken.

C4.7.2. Transient and fixed construction sites shall be secured using suitable signing, lighting and guarding to prevent unauthorised entry. Only authorised individuals permitted on site.

C4.7.3. All required PPE to be worn. Refusal to comply with an instruction to wear specified PPE or follow other PPE use rules will lead to dismissal from site.

C4.7.4. Housekeeping shall be established and maintained to prevent slip, trip and fall incidents; reduce fire risk; theft; nuisance etc.

C4.7.5. All operatives on site are prohibited from smoking on site; using loud or offensive language or behaviours; and from using earphones etc for playing music, other media etc.

C4.7.6. Site visitors will always be accompanied by a person appointed by the Site Supervisor.

C4.7.7. The Site Supervisor will carry out daily checks to ensure that safe work procedures are being adhered to throughout the works. In addition, Project Manager has a key performance requirement to carry out two recorded inspections per month.

## **C4.8. Adoption of Principal Contractors Duties**

C4.8.1. If holding the Principal Contractor duty, Spoor-Tech will undertake the necessary responsibilities as specified in Table 4C below. Spoor-Tech shall assure the adequacy of roles, resources (including for welfare, security and emergencies), information eg Construction Phase Plans and risk assessments, competencies, communications, consultation, cooperation, control and custody. Spoor-Tech will ensure that suitable arrangements for performance monitoring are implemented including regular supervision, planned general inspections, progress meetings with Clients, Principal Designers and Contractors (as required), with suitable records held.

**TABLE C4- CONSTRUCTION DESIGN & MANAGEMENT DUTY HOLDERS & DUTIES**

The CDM15 regulations define the duty holder roles which entail responsibility for certain aspects of health and safety management throughout the lifespan of the project. Each role will be taken on by an individual or an organisation, and there can be multiple designers and contractors associated or involved in a construction project.

CDM Duty Holder	Summary of Role & Statutory Duties
<p><b>Clients</b> – are organisations or individuals for whom a construction project is carried out.</p>	<ul style="list-style-type: none"> <li>➤ Make suitable arrangements for managing a project. This includes making sure:                             <ul style="list-style-type: none"> <li>• other duty holders are appointed;</li> <li>• sufficient time and resources, including welfare, are allocated;</li> </ul> </li> <li>➤ Making sure:                             <ul style="list-style-type: none"> <li>• relevant information is prepared and provided to other duty holders;</li> <li>• the principal designer and principal contractor carry out their duties;</li> <li>• before the construction phase begins, a construction phase plan is drawn up by the contractor / Principal Contractor</li> <li>• welfare facilities are provided.</li> </ul> </li> <li>➤ Notify the HSE if the construction work on a construction site is Scheduled to— (a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or exceed 500 person days.</li> </ul>
<p><b>Designers</b> – are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<ul style="list-style-type: none"> <li>➤ When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:                             <ul style="list-style-type: none"> <li>• construction; and</li> <li>• the maintenance and use of a building / structure once it is built.</li> </ul> </li> <li>➤ Provide information to other members of the project team to help them fulfil their duties.</li> </ul>
<p><b>Principal Designers</b> – are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<ul style="list-style-type: none"> <li>➤ Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:                             <ul style="list-style-type: none"> <li>• identifying, eliminating or controlling foreseeable risks;</li> <li>• ensuring designers carry out their duties;</li> </ul> </li> <li>➤ Prepare and provide relevant information to other duty holders;</li> <li>➤ Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</li> </ul>

<p><b>Principal Contractors</b> – are contractors appointed by the client to coordinate the construction phase of a project where it involves a single contractor on-site or more than one contractor.</p>	<ul style="list-style-type: none"> <li>➤ Plan, manage, monitor and coordinate the construction phase of a project. This includes:             <ul style="list-style-type: none"> <li>• liaising with the client and principal designer;</li> <li>• preparing the construction phase plan;</li> <li>• organising cooperation between contractors and other parties and coordinating their work.</li> </ul> </li> <li>➤ Ensure:             <ul style="list-style-type: none"> <li>• The resources providing to satisfy the work requirements are provided;</li> <li>• suitable site inductions are provided;</li> <li>• suitable site security to prevent unauthorised access is provided;</li> <li>• workers are consulted and engaged about health and safety; and</li> <li>• welfare facilities are provided.</li> </ul> </li> </ul>
<p><b>Contractors</b> – are those who do the actual construction work and can be either an individual or a company</p>	<ul style="list-style-type: none"> <li>➤ Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety;</li> <li>➤ For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor;</li> <li>➤ Provide the resources required to satisfy the work requirements;</li> <li>➤ For single-contractor projects, prepare a construction phase plan.</li> </ul>
<p><b>Workers</b> – are the people who work for or under the control of contractors on a construction site</p>	<ul style="list-style-type: none"> <li>➤ Take care of their own health and safety and others who may be affected by their actions;</li> <li>➤ Report anything they see which is likely to endanger either their own or others’ health and safety;</li> <li>➤ Cooperate with their employer, fellow workers, contractors and other duty holders.</li> </ul>

## **C5. CONSULTATION AND PARTICIPATION WITH WORKERS**

### **C5.1. Policy on Consultation and Participation**

C5.1.1. Spoor-Tech will ensure compliance with the Health and Safety (Consultation with Employees) Regulations 1996.

C5.1.2. Spoor-Tech will ensure that workforce involvement in health and safety contributes to continual improvement in health and safety performance.

### **C5.2. Method of Consultation and Participation**

**C5.3.** Non-Managerial workers shall be consulted on:

- (1) determining the needs and expectations of interested parties;
- (2) establishing the OH&S policy;
- (3) assigning organisational roles, responsibilities and authorities, as applicable;
- (4) determining how to fulfil legal requirements and other requirements;
- (5) establishing OH&S objectives and planning re achieve them;
- (6) determining applicable controls for outsourcing, procurement and contractors;
- (7) determining what needs to be monitored, measured and evaluated;
- (8) planning, establishing, implementing and maintaining an audit programme;
- (9) ensuring continual Improvement.

**C5.4.** Non-Managerial workers shall be encouraged to participate in:

- (1) hazard identification, and identifying risks and opportunities;
- (2) determining actions to eliminate hazards and reduce OH&S risks;
- (3) determining competency requirements, training needs, training and evaluating the adequacy of the provided training;
- (4) determining what needs to be communicated and how this will be done;
- (5) determining control measures and their effective implementation and use;
- (6) investigating incidents and nonconformities and determining corrective actions.
- (7) the development and review of H&S policies and objectives;
- (8) any changes that affect their representation on H&S matters.

**C5.5.** Director, Project Manager and Supervisors shall consult with the workforce on matters of health and safety and shall seek their feedback on these issues and any concerns raised. This consultation shall take place through:

- Project Pre-Start and Progress Meetings
- Method Statements and Site Induction
- Daily correspondence
- Toolbox Talks
- Site Visits
- Formal and informal forums and meetings and training events
- Open door policy
- E-Mail

Suitable records of workforce feedback shall be maintained.

**C5.6.** The workers of Spoor-Tech have elected not to select a Safety Representative, so the Site Supervisor completes this role on their behalf.

**C5.7.** The Directors, Managers, Rail Compliance Coordinator and annually HSQE Advisor, meets with Spoor-Tech regularly to discuss health and safety objectives and performance.

- C5.8.** To any worker or other worker have a complaint related to health and safety including the adequacy of risk control measures then they to:
- (1) in the first instance implement the Work Safe Policy (PS08) which includes the right to refuse to work on safety grounds, and to not recommence work until they are satisfied that the risk control measures are adequate.
  - (2) Where the issue is not presenting an actual risk of injury or ill-health then the issue to be escalated to the Project Manager for consultation and resolution.
  - (3) To the individual remain unsatisfied with the response, they have the right to escalate the issue to the HSQE Advisor Darren Male via 07968 871859 or [darren@quensh-consultancy.co.uk](mailto:darren@quensh-consultancy.co.uk). They shall undertake an independent investigation and recommend any required corrective actions. He shall correspondence with the complainant on the status and outcome of the investigation and related corrective actions.
  - (4) Should the individual continue to remain unsatisfied with the response, they have the right to escalate the issue to the HSE, or on rail contracts, CIRAS.



## **C6. SUB – CONTRACTORS**

### **C6.1. Policy on Sub-Contractors**

C6.1.1. Where possible Spoor-Tech will use internal human resources to delivery activities. Where activities have to be outsourced Spoor-Tech will ensure that the sub-contractor is competent and that their performance is monitored.

### **C6.2. Nomination of Sub-Contractors**

Sub-contractors are nominated by the Director or Project Manager based on their:

- (1) known competence and work history with Spoor-Tech.
- (2) safety performance record
- (3) organisational competency evidenced as required by external accreditation and certification (eg SSIP, Achilles, RISQS etc).
- (4) individual workers' competency.
- (5) suitable liability Insurance.
- (6) location;
- (7) availability;
- (8) price.

### **C6.3. Competency Evaluation**

Project Manager and Rail Compliance Coordinator, in consultation as required with the HSQE Advisor assesses the organisational and individual competency of the sub-contractor to ensure that they have the competency (including SHE arrangements) and resources (financial, insurance, personnel & equipment) to undertake the required activities:

- (1) Self-employed or micro-companies (partnership or limited) may be approved based solely on individual competency, with adequate records retained.
- (2) Organisations employing more than 4 workers are encouraged to register with an approved accredited scheme eg SSIP, Achilles, RISQS scheme, ISO45001 otherwise provide evidence a full safety management system evaluation in line with HASAWA and CDM, in such case the evaluation will be conducted by the HSQE Advisor. Contractor Evaluation is recorded on the Contractor Evaluation Form with a portfolio of supporting evidence retained.

Following evaluation contractors are either approved, referred for additional information or declined.

**C6.4. Provision of H&S Policy & Rules to Contractor:** The Project Manager / Rail Compliance Coordinator will issue to all Sub-contractors copies of Spoor-Tech's Health and Safety Policy along with Spoor-Tech's Standard Conditions.

**C6.5. Issue of Order:** Project Managers issue instructions to work to contractors either by Work Orders which shall specify all contract requirements and arrangements. Work Package Plans shall be issued as soon as they are available.

**C6.6. Sub-Sub-Contracting:** Contractors are not permitted to sub-contract without the express permission of the Spoor-Tech Project Managers. Use of self-employed specialist labour is permitted.

**C6.7. Contractor's Duties:** Contractors shall ensure that:

- (1) adequate insurance is maintained;

- (2) all personnel provided have applicable competence, awareness and training and are fit to work
- (3) all personnel provided can understand spoken and written English to at least a basic level and can speak clearly. Where this cannot be assured then appropriate buddies or translation services shall be provided;
- (4) all equipment provided is compliant in regards supply, use, maintenance, service, calibration and test and that it is checked daily;
- (5) Compliant risk assessments and method statements are provided and maintained;
- (6) any Permit to Work arrangements are complied with
- (7) All their workers will comply with Company policy in relation to PPE.
- (8) the contractor's workers share the same safety and compliance culture as Spoor-Tech, including for competency, communication, coordination and cooperation;
- (9) the Spoor-Tech Project Manager is informed of any safety event including injury, dangerous occurrence, near miss, safety observation, complaint or recommendation;
- (10) where the contractor has any safety related concern that he believes is not been adequately dealt with by the Spoor-Tech Project Manager the Contractor is entitled to escalate the issue to the Spoor-Tech Technical Director &/or Spoor-Tech HSQE Advisor;
- (11) The Spoor-Tech Project Managers is notified of any significant change in the contractor's organisational structure or safety performance (eg significant RIDDOR, statutory notice) immediately;
- (12) the reputation of Spoor-Tech is maintained.

**C6.8. Supervision:** Subcontractors will be supervised as far as is reasonably practicable and inspected on site as part of site visits and planned general inspections.

**C6.9. Performance Review:**

Sub-contractors undergo a performance review to assess, but not limited to:

- Health and safety performance
- Working relationships and attitude to partnering
- Quality of Workmanship
- Quality of Communications
- Attitude to customer Care and Service
- Management of Variations
- Achieving programme

Format of review is determined by Project Manager.

## **C7. OCCUPATIONAL HEALTH SURVEILLANCE**

### **C7.1. Policy on Occupational Health Surveillance**

C7.1.1. Spoor-Tech will comply with the requirements of the Management of Health and Safety at Work Regulations 1999, Control of Substances Hazardous to Health Regulations 2002, Control of Noise at Work Regulations 2005, Control of Vibration at Work Regulations 2005, Manual Handling Regulations 1992 and other regulations related to occupational health hazards.

### **C7.2. Office Workers**

C7.2.1. The occupational health of office workers is managed through Display Screen Equipment (DSE) Risk Assessments. See Section D15.3.

#### **Site Workers**

### **C7.3. Medical Health Self-Declarations**

C7.3.1. Workers shall complete Health Self-Declarations at point of induction and then annually.

### **C7.4. Occupational Health Surveillance for Exposure above Exposure Thresholds**

C7.4.1. To regular exposure to chemicals, noise and vibration above the upper exposure action values occur then worker shall be signposted to an occupational health provider. Risk assessments have determined that no Spoor-Tech worker is exposed over exposure thresholds. Occupational health surveillance is thus administered through safety critical medical examinations as per Section 8 below. Workers will be consulted on the need for occupational health surveillance.

### **C7.5. Action to be Taken if Evidence of Occupational Health Illness**

C7.5.1. Should workers show symptoms of over exposure to occupational health hazards, then they shall be referred to the appointed Medical Examiner as below Section 8 below.

C7.5.2. A review of the risk assessments and risk control measures related to the issue will be evaluated by the HSQE Advisor.

### **C7.6. Retention of Occupational Health Surveillance Records**

C7.6.1. Occupational Health Surveillance shall be retained as confidential records under GDPR. Occupational Health Surveillance shall be retained for 40 years. Individuals have the right to access their medical records. Any request to change or delete medical records will be taken on a case by case basis.

## C8. MEDICAL FITNESS

### C8.1. Policy on Medical Fitness

- C8.1.1. Spoor-tech shall ensure that workers are medically fit for the work to which they are assigned.
- C8.1.2. Any Worker working on the rail infrastructure shall complete the necessary rail medical eg for Network Rail NR/L2/OHS/00124 Competence Specific Medical Fitness Requirements, Tfl Contract QUENSH Conditions.

### C8.2. Medical Self-Declaration

- C8.2.1. Workers shall complete Health Self-Declarations at point of induction and then annually.
- C8.2.2. Workers are contractually obliged to inform of any pre-existing medical conditions that may increase their personal risk level. Where declarations identify existing medical conditions then these shall be subject to a Medical Condition Risk Assessment as per C8.5 below.
- C8.2.3. Persons who declare known or direct family links with asthma, eczema, respiratory disease or other known medical condition shall also be required to complete health assessment prior and during the use of relevant hazardous substances as defined by the COSHH Assessment.

### C8.3. Safety Critical Medicals

- C8.3.1. Safety Critical Medical Examinations will be undertaken on workers in safety critical roles, this includes but is not limited to:
  - Confined Space Entry Operatives,
  - Plant Operators
  - Forklift Truck Operatives,
  - Airport workers,
  - Supervisors
  - Slinger / Signallers,
  - Operatives working at height with harness and lanyard.
- C8.3.2. Safety Critical Medical Examinations will be undertaken pre-appointment, periodically (normally every 3 years) and as part of assessment of any declared medical condition.
- C8.3.3. Safety Critical Medical Examinations will be undertaken by an appointed competent medical examiner, where required with the required industry accreditation. Records of accreditations shall be maintained.

### C8.4. Railway Medicals

- C8.4.1. Suppliers of medical examinations shall be approved under RISQS for the applicable RICCL codes.
- C8.4.2. At induction rail Compliance Coordinator shall check the individual's Sentinel record to validate any pre-existing Rail Medical Certificates. A record of the check shall be retained.
- C8.4.3. A medical assessment shall be carried out at the below times / frequencies:

Age at date of medical assessment	Maximum validity of certificate (unless change in health or revoked earlier)
First Appointment to PTS Role	To individual is 40 years old
40 to 65 years	5 years
65 years and beyond	Annually

Any person applying for a Network Rail Track Visitors Permit shall submit a Medical Self Declaration for those shifts to the Rail Compliance Coordinator.

## **C8.5. Medical Fitness Examination Outcomes**

C8.5.1. Where medical fitness requirements are met, the Medical Provider will upload the Network Rail Medical Certificates to Sentinel Database

C8.5.2. Where meet medical fitness requirements are not met:

- (1) the Medical Examiner will advise the person directly and will on Sentinel either state that they Meet with Restrictions or that medical requirements are not met.
- (2) The Medical Examiner will inform Infocus Sentinel Co-ordinator.
- (3) Sentinel Co-ordinator will review the medical condition with the individual and where required HSQE Advisor, and where required additional advice may be sought from the individual's GP or Spoor-Tech appointed Occupational Health Practitioner.
- (4) A risk assessment shall be produced that will either:
  - (a) Approve the individual to work under a documented and approved Safe System of Work for an Individual with Medical Restrictions.
  - (b) Not approve the individual to work, but that alternative work can be provided which the individual meets the medical conditions for.
  - (c) Not approve the individual to work, and due to that reasonable adjustments cannot be made and alternative work is not available, for self-employed persons release them from work, for employed individuals, provide sick leave for the statutory period, after which they may be released on capability.

## **C8.6. Return to Work from Sick Leave**

C8.6.1. Upon return from work over seven days, or upon any instance that an site operative is taking prescribed or over-the-counter medication that has the potential to affect their capability to undertake work, then an initial health assessment shall be undertaken by the Rail Compliance Coordinator, and a suitable record eg Return to Work Fitness Assessment be produced. The requirements of any GP's Fit Note shall be taken into consideration.

**C8.7. Drugs and Alcohol Policy** is contained in a separate policy PPS09 and provides for awareness, medical declarations, testing (pre-appointment, periodic, for cause, post-incident), and disciplinary actions.

## **C8.8. Medical Records**

C8.8.1. Rail Compliance Coordinator shall, following the provision of health surveillance maintain suitable records in a secure manner:

- (1) keeping records of the health surveillance and fitness-for-work advice provided for each worker (but not the confidential medical records which are kept by the doctor).
- (2) making worker's records available to them;
- (3) acting upon any recommendations made by the occupational health service provider about an individual's health;
- (4) in consultation with the Project Managers use the results to review and, if necessary, revise applicable risk assessment and plans to control risks.

C8.8.2. All medical records shall be retained as confidential records under GDPR. Medical records shall be retained for 40 years. Individuals have the right to access their medical records. Any request to change or delete medical records will be taken on a case by case basis.

## **C9. PERSONAL PROTECTIVE EQUIPMENT**

### **C9.1. Policy on Personal Protective Equipment**

C9.1.1. Spoor-tech will ensure compliance to the Personal Protective Equipment at Work Regulations 1992 and 2002.

C9.1.2. The use of Personal Protective Equipment (PPE) shall only be specified when hazards cannot be further eliminated, reduced, isolated or controlled.

### **C9.2. Risk Assessment and Planning**

C9.2.1. Project Manager shall specify the use PPE only when hazards cannot be further eliminated, reduced, isolated or controlled.

C9.2.2. To PPE be required to be reduced for particular activities eg suspension of light eye protection in wet conditions / safety gloves for writing when no hazards requiring that form of PPE to be used exist in that area, then a documented risk assessment shall be produced to justify this request and a request for an exemption submitted to the Client's Representative. PPE must only not be used when written authorisation from the client is received.

### **C9.3. PPE Selection**

C9.3.1. Project Manager shall specify the type and standard of PPE to be worn in the documented Method Statement / Works Package Plan / Task Briefing and associated risk assessments.

C9.3.2. Clients / Principal Contractor may specify specific PPE requirements for access and work on their sites. In these cases, they will be adopted as long as they achieve the legal minimum requirements.

C9.3.3. PPE shall conform to the standards referred to in Appendix A.

C9.3.4. Provided PPE shall meet the individual's personal needs for functionality, fit and comfort. There is no 'one size fits all' policy for PPE.

### **C9.4. PPE Issue and Issue Records**

C9.4.1. Rail Compliance Coordinator administers the issue of PPE to new starters and then on replacement. The issue of PPE will be free of charge.

C9.4.2. Due to the nature of Spoor-Tech' work:

- (1) involving materials that rapidly deteriorate PPE so that the PPE has a relatively short life,
- (2) that Supervisors may collect PPE on behalf of their crew,
- (3) that crews may be working in a location remote from the depot and thus may collect PPE from an approved supplier,

Spoor-Tech policy in regards PPE issue records is:

- (1) To receive signatures for individual issue of PPE to individuals where practicable,
- (2) That individuals sign the PPE Declaration at induction and annually,
- (3) Rail Compliance Coordinator maintains PPE supplier's records (invoices and goods receiving notes) of PPE issue.

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## C9.5. Storage, Protection and Replacement of PPE

C9.5.1. Rail Compliance Coordinator shall make available adequate kit bags will be provided in which to store PPE.

C9.5.2. Workers must ensure the safe and adequate storage of their own PPE.

C9.5.3. Replacement of PPE is:

- Hard hats used on Network Rail contracts must be replaced every two years, for non-rail contracts every five years.
- High visibility clothing after approximately twenty-five laundry washes (due to fading of the illuminescient dye).
- Other PPE as required.

Rail Compliance Coordinator monitors the replacement frequency of PPE to ensure that individual workers are making reasonable requests for replacement.

## C9.6. Face Fit Policy

C9.6.1. Where Respiratory Protection Equipment (RPE) is required, eg FFP3 Dust Masks for use of abrasive wheels, PP10<sup>1</sup> Emergency Escape Masks a face fit test must be done on the type of RPE specified.

[Note 1: For chemical rebreather breathing apparatus, aka Turtles, these do not need face fit tests as the breathing tube is inserted into the mouth].

C9.6.2. The Face Fit Test will be undertaken by a competent person. Wear a close fit mask is used this is using the Quantitative method using a particle counting device. For hoods this is via a Qualitative method for the CF Escape sets as they have hoods. The type of RPE specified by the Project Manager will be used in the test. The worker must comply with the shaving policy as below and to refrain from eating, smoking or drinking anything except water for at least an hour prior to the test.

C9.6.3. All workers who are required as part of their role to wear RPE must be clean shaven<sup>2</sup> in the following situations:

- 1) at the time of the face-fit test;
- 2) where workers use PP10 Emergency Escape Masks;
- 3) where workers are allocated to the role of Emergency Rescue Teams and thus will have to wear facemask breathing apparatus;
- 4) where workers wear FFP3 RPE, to protect against dust, particularly silicas and plastic micro-fibres;

[Note 2: HSE Protocol OC 282/28 on Face Fit Testing Paragraph 98 states that a face fit test must not be conducted if there is any hair growth between the skin & the face piece sealing surface, such as stubble beard growth, beard, moustache, sideburns or low hairline which cross the respirator sealing surface. Facial hair that is wholly contained inside the mask, e.g. a very small beard or moustache is permitted providing that it is not in the area of the individual's face that touches the mask seal].

The need to be clean shaven in the above situations is communicated to the worker at time of offer of the position. If the worker refuses to shave their role will be reviewed and where possible they will be given alternative tasks. In exception circumstances, taken on a case-by-case basis a loose-fitting hooded set may be provided as an alternative to a close-fitting face mask.

Where alternative duties or mask are not available the individual will be placed on restricted duties, with pay reviewed.

C9.6.4. The RPE user must as part of pre-use checks check the face mask seal by creating a negative pressure inside the mask and causing the mask to 'suck' onto the face. If the suction doesn't engage then the worker must check the mask, re-attempt the test but if no suction engages report to the Supervisor and not undertake the activity requiring RPE until a face mask is provided that passes the pre-use test.

C9.6.5. Face Fit Tests will be repeated:

- (1) If the Project Manager specifies a different type of face mask to the one the individual was tested on;
- (2) if the individual loses or gains weight and it affects the facial structure;
- (3) if the individual undergoes any substantial dental work or develops facial imperfections (eg scars, moles, etc) around the face seal area.
- (4) every three years.

### **C9.7. Workers Responsibilities for PPE**

- (1) Ensure that they have the required compliant PPE to fulfil the task.
- (2) Store PPE to protect it during storage and transit.
- (3) Ensure, through inspection before use, that the PPE is fit for purpose.
- (4) Ensure that PPE is maintained in a fit state and is reasonably clean.
- (5) For use of RPE, ensure that they comply with Face Fit Rules (C8.6 above)
- (6) Not to tamper or adapt PPE outside its original purpose.
- (7) Report to the Site Supervisor any missing or defective PPE.
- (8) Refuse to work if instructed to undertake an activity without the correct PPE.













### **C9.8. PPE Use Compliance Monitoring**









- 1) Site Supervisor assesses compliance of PPE and workers at daily pre-commencement site briefing and dynamically and shall correct as necessary.
- 2) Director, Project Manager, Supervisor, HSQE Advisor inspects PPE compliance during site visits and formal recorded site inspections.
- 3) Management will for any failure to wear PPE witnessed on site issue a 'Yellow Card' warning. A second failure will result in a 'Red Card' and the worker will be dismissed from site pending disciplinary proceedings.

PPE Specification Chart shown overleaf...



**TABLE C8: PERSONAL PROTECTIVE EQUIPMENT SPECIFICATION**

Category		Standard	Additional Specification
	Hi Visibility Long Jacket	BS EN 20471:2013 class 2/3 If Rail: NR/L2/OHS/21 Orange &/or RIS 3279	Spoor-Tech branded 3M Scotchlite reflective tape
	Hi Visibility Bomber Jacket	BS EN 20471:2013 class 2/3 If Rail: NR/L2/OHS/21 Orange &/or RIS 3279	Spoor-Tech branded 3M Scotchlite reflective tape
	Hi Visibility Vest	BS EN 20471:2013 class 2 If Rail: EN510 anti entanglement NR/L2/OHS/21 &/or RIS 3279 Orange	Spoor-Tech branded Anti-Entanglement Zip front Thick Weave 3M Scotchlite reflective tape
	Hi Visibility Trousers	BS EN 20471:2013 class 1 & If Rail: NR/L2/OHS/21 &/or RIS 3279  ISO 11611 / ISO1149 Flame retardant	Flame Retardant Twin needle stitching & bar tacked at stress points
	Hard Hat	BS EN397:2012	Spoor-Tech brand
	Hard Hat Thermal Liner	Rail Approved	Either mesh ear panels or removable ear panels
	Ear Defenders	BS EN 352-1:2002 Part 1 Ear Defenders	If Part 1 ear defenders must be compatible with helmet
		BS EN 352-1:2002 Part 3 Helmet Mounted Ear Defenders	-
	Safety Goggles	EN166.1.B:2002	Anti-mist resistant
	Dust Mask	FPP3 EN 149:2001	-
	Full Mask Respirators	Sundstrom SR200 EN 136:1998 Class 3	Mixing resins for patching and cutting liner ends and opening connections in liners
	Half Mask Respirators	Sundstrom SR 100 EN 140:1996	
	Respirator Filters	Mask respirators used with PP3 filter attached for cutting and a gas particle filter for resins	
	Workwear	As required	As required
	Gloves Mechanical –	EN 388:2016	Leather riggers gloves for shovel and raking work.
	Gloves Mechanical –	EN 388:2016	Tactile abrasion resistant gloves for handling blocks and slabs.

Category		Standard	Additional Specification
	Gloves – PVC	EN 374:2016	Non-woven cuffs for handling concrete, cement and mortar
	Gloves - Nitrile or PVC gloves	EN 374:2016	Handling of oils or diesel
	Safety footwear	BS EN ISO20345:2011	Mid-sole protection covered steel toe cap, be heat, acid, oil, alkaline resistant, have leather uppers and moulded slip resistant soles and laces
	Safety Equipment Hold All	n/a	-
	Boot Bag	n/a	-
	First Aid	BS8599-1:2011	10 person
	1 Carbon Dioxide 1 AFFF Foam	BS5306 Part 3&8	-
	Spill Kit	n/a	35l oil-and-fuel only
<b>Confined Space Entry</b>	Gas Monitor (3 or 4 gas) NC2: 10 minute Escape Set or Turtle Pack NC3: 30 minute Working Breathing Apparatus NC3 Rescue Crew: Full Duration Breathing Apparatus For Fall Arrest: Tripod, Winch, Rescue Harnesses		
<b>Work at Height</b>	Harnesses, Lanyard Self-Rescue Device (if required)		

## **C10. WELFARE ARRANGEMENTS**

### **C10.1. Policy regards Welfare**

C10.1.1. For work on non-rail sites welfare arrangements shall comply with HSE CIS59 Provision of Welfare Facilities during Construction. For rail work CIS59 and NR-L3-INI-CP0036 Provision of Welfare Facilities.

### **C10.2. Provision of Welfare**

C10.2.1. Where Spoor-Tech are the Principal Contractor Spoor-Tech shall provide site welfare facilities that comply with Appendix B Construction Site Welfare Arrangements. When planning welfare arrangements, consider:

- (1) the nature of the work to be carried out and the health risks associated with it. For example, consider the provision of showers if the project involves hazardous substances or very dirty work, eg sewer traverses;
- (2) the distance workers will have to travel to the welfare facilities;
- (3) the duration of the work and number of different locations;
- (4) the numbers of people who will use them;
- (5) the cleaning and maintenance of the welfare facilities;
- (6) whether they need to be relocated during the construction phase.

Appendix B provides a table to assess the types of welfare facilities appropriate to the duration of the works and the number of personnel on site. Appendix B2 provides the Standards of Welfare Facilities including for:

- (1) Toilets
- (2) Washing Facilities
- (3) Drinking Water
- (4) Changing rooms and lockers
- (5) Rest Facilities
- (6) Smoking
- (7) Heating
- (8) Cleaning and maintenance

C10.2.2. For mobile / transient work then as a minimum anti-bacterial wipe and drinking water shall be provided. A supporting welfare vehicle may also be provided.

C10.2.3. Where shared use of client / others welfare facilities is proposed then agreement in writing shall be received eg client approval of method statement / construction phase plan.

C10.2.4. Any container holding water (or other clear liquid) not suitable for drinking shall be labelled "Not for Drinking".

### **C10.3. Office Welfare Facilities**

C10.3.1. All office and depot facilities shall comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and HSE ACOP L24 Workplace Health, Safety & Welfare.

### **C10.4. Workers Duties**

C10.4.1. All employees, workers and other welfare facility users have a duty to take reasonable care of provided welfare units and to report any non-conformities identified.

C10.4.2. Adequacy of welfare facilities shall be checked at least daily by the Site Supervisor / Office Staff.

## **D RISK CONTROL MEASURES FOR SPECIFIED HAZARDS**

### **D1. CONFINED SPACE**

#### **D1.1. Policy Regards Confined Spaces**

D1.1.1. Spoor-Tech shall comply with the Confined Spaces Regulations 1997.

#### **D1.2. Elimination of Risk**

D1.2.1. As far as reasonably practicable avoid confined spaces entry eg use trenchless techniques, CCTV camera surveys.

D1.2.2. When working near a confined space, operatives to ensure that tools or materials cannot fall into confined space thus requiring entry to recover.

#### **D1.3. Training and Awareness**

D1.3.1. Confined Spaces Entry Operatives must have the required training:

6150-01: Working in Low Risk Confined Spaces: Water - relates to NC1

6150-02: Working in Medium Risk Confined Spaces: Water relates to NC2 & NC3

6150-03: Working in High Risk Confined Spaces: Water relates to NC4

6150-04: Overseeing Work in Confined Spaces: Water

6150-05: Emergency Rescue and Recovery of Casualties from Confined Spaces: Water

6150-06: Top Man for Medium Risk Confined Spaces (Non-Entry for NC2 & NC3)

#### **D1.4. Medical Fitness**

D1.4.1. Confined Spaces Operatives to receive Confined Spaces Medical Including Lung Function Test, Face Fit Test.

D1.4.2. Inoculations are recommended against Tetanus, Polio, Typhoid.

D1.4.3. Leptospirosis / Weils Disease Information Cards will be provided.

#### **D1.5. Permit to Enter**

D1.5.1. A 'Permit to Enter' will be administered detailing all confined space entry arrangements, specifically:

- (1) Confined Space Competent Persons
- (2) Compliant equipment - rescue harness, tripod / lines / winches, gas monitor (3 or 4 gas), For National Category 2 Entry: 10 minute Escape Set or Turtle Pack; For National Category 3 Entry: 30 minute Working Breathing Apparatus and Resuscitator
- (3) Weather conditions check - for rain and tide cycles that could affect water levels.
- (4) Access shafts safety: Shaft to be guarded to prevent falls. Non-essential persons to be excluded from area around access shaft. Good housekeeping around shaft to prevent items falling down shaft.
- (5) No naked lights in or near (5 meters) to confined space.
- (6) Atmosphere Testing: Using calibrated gas monitor, test atmosphere at the head of the manhole for 5 minutes before commencing with task.
- (7) Emergency / Rescue Procedures

#### **D1.6. Other Related Risks**

D1.6.1. Operatives to be aware of sharps and needles, infection risk from sewage and contaminated waters, and of protected species inhabiting surface water drains / catchpits.

## **D2. EQUIPMENT**

### **D2.1. Policy Regards Work Equipment**

D2.1.1. Spoor-Tech shall provide plant and equipment that is technically sound, fit for purpose and safe to use in the intended application.

D2.1.2. Spoor-Tech shall comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998, Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, Electrical Equipment (Safety) Regulations 2016, Electricity at Work Act 1980, Supply of Machinery (Safety) Regulations 2008, Pressure Equipment Regulations 1999 and Pressure Systems Safety Regulations 2016, Acetylene Safety Regulations 2014 etc.

### **D2.2. Risk Reduction**

D2.2.1. For activities producing noise, vibration or emissions then machinery that has reduced noise, vibration or emissions shall be selected. Place shall where possible be low emission and for use in Greater London (or other areas where defined under Air Quality Management Plans) comply with mandatory Air Quality Standards Emissions Limits. Equipment shall be as far as reasonably practicable ergonomic to use.

### **D2.3. Pre-Start Checks**

D2.3.1. Before work starts all equipment including personal protective equipment and emergency response equipment (fire extinguishers, spill kits, first aid) must be checked. Site Supervisor is responsibility for assuring that equipment on site is within its test period. Any item found to have a defect no matter how slight, or be out of test date, must be taken out of service, labelled 'do not use' and returned to the store / hire centre for test or repair. A suitable record of daily checks shall be maintained.

### **D2.4. Equipment Use**

D2.4.1. Equipment must only be used for its designed purpose. Operatives must wear required PPE where there is foreseeable risk of injury.

### **D2.5. Training**

D2.5.1. Plant / equipment operators must hold valid training and competence in the use of the plant or equipment, where specified by law, guidance or the risk assessment.

### **D2.6. Periodic Inspection and Test**

D2.6.1. Plant and Equipment Administrator administers Asset List and advises the relevant appointed person of required service, inspection or test as per below Asset Management Schedule. Approved suppliers / trained Warehouse Manager undertake calibration, inspection and test. Hired equipment is the responsibility of the hire centre – equipment shall be returned for service and test when required.

### **D2.7. Repairs**

D2.7.1. Only persons competent and authorised to repair equipment may do so.

<b>ASSET MANAGENT: PLANT AND EQUIPMENT SERVICING, INSPECTION AND TEST SCHEDULE</b>				
<b>Equipment Type</b>		<b>Who to Do Inspection</b>		
		<b>User</b>	<b>Appointed Person</b>	<b>Competent Body</b>
<b>SITE</b>	Breathing Apparatus and Escape Sets	Before & After Use	-	12 months
	Gas Monitors	Before & After Use	6 months	-
	Hand Tools	Before & After Use	-	-
	Lifting Equipment – Man Lift: Harness, Rope, Tripod, Winch	Before & After Use	3 Monthly (Harnesses, Rope)	6 month Thorough Inspection
	Lifting Equipment – Non-Man Lift	Before & After Use	-	12 month Thorough Inspection
	Lifting Accessories – Buckles, Chains, Ropes, Eyes etc	Before & After Use	-	6 month Thorough Inspection
	Pallet Trucks	Before & After Use	12 months	-
	Portable Electrical Equipment – Site – 230V	Before & After Use	1 Month	-
	Portable Electrical Equipment – Site – 110V	Before & After Use	3 Months	-
	Tankers (Pressure Test)	Before & After Use	-	12 months Thorough Inspection
<b>FIXED PREMISES / YARD</b>	Bulk Fuel Storage	Before & After Use	Daily Check Annual Inspection	-
	Forklift Truck / Telehandler	Daily Recorded Inspection	Annual Service	12 months Thorough Inspection
	Premises Air Conditioning Installation	-	-	12 months REFCOM 5 yrs Energy Audit (David Rd Only)
	Premises Gas Installation	-	-	12 months GasSafe
	Premises Fixed Electrical Installation	-	-	5 years NICEIC
	Premises Portable Electrical Equipment	Monthly	12-24 Months	-
	Fire Alarm	-	Landlord	6 months Test to BS 5839
	Fire Preparedness – Doors etc	-	Weekly Check	Annual Fire Risk Assessment
	Emergency Lighting	-	Daily Check Monthly Test	12 month Test 3 year inspection
<b>SITE / PREMISE</b>	Fire Extinguishers	Before Use	3 Monthly	12 months
	First Aid Kits	-	3 Months (First Aid Appointed Person)	-
	Spill Kits	-	3 Months (Spill Responders)	-

**NOT CONTROLLED IF PRINTED OR NOT STORED IN APPROVED MANAGEMENT SYSTEM SERVER FOLDER**

## **D3. EXCAVATION**

### **D3.1. Policy on Excavation**

D3.1.1. When undertaking excavation Spoor-Tech shall ensure compliance with the Construction (Design & Management) Regulations 2015, HSG47 Avoiding Danger from Underground Services and HSG185 Health and Safety in Excavations.

### **D3.2. Buried Services**

D3.2.1. Before breaking ground, a competent person trained to HSG47 Underground Service Detection shall conduct a buried services assessment and shall:

- Check site service drawings;
- Use a calibrated cable avoidance tool (CAT);
- mark identified services;
- only dig near services using insulated hand tools;
- have a watchperson look out for services;
- whilst excavating never suspended services off other services,
- not permit stand on pipes / services.

### **D3.3. Support**

D3.3.1. No work shall be undertaken in any excavation over 1.2m deep unless it is adequately shored or battered back.

D3.3.2. Construction work shall not be carried out in an excavation where any supports or battering have been provided unless the excavation has been inspected by a competent Temporary Work Supervisor and the person who carried out the inspection is satisfied that the work can be carried out there safely Inspections shall be undertaken:

- (1) at the start of the shift in which the work is to be carried out,
- (2) after any event likely to have affected the strength or stability of the excavation, and
- (3) after any material unintentionally falls or is dislodged;

No person shall modify supports, struts or barriers unless authorised and competent to do so.

### **D3.4. Fall into Excavations / strike by Falling Objects**

D3.4.1. Excavations over 1.2m deep to be adequately protected with fall prevention barriers or covers.

D3.4.2. At no time shall persons jump over excavations.

D3.4.3. Access to excavations deeper than 1.2m must be via a properly erected and supported ladder extending 1metre above the crest of the excavation. Supports or suspended services person shall not be used to gain access or exit.

D3.4.4. Stop logs shall be installed to prevent vehicles getting too close to the excavation.

D3.4.5. Spoil to be kept 1 meter away from the edge of the excavations.

D3.4.6. Safety helmets are to be worn when working in the excavation.

### **D3.5. Confined Spaces**

D3.5.1. Due to the potential of formation of a dangerous atmosphere forming any excavation will be classified as a confined space if the depth of the excavation is greater than 1.2m with an open area less than the square of the depth.

Risks of dangerous atmospheres are high in the following conditions:

- Chalk with acidic groundwater can release carbon dioxide.
- Glauconitic sand (eg Thanet sand) can oxidise, causing oxygen deficiency.
- Plant / generator exhausts can increase levels of hydrocarbons, nitrous oxides, and carbon monoxide & dioxide.
- Broken sewers and broken natural gas pipes can release methane.
- Landfills can release methane and / or hydrogen sulphide.
- Contaminated land eg oil / fuel, chemicals, asbestos, can produce other dangerous atmospheres

The controls in D1 shall be followed.

## **D4. FIRE PREVENTION**

### **D4.1 Fire Risk Assessment**

A Fire Risk Assessment shall be undertaken by a competent person.

The fire risk assessment shall cover:

- A. Status of Actions from Fire Risk Assessments
- B. Fire Prevention – General: Security, Housekeeping etc
- C. Fire Prevention – Electrical Installation, Appliances Etc
- D. Fire Prevention – Heating, Cooking Appliances, Pressure Vessels Etc
- E. Buildings and Building Services, Plant and Machinery
- F. Escape Facilities
- G. Fire Action and Emergency Evacuations, including appointment of Fire Wardens
- H. Fire Detection and Alarm Systems, including appointment of Fire Marshall and testing
- I. Fire-Fighting Equipment
- J. Fire Service Facilities and Liaison

All corrective actions raised shall be implemented in a timely manner.

Fire Risk Assessment shall be reviewed as part of any proposed change, external requirement, post-incident and every three years.

### **D4.2. Electrical Installations**

D4.2.1. All temporary electrical installations are installed in accordance with the current addition of the IEE regulations.

D4.2.2. For site cabins the hire centre will inspected the electrical equipment on delivery.

D4.2.3. Fixed installations shall be subject to periodic inspections every 3 to 5 years dependant on voltage and risk level.

D4.2.4. All Portable Appliances shall be subject to periodic inspection and test in line with HSE / IEE guidelines (nominally 230v site: monthly; 110v site: quarterly; office equipment: 2-4 years).

### **D4.3. Flammable Liquids**

D4.3.1. Flammable liquids shall be not used near ignition sources.



D4.3.2. Gas bottles, fuel containers etc. shall be stored in a safe compound at a distance as specified in HSE guidance.

D4.3.3. Flammable liquids shall be stored in labelled, compliant packaging.

#### D4.4. **Hot Works Permits**

D4.5. For any breaking out requiring the cutting of surfaces, welding or other hot works then a hot works permit is required.

#### D4.6. **Security**

D4.6.1. Buildings and yards shall be kept secure, using approved locking systems to doors and windows.

D4.6.2. To premises. an approved security alarm shall be installed, which shall be subject to an annual maintenance inspection by an appointed competent contractor.

D4.6.3. For higher security risk site then CCTV camera systems for crime prevention may be installed. Signs warning that CCTV is in use shall be clearly displayed. Under the Data Protection Act Spoor-Tech shall register with the Information Commissioners Office (ICO) as a Data Controller and shall appoint a Data Controller responsible for the CCTV system.

#### D4.7. **Smoking**

D4.7.1. Company office, all sites and company vehicles are no smoking areas. Smoking materials must be put out before being thrown away.

#### D4.8. **Waste**

D4.8.1. Waste must not be allowed to build up on sites. Proper provision must be made for its temporary storage and disposal. Waste including scrap wood shall not be burnt at any time.

#### D4.9. **Welfare Areas**

D4.9.1. Welfare areas shall be maintained.

D4.9.2. At no time shall clothes be hung on or near heaters.

## **D5. HAZARDOUS SUBSTANCES**

### **D5.1. Policy on Hazardous Substances**

D5.1.1. Spoor-Tech shall comply with the Control of Substances Hazardous to Health Regulations 2002.

### **D5.2. COSHH Assessment**

D5.2.1. For any work that involves exposure to substances hazardous to health the Project Manager must provide a suitable and sufficient COSHH Risk Assessment. Administrator is responsible for coordinating the production of the CoSHH Risk Assessment.

D5.2.2. The assessment must be carried out by a competent person, taking account of the substances involved, the specific purpose and method of use, and requirements of the Safety Data Sheet, and exposure limits set in any relevant published standards (eg HSE EH40).

D5.2.3. The CoSHH Assessment must be written except for very simple cases.

D5.2.4. The COSHH Assessment shall be available at the point of use.

D5.2.5. The COSHH Assessment shall be periodically reviewed eg upon change, post-incident, three years.

### **D5.3. Control Measures**

D5.3.1. At all times adequate control measures must be taken to prevent exposure by worker to substances hazardous to health. The following measures for preventing or controlling exposure such hazards are advised:

- Elimination of the use of the substance.
- Substitution by a less hazardous substance.
- Compliant storage
- Compliant handling including the provision of suitable handling equipment, including ATEX approval.
- Ventilations, including forced air or local exhaust ventilation<sup>1</sup>.
- Reduction of number of workers exposed and exclusion of non-essential access.
- Reduction in the period of exposure for workers.
- Safe storage and disposal arrangements.
- Prohibition of eating, drinking, smoking etc. in contaminated areas.
- Provision of adequate facilities for washing, changing and storage of clothing including arrangement for laundering.
- Emergency preparedness and response testing.
- Where these are inadequate in themselves, personal protective equipment must be used.

Note 1: Ventilation systems and other engineering control must be maintained in an efficient state, in proper working order and in good repair and subject to thoroughly examination and test at least once in every 14 months.

### **D5.4. Labelling**

D5.4.1. Substances shall be contained in proprietary containers and labelled with the contents and a compliant hazard label (red diamond) as per the Classification, Labelling and Packaging of Substances and Mixtures (CLP Regulation) 2008.

## **D6. BIOLOGICAL HAZARDS**

### **D6.1. Policy on Biological Hazards**

D6.1.1. As a civil engineering contractor site and workshop operatives are regularly exposed to biological hazards from contaminated waters or soils. Spoor-Tech will implement risk control measures to reduce risk from biological hazards as far as is reasonably practicable.

### **D6.2. Risk Control Measures**

D6.2.1. Suitable personal protective equipment shall be provided including suitable workwear, safety boots / wellingtons, PVC / nitrile gloves, welfare facilities.

D6.2.2. Workers recommended to protect themselves with the relevant vaccinations; where operatives elect to receive inoculations, Spoor-Tech shall pay for these.

D6.2.3. All workers receive induction training on hazards and hygiene controls which include,

- Operative being issued a Leptospirosis (Weils Disease) Information Card communicate the risks and symptoms of the disease
- Operative(s) washing their hands (and arms if necessary) with anti-bacterial wash after every work activity involving sewage work, especially before eating, smoking (if allowed), using a telephone etc.
- Avoiding hand to mouth contact while carrying out sewage work to prevent mucocutaneous contamination from biological agents.
- Wearing appropriate clothing e.g. overalls, waterproof clothing, gloves, goggles, masks etc to stop personal contamination.
- A “clean as you work” system to be established, whereby equipment can be washed down with anti-bacterial wash as it is returned to the vehicles or storage area.
- Clean equipment to be kept separate from contaminated equipment to prevent cross-contamination.
- All work surfaces / work areas to be cleaned and sterilised regularly.
- All existing cuts and grazes to be covered with a waterproof dressing, before carrying out any work activities.

### **D6.3. Bird and Rodent Faeces**

D6.3.1. Bird and rodent faeces may be encountered in many areas and has a risk of infection eg Psittacosis from birds, Leptospirosis from rodents. Both are notifiable diseases under RIDDOR and shall be reported and investigated as per the Incident and Accident Reporting Procedure. The following controls are advised when working in areas contaminated with animal faeces:

- Vulnerable People eg pregnant women, asthmatics, immunosuppressed and the elderly must be protected from contamination by faecal matter.
- Good standards of personal hygiene and washing facilities with separate eating facilities to be provided.
- Good ventilation provided where possible.
- Cleaning procedures to avoid creating aerosols and dust - no high-pressure jetting or sweeping. Suppress dust with a spray containing disinfectant.
- Work techniques designed to keep the workers breathing zone away from possible aerosol clouds.

- PPE to include PVC gloves, safety goggles / face mask, disposable dust mask (min fpp3 dust mask), disposable workwear and disposable shoe coverings.
- After working in a spore-contaminated area and before removing respirators, workers to remove all protective clothing and shoe coverings and seal them in heavy-duty plastic bags to be disposed of as non-hazardous waste.
- Note: Birds are Legally Protected Species: Any measure that might unnecessarily harm or kill a bird without license to be avoided. Before doing this, attention to be given to the possibility that flightless young may be present.

## **D6.4. Action to be Taken for Exposure to Contaminated Water / Soils**

D6.4.1. Any operative/s cut or splashed while working with contaminated water / soils to:

- Immediately expunge all fresh cuts / grazes allowing the blood to flow freely.
- Operatives not to suck wounds.
- Operatives to wash skin disinfectant, and cover with a protective dressing.
- If biological agents could enter the body eg broken skin, splash to face, the worker is recommended to have Serological testing.
- If between 2 and 14 days after working near or being splashed by contaminated water / soil operative feels seriously ill report to NHS Direct who will advise them on seeking medical attention.

## **D7. ASBESTOS**

### **D7.1. Policy Statement**

D7.1.1. Spoor-Tech will comply with the Control of Asbestos at Work Regulations 2012.

### **D7.2. Training and Awareness**

D7.2.1. Any worker with the potential of exposure to asbestos shall receive training from a HSE recognised accredited asbestos training provider.

D7.2.2. Annual refresher awareness shall be provided through toolbox talks with formal retraining every five years.

### **D7.3. Client Duty for Asbestos Survey and Information**

D7.3.1. If the building is older than 1999 the Client has a duty to undertake a suitable asbestos risk assessment, remediate any at risk asbestos and provide information to contractors.

D7.3.2. For any task involving the potential disturbance of asbestos eg cutting, drilling, dismantling or demolition then the asbestos register shall be requested at the planning stage. If none is available, then no work shall not be permitted.

### **D7.4. Work on Asbestos Containing Materials (ACM)**

D7.4.1. Spoor-Tech shall not undertake asbestos related work that requires an asbestos license or notification and shall use a specialist contractor (usually employed directly by the Client).

D7.4.2. Minor non-licence non-notifiable work may be undertaken following HSE Asbestos Essential guidance.

### **D7.5. Exposure to Asbestos**

D7.5.1. Should any worker be exposed to or potentially exposed to asbestos then:

- work to be stopped immediately,
- access restricted to others,
- contaminated operatives to remove all contaminated clothing, double bag it and if possible, shower / wash thoroughly. If this is not possible, the operative must not leave the area until authorised to do so.
- Inform the Client's Representative immediately.

## **D8. HEIGHT AND ACCESS ARRANGEMENTS**

### **D8.1. Policy Statement on Working at Heights**

D8.1.1. Spoor-Tech shall comply with the Working at Height Regulations 2005.

D8.1.2. Where possible working heights shall be eliminated by using other means. Where working at height is required the safest means of access shall be used.

### **D8.2. Ladders**

- (1) Ladders must only be used for low risk, short duration or where the design of the structure prevents the use of safe methods of access.
- (2) Only professional standard ladders to be used.
- (3) Ladder users to be trained in the safe use of ladders.
- (4) Pre-use checks and quarterly formal checks to be undertaken to ensure that ladders are in good condition.
- (5) Where used to access an elevated platform, ladder to extend at least 1m above the landing place.
- (6) The pitch of the ladder to be adequate: 1 out for every 4 of height.
- (7) The ladder must be firmly based, not liable to slip and where possible be (a) firmly lashed at the top, (b) chocked at the bottom, (c) have stabilising outriggers installed, (d) A bottom person "footing" the ladder is the final and highest risk option.
- (8) The operative to have three points of contact on the ladder at all times.
- (9) The ladder to be positioned to prevent over-reaching

### **D8.3. Tube & Fitting Scaffold**

- (1) All scaffolding erection and dismantling must be carried out by trained personnel to NASC TG20 standards. Scaffold erectors must have valid CISRS card.
- (2) Scaffolding must only be used once the Scaffolding Certificate is issued by the Scaffold Inspector. Partially erected or dismantled scaffolds must not be used. Signs prohibiting use must be in place until the scaffold is certified for use.
- (3) Users of the scaffold must never interfere or adapt the scaffolding.
- (4) Scaffolds must never be overloaded or cluttered with debris.
- (5) Scaffolds must only be accessed using the approve route.
- (6) Lifting accessories may only be used if the scaffold was designed for the use of lifting equipment. Any lifting equipment must be approved by the Scaffold Inspector.
- (7) Scaffolding remaining in place for more than one week must be inspected weekly by a qualified CISRS Scaffolding Inspector with a record of inspection kept. Scaffolds must also be inspected after severe weather or after any event that could have affected its integrity.

### **D8.4. Mobile Elevated Work Platforms**

- (1) Mobile Elevated Work Platforms (MEWP) are to be only operated by a worker with a valid IPAF qualification for that type of machine.
- (2) MEWP shall be used in accordance with the IPAF training and manufacturer's instructions.
- (3) MEWP shall have a valid LOLER examination certificate showing it is subject to LOLER examination every six months.
- (4) MEWP shall be checked daily before use with a record of check produced and retained.
- (5) In case of mechanical failure in the elevated position, a ground person shall be appointed who is familiar with the operation of the manual descender.

### **D8.5. Tower Scaffolds**

- (1) Tower Scaffolds are to be only erected and dismantled by a worker with a valid PASMA qualification for that type of tower.
- (2) Tower Scaffolds shall be used in accordance with the PASMA training and manufacturer's instructions.
- (3) Tower Scaffold shall be checked daily before use with a record of check produced and retained.

## **D8.6. Working at Height**

- (1) Where working from an elevated platform as far as is reasonably practicable suitable fall prevention barriers shall be installed which shall be of a height 950mm and installed by a competent person.
- (2) Where (1) above is not possible, then a harness and lanyard to be used. The user shall be trained in the use of harness and lanyard. Harness and lanyard shall have a valid LOLER examination certificate showing it is subject to LOLER examination every six months. Harness and lanyard shall be checked daily before use with a record of check produced and retained.
- (3) Where required, a method of assisted or self-rescue shall be implemented.
- (4) For higher risk activities, then fall arrest nets etc may be required, which shall be installed by a competent person.

## **D9. LIFTING OPERATIONS**

### **D9.1. Policy Statement on Lifting Operations and Lifting Equipment**

D9.1.1. Spoor-Tech shall comply with the Lifting Operations and Lifting Equipment regulations (LOLER) 1996.

### **D9.2. Lift Plans**

D9.2.1. The lift must be planned and supervised by trained Lift Planner.

D9.2.2. Planning to consider:

- the load to be lifted (weight, shape, centre of gravity, lifting points),
- path (radius of lift, overhead clearance),
- work environment (ground conditions, overhead line equipment, traffic),
- positioning of the lifting equipment, to prevent crushing or strikes at its extreme positions,
- personnel required.

The area of the arc of operations will be clear of all persons. No person shall enter the crane operating area without permission. Loads are not to be swung over site huts, buildings, public areas or other areas where persons may be present unless persons have been excluded from those areas. If the above is not practicable, then other measures may be applied.

Lifting plans shall be documented where required.

### **D9.3. Suitability of Lifting Equipment**

D9.3.1. Lifting equipment to be suitable for the task and used, serviced and maintained in compliance with manufacturers recommendations and legislative requirements.

D9.3.2. Thorough Examination Certificates (6 monthly for man-lift, 12 monthly for non-man lift or in line with a written scheme of examination) must be in date and made available.

D9.3.3. Equipment will be properly stored to prevent deterioration or damage.

D9.3.4. Lifting machinery and accessories shall be marked with the safe working load.

D9.3.5. Lifting equipment designed to lift persons will be marked as such, equipment specifically NOT designed for people lifting will be marked as such.

**D9.4.** Equipment will be inspected prior to use and safety defects reported immediately.

**D9.5.** Equipment will not be used where safety defects are present.

### **D9.6. Lift Supervisors, Slings and Signallers**

D9.6.1. Lifts shall be supervised by a competent Lift Supervisor. For confined space entry this may be a trained Confined Spaces Top Man.

D9.6.2. Sufficient trained competent Slinger / Signaller to be available to sling and control load, especially when the driver's vision of the load is obstructed. Telephone / radio communication or a system of agreed hand or other signals must be used between the crane operator and the Slinger / Signaller.

### **D9.7. Other Controls:**

D9.7.1. Guide Ropes shall be used on large loads to guide and steady lift.



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- D9.7.2. The table of Safe Working Loads for various radii to be clearly visible to the driver.
- D9.7.3. Practice Lifts to be undertaken when required to gauge the weight, centre of gravity and suitability of slinging arrangements.
- D9.7.4. Where risk of overturning / overloading devices such as rated capacity indicators or limiters to be used.
- D9.7.5. In windy conditions wind speed must be checked using the anemometer, and work stopped if it exceeds the limit of the equipment.

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## **D10. LONE WORKING**

### **D10.1. Policy Statement on Manual Handling**

D10.1.1. Spoor-Tech shall comply with the Management of Health and Safety at Work Regulations 1999.

D10.1.2. Where possible lone working shall be avoided through team working, however where this is not practicable the below procedures shall be applied.

### **D10.2. Risk Assessments**

D10.2.1. For any work to be undertaken alone where the risk may be increased by the work activity itself, or by the lack of supervision or support, a risk assessment will be undertaken considering the following factors:

- The Workplace: Access and egress, including geographical remoteness or a high level of risk of non-detection
- Negative interactions with members of the public, including risk of violence.
- Plant and equipment: The plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- The task eg work at height, confined space entry or manual handling.
- The worker's physical and mental medical health, including vulnerable people.

### **D10.2. Risk Elimination**

D10.2.1. Where risk assessments determine that risk is unacceptably high, then lone working shall not be permitted. The following activities are not to be carried out by lone workers under any circumstances:

- Entry into confined spaces.
- Situations where a Permit to Work system is in operation.
- Work requiring team lifting.
- Handling of hazardous substances over 200litres
- Hot works requiring a fire watchperson

### **D10.3. Risk Reduction**

D10.3.1. Where work is permitted, the following control measures shall be implemented:

- (1) Communication: Checks of site-based workers will be made every hour. Call back times shall be agreed with the Operations Supervisor. Site-based workers vehicles have trackers installed to provide remote identification of vehicle location. Off-site managerial workers will be expected to call in each day.
- (2) First aid: A personal first-aid kit is provided which is either worn on the belt or carried with equipment. It is the responsibility of the lone worker to ensure that it remains adequately stocked.
- (3) Emergency procedures: If a lone worker is injured or encounters difficulties, they are to use the mobile phone provided. Attack or man-down alarms may be used in specific circumstances.

## D10.4. Man-Down Procedure

D10.4.1. Should a worker does not respond by the Call Back Time then the following procedure will be applied:

- (1) the Labour Coordinator shall make three attempts over 10 minutes to contact the worker.
- (2) If no contact be made, and the worker's vehicle has a tracker installed, then then the vehicle tracking system will be interrogated to identify the location of the worker's vehicle.
- (3) Other based on known or last known location, the Resource Coordinator or their deputy will identify who is the closest person to the missing worker and will re-assign them to immediately attend the missing workers location for investigation. If no company representative is local, the Project Manager will determine if the Client has local workers, or in the last instance the response time of the local police force (noting the Police have no duty to respond to missing workers as a priority call).
- (4) The Project Manager shall monitor the situation, and report to Operations Director as required.
- (5) Upon location of the missing worker then a suitable incident investigation will be undertaken.

## **D11. MANUAL HANDLING**

### **D11.1. Policy Statement on Manual Handling**

D11.1.1. Spoor-Tech will comply with the Manual Handling Regulations 1992, and shall eliminate or reduce manual handling risks as far as is reasonably practicable.

### **D11.2. Risk Assessment**

D11.2.1. Activities involving manual handling of loads above the recommended thresholds in HSE ACOP L23 or identified through Manual Handling Assessment (eg MAC Charts HSE indg383) to be high “red” risk shall be subject to manual handling risk assessments.

### **D11.3. Elimination / Reduction**

D11.3.1. The task shall be assessed to eliminate or reduce the risk using appropriate means.

### **D11.4. Training and Awareness**

D11.4.1. All personnel involved in manual handling shall be trained in safe manual handling techniques including dynamic risk assessments (LITE – Load, Individual, Task, Environment).

## **D12. MENTAL HEALTH including Stress**

### **D12.1. Policy Statement on Mental Health and Stress**

D12.1.1. Spoor-Tech will ensure that mental health issues including stress is managed within Spoor-Tech, with adequate risk control measures put in place.

#### D12.1.2. Mental Health Definitions

- Mental Health is a person's condition with regard to their psychological and emotional well-being. Mental health can be positive, neutral or negative. Mental health can be environment based or due to a medical mental health illness.
- Wellbeing is the state of being comfortable, healthy, and / or happy.
- Stress is the adverse reaction people have to excessive pressure or other types of demand placed on them. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

#### D12.1.3. Risk Control Measures and Responsibilities for Mental Health

Directors will:

- Identify all workplace mental health issues at work and conduct risk assessments to eliminate them or control the risks. These risk assessments will be monitored and regularly reviewed.
- Implement the recommendations of risks assessments.
- Ensure that individual workers are clear on their roles and responsibilities, and that they have the resources (skills, knowledge, attitude, training, experience, information, capability, equipment, time), to deliver the role.
- Provide adequate resources to implement Spoor-Tech's mental health management strategy.
- Monitor workloads to ensure that people are not overloaded, or under loaded.
- Ensure good consultation and communication between management and staff, particularly where there are organizational and/or procedural changes.
- Provide training for those in management and supervisory position on good management practices.
- Arrange working hours to ensure that workers are not overworked, and that workers are taking their full holiday entitlement.
- Ensure that bullying, harassment and victimization is not tolerated within Spoor-Tech, whether caused by employees or third parties.
- Be vigilant and offer additional support and empathy to a member of staff who is experiencing negative mental health.
- Provide access to trained Mental Health First Aiders.
- Refer workers who are suffering from potential mental health issues to workplace counsellors or specialist agencies as required.
- Support individuals who have been off sick with mental health issues and to manage their return to work plan.
- Monitoring the effectiveness of measures to address mental health issues at work by collating sickness absence statistics.

- Monitor and review the effectiveness of measures to reduce mental health issues at work.

D12.1.4. Workers are expected to:

- Raise issues of concern regards the mental health or themselves or other with the Director.
- Accept opportunities for counselling where recommended.

## **D13. MOBILE PHONES**

### **D13.1. Policy on Using Mobile Phones**

**D13.2.** When using mobile phones, Spoor-Tech will ensure compliance with the Road Vehicles (Construction and Use) (Amendment) (No.4) Regulations 2003 and Network Rail and other client rules.

### **D13.3. Mobile Phone Use whilst Driving**

D13.3.1. By law hand-held mobile Phones must not be used whilst driving any vehicles. The regulations make exceptions for 999 and other emergency service calls, and for calls made in response to a "genuine emergency" or where it is "impractical" to stop driving.

D13.3.2. As per Network Rail rules, the use of hands-free phones whilst driving is not permitted.

D13.3.3. Other workers must not call a person who is suspected to be driving unless in an emergency or to divert or cancel a journey at late notice.

D13.3.4. Whilst drivers may leave phones on, they must not accept or make a call / email / text whilst driving and must pull over, stop the vehicle and remove the keys from the engine to take a call.

### **D13.4. Safe Use on Site**

D13.4.1. When making / taking a phone call on site or in any other location the call must be taken in a place of safety eg away from moving vehicular traffic, not on or near stairs or other fall risk, not to cause obstruction to other pedestrians.

D13.4.2. Mobile phones must not be used during refuelling operations or in or near other dangerous atmospheres eg confined spaces.

### **D13.5. Regular Mobile Phone Users**

**D13.6.** Due to the potential effects of mobile phone signals on the body, particularly the heart and brain, regular users are recommended to use a suitable hands-free accessory.

## **D14. NOISE**

### **D14.1. Policy Statement on Noise at Work**

D14.1.1. Spoor-Tech will comply with the Noise at Work Regulations 2005, will reduce noise as far as is reasonably practical and will provide suitable and adequate hearing protection and health surveillance when required.

### **D14.2. Risk Assessment**

D14.2.1. Activities that produce noise that is likely to exceed the First Action Limit of 80dB(A) shall be subject to risk assessments and noise reduction measures.

### **D14.3. Reduction Techniques**

D14.3.1. As far as is reasonably practical noise levels shall be reduced at source, if possible, by using quieter plant and work processes, by ensuring effective maintenance procedures.

D14.3.2. As far as is reasonably practical the risk from the noise pathway will be reduced by noise isolation / dampening / insulation / reflection.

### **D14.4. Where noise is greater than 80dBA**

D14.4.1. Then workers shall be informed that the First Action Level has been passed.

D14.4.2. Hearing protection shall be provided with the SNR value calculated from the use of the HSE Noise Hearing Protection Calculator.

D14.4.3. Work time within the area shall be minimised with all unnecessary persons excluded from the area.

### **D14.5. Where noise is greater than 85dBA**

D14.5.1. A Mandatory Hearing Protection Zone shall be established, where practical indicated by hazard signage.

D14.5.2. Suitable hearing protection shall be provided, with the SNR value calculated from the use of the HSE Noise Hearing Protection Calculator. The use of hearing protection shall be mandated. Records of issue of hearing protection shall be produced and retained.

D14.5.3. Work time within the area shall be minimised with all unnecessary persons excluded from the area.

### **D14.6. Hearing Checks**

D14.6.1. If a worker is regularly exposed to noise levels of 87dB average per week or above, then they shall be provided hearing checks by an appointed occupational health practitioner.

D14.6.2. The same applies to any worker who is at greater risk of hearing damage, even at noise levels that are lower than this



## **D15. OFFICES**

### **D15.1. Policy on Office Working**

D15.1.1. Work in offices shall comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and The Health and Safety (Display Screen Equipment) Regulations 1992.

### **D15.2. Workplace Health, Safety and Welfare**

D15.2.1. The workplace shall be established and maintained giving regard to:

- Maintenance of workplace, and of equipment, devices and systems
- Ventilation
- Temperature in indoor workplaces
- Lighting
- Cleanliness and waste materials
- Room dimensions and space
- Workstations and seating
- Condition of floors and traffic routes
- Falls or falling objects
- Windows, and transparent or translucent doors, gates and walls
- Windows, skylights and ventilators
- Ability to clean windows etc. safely
- Organisation etc. of traffic routes
- Doors and gates
- Sanitary conveniences
- Washing facilities
- Drinking water
- Facilities for rest and to eat meals

### **D15.3. Display Screen Equipment (DSE) Risk Assessments**

D15.3.1. For each user of Display Screen Equipment (DSE), a DSE Risk Assessment shall be undertaken at the following times:

1. For the below list of events, after six weeks so to allow acclimatisation to the new workstation:
  - new office worker,
  - following any substantive change to the workstation eg moving desk / desk location, new workstation layout, additional screen etc
  - following any substantive change to the wider work environment (eg change in layout, significant change of number of people in office, change in heating / ventilation, change in blinds etc)
  - after corrective actions are implemented (so to evaluate their effectiveness).
2. For any change in individual's health or medical condition an assessment shall be undertaken as soon as possible.
3. Periodically, defined as every three years.

D15.3.2. DSE workers will undertake self-assessments using the Display Screen Equipment Assessment Form, the completed from which will be reviewed by the Rail Compliance Manager, where required consulting with the HSQE Advisor and if required, specialist ergonomist.

D15.3.3. Workstations are to comply with the recommendations laid down in the Display Screen Regulations, with regard to the following areas:

- Display Screen
- Keyboard
- Work Desk or Surface
- Work Chair
- Space Requirements
- Lighting, Reflections and Glare
- Noise
- Heat, Ventilation and Humidity
- Software
- Individual's Health

D15.4. **DSE Training and Instruction**

D15.4.1. All workers who spend a significant part of the working day working with DSE's will receive training and information on the risks associated with DSE's and the ergonomic design of workstations.

D15.5. **Eyesight Tests and Spectacles for DSE Users**

D15.5.1. Workers who spend a significant part of the working day working directly on DSE's have the right to be given a free eye-test, repeated at a frequency determined by the Optician, to determine if corrective glasses need to be worn for the normal working distance of the DSE screen. Spoor-Tech will also pay for the free supply of corrective glasses where they are required specifically for working with display screen equipment. The Rail Compliance Coordinator will administer this scheme. All enquiries to be directed to the rail Compliance Coordinator before any expense is incurred. Spoor-Tech have set levels of allowable expense for reasonable glasses and workers wanting to purchase more expensive items may do so but will only be recompensed the allowed amount.

## **D16. TEMPORARY WORKS**

### **D16.1. Policy Statement on temporary Works**

D16.1.1. Temporary Works (TW) includes Temporary supporting structures include excavation supports, structural scaffolding, formwork, falsework, temporary bridges, temporary fencing, site hoardings, crane foundations etc

D16.1.2. All temporary works shall be managed as per ACOP BS5975-2018 and HSE guidance.

D16.1.3. As required the temporary works will be carried out in line with any structural engineering report.

### **D16.2. Appointed Persons**

D16.2.1. Temporary Works Designer shall be undertaken by a qualified and competent Temporary Works Design. Competency is defined as having the required knowledge and qualifications related to that type of temporary works, the associated health and safety risks, and knowledge of ACOP BS5975-2018. Where the Temporary Works Designer is an outsourced service, then evidence of the Temporary Works Designer's qualifications and professional indemnity insurance shall be held as per core business management system procedure PP01-06 Control of Outsourced Activities.

D16.2.2. A competent Temporary Works Manager (TWM) & Temporary Works Coordinator (TWC) shall be appointed. The TWM and TWC require no specific TW training but must be knowledgeable and experienced in the design & management of the temporary works proposed.

### **D16.3. Temporary Works Inspection**

D16.3.1. Temporary Works Inspection Sheet shall be completed to sign off the installation at agreed periods - nominally after initial construction, after modification, after any event eg severe rain, wind, ice or snow; every 7 days.

### **D16.4. Ground Conditions**

D16.4.1. Where required ground conditions will be checked for adequacy. Ground support must avoid any voids eg manholes and services ducts. Underground services drawings are to be evaluated and services confirmed. The requirement for Ground Penetrating Radar (GPR) survey is to be evaluated with the Client / Principal Contractor.

## D17. VEHICLE MOVEMENTS & TRAFFIC ROUTES

### D17.1. Policy on Vehicle Movements and Traffic Routes

D17.1.1. Every construction site shall be organised in such a way that, so far as is reasonably practicable, pedestrians and vehicles can move safely and without risks to health. Traffic routes shall be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size.

### D17.2. Risk Control Measures

D17.3. Suitable and sufficient steps are to be taken to ensure that—

- (1) **Pedestrians or vehicles** can use it without causing danger to the health or safety of persons near it.
- (2) **Any pedestrian door or gate which leads onto a traffic route** is sufficiently separated from that traffic route to enable pedestrians to see any approaching vehicle or plant from a place of safety.
- (3) **Sufficient separation** is provided between vehicles and pedestrians to ensure safety or, where this is not reasonably practicable that there are other means for the protection of pedestrians eg barriers, vehicle horns.
- (4) **Loading areas** have at least one exit point for the exclusive use of pedestrians.
- (5) **Pedestrian doors** are provided where it is unsafe for pedestrians to use a gate intended primarily for vehicles. The pedestrian gate shall be in the immediate vicinity of the gate and shall be clearly marked and kept free from obstruction.
- (6) **Avoidance of Reversing** - So far as is reasonably practicable traffic routes shall be arranged to remove the need for vehicles to reverse along the route. Where this is not practicable then either rear CCTV cameras, warning beacons and alarms & / or a competent banksman shall be appointed. Cars shall be reverse parked.
- (7) **Checks** - Every traffic route shall be regularly checked and properly maintained, and where required adequately signed.
- (8) **Obstructions** - No vehicle shall be driven on a traffic route unless, so far as is reasonably practicable, that traffic route is free from obstruction and permits sufficient clearance.

## **D18. VIBRATION**

### **D18.1. Policy on Vibration**

D18.1.1. Spoor-Tech will comply with the Control of Vibration at Work Regulations 2005, will reduce vibration as far as is reasonably practical and will provide health surveillance when required.

### **D18.2. Risk Assessment**

D18.2.1. All work equipment that produces vibration shall be risk assessed using the HSE Vibration Exposure Calculator with the acceleration level derived where possible from manufacturers' data.

D18.2.2. Where the risk assessment identifies that exposure limits will be exceeded, or safety margins compromised then additional risk control measures shall be implemented.

### **D18.3. Risk Control Measures**

D18.3.1. Exposure to vibration is minimised through:

- (1) Selecting alternative work methods which eliminates vibration risk;
- (2) Selection of equipment to that which offers low vibration levels;
- (3) Use of the correctly rated machine;
- (4) Ensure that cutting tools are kept sharp and held securely in the fitment;
- (5) Ensuring that equipment is subject to planned maintenance and suitable recorded weekly inspections;
- (6) Use of team working and team rotation;
- (7) Promoting to operatives to ensure they are warmed up before work and keep warm throughout the day (this assists blood circulation) and encouraging operatives to have a healthier life style (no smoking, not overweight, not high blood pressure, good circulation).
- (8) Provision of information, instruction and training to users on health risks and the actions as described above required to control these risks;

### **D18.4. Health Surveillance**

D18.4.1. All workers who use vibrating equipment shall complete an annual self-declaration of medical condition.

D18.4.2. Health surveillance shall be provided to those workers who continue to be regularly exposed above the action value or otherwise continue to be at risk. Health records for workers under health surveillance shall be retained. Workers shall be consulted with on proposals to control risk and to provide health surveillance.

D18.4.3. Any report of vibration induced illness shall be reported under RIDDOR to the HSE (see E6).

## **D19. VULNERABLE PERSONS**

### **D19.1. Policy on Vulnerable People**

D19.1.1. For the protection of vulnerable people in the workplace, Spoor-Tech will comply with the Management of Health and Safety at Work Regulations, the Equality Act 2010, Regulatory Reform (Fire Safety) Order 2006 and other regulations.

D19.1.2. Vulnerable people include, but are not limited to:

- New & Expectant Mothers,
- Young People
- Inexperienced People
- Disabled – Temporary or Permanent, Physical or Mental Health
- Other vulnerable persons.

### **D19.2. Risk Assessment**

D19.2.1. The Line Manager and Rail Compliance Coordinator in consultation with the HSQE Advisor and the individual, and for young person any provider / sponsor, shall undertake a review of the adequacy of the risk assessment and risk control measures for the activities for which the individual is to undertake. The following shall be considered in reviewing risk assessments and risk control measures:

- (1) Need for additional supervision or instruction,
- (2) Ability or skills,
- (3) Individual's awareness and competency,
- (4) Ability to understand information,
- (5) Increased risk of exposure to chemicals / noise / vibration,
- (6) Ergonomics risks eg display screen equipment, manual handling,
- (7) Need for additional health monitoring,
- (8) Personal Evacuation and Escape Plans (PEEP),
- (9) Insurance Requirements.

There is not necessarily a need to carry out a new risk assessment each time a vulnerable person is employed, provided that the current risk assessment takes account of the factors described above.

D19.3. The risk assessment will need to be reviewed if:

- the nature of work changes,
- there is a change in the individual eg expectant mother's trimester reviews, change in medical health / condition (positive or negative),
- the risk assessor has reason to believe that it is no longer valid.
- Every three years.

D19.4. The risk assessment can be withdrawn if the individual is no longer a vulnerable person eg deemed competent, healed injury, birth of child.

## **D20. WORKING TIME AND FATIGUE MANAGEMENT**

### **D20.1. Policy on Working Hours**

D20.1.1. Spoor-Tech will comply with the Working Time Regulations 2002 and Railway and Other Guided Transport Systems (Safety) Regulations 2006. It is Spoor-Tech policy to ensure that workers do not work excessive hours so that working imposes risk to the health, safety, or welfare of themselves or others. As a responsible company we encourage an appropriate life-work balance.

### **D20.2. Risk Control Measures**

D20.2.1. See separate document SPPS07 Rail Fatigue and Working Time Policy.

## **E EMERGENCY PREPAREDNESS AND RESPONSE**

### **E1. PLANNING FOR EMERGENCIES**

#### **E1.1. Planning**

E1.1.1. All foreseeable emergency situations will be identified in the risk assessment and as far as is reasonably practicable risk controls established to eliminate or reduce the risk, and where residual risk remains to prepare for the emergency situation.

#### **E1.2. Emergency Planning & Response Documentation**

E1.2.1. Emergency plans shall be documented:

For site, by the Project Manager in the Method Statement / Construction Phase Plan.

For office, in premises emergency response procedures eg Fire Action Notices.

E1.2.2. For site activities, the documented emergency response arrangements will be proportional to the duration of occupancy on the site.

#### **E1.3. Resources**

E1.3.1. Project Manager for site, Rail Compliance Coordinator for office, shall ensure that all required emergency equipment, training and information required to deal with any foreseeable emergency situation.

## **E2. FIRST AID**

### **E2.1. Policy Statement on First Aid**

E2.1.1. Spoor-Tech shall comply with the requirements of the Health and Safety (First Aid) Regulations 1981 and ACOP L74.

### **E2.2. First Aids Kit**

E2.2.1. First aid kits to BS 8599-1 2011 shall be supplied of suitable size for the number of people working in that location.

E2.2.2. On site they will be available at the work face, not stored in a remote vehicle.

E2.2.3. The location of the first aid kit shall be clearly identified by a Green Cross sign.

E2.2.4. Contents of first aid kits and expiry dates of sterile items shall be subject to a recorded check at least every three months.

E2.2.5. First aid kits shall not contain any medication or creams. First aiders must not administer any medications or creams. Use of burn cooling gels and ice packs are permitted.

E2.3. Eye washes shall be available at the point of use where there is a risk of flying objects eg dust or splashes eg chemicals into eyes. Integrity of the eye wash bottle and expiry dates of the eye wash shall be subject to a recorded check at least every three months.

### **E2.4. First Aider**

E2.4.1. **Site Qualified First Aider:** For construction sites with more than 5 people on site a qualified first aider is required – either an Emergency '1-Day' First Aider or First Aid at Work '3-Day' qualified person. Confined Spaces Supervisors shall also have Emergency Response First Aid training. Training shall be an approved provider to HSE recognised standards.



E2.4.2. **Office Qualified First Aider:** The occupancy levels of Spoor-Tech premises office is below the HSE recommendations for formal training. The Rail Compliance Coordinator is the Appointed Person for First Aid provision.

E2.4.3. **Basic Awareness:** All persons shall be provided basic first aid response awareness through Toolbox Talks etc.

## **E3. FIRE**

### **E3.1. Policy Statement on Fire**

E3.1.1. Spoor-Tech shall comply with the requirements of the Regulatory Reform (Fire Safety) Order 2006.

### **E3.2. Fire Risk Assessment**

E3.2.1. For company premises the HSQE Advisor shall undertake a Fire Risk Assessment which shall be reviewed annually. Any remedial actions will be implemented in a timely manner.

E3.2.2. For site, Project Manager shall evaluate fire risk in the project risk assessment.

### **E3.3. Fire Marshalls**

E3.3.1. For Spoor-Tech premises and on fixed construction sites a Fire Marshall shall be appointed with responsibilities for checking the compliance to fire prevention rules [D4] xxx and arrangements for fire response (below).

### **E3.4. Fire Action Plans**

E3.4.1. For Spoor-Tech premises and on fixed construction sites the Fire Action Plan shall be clearly displayed by all final fire exit points.

E3.4.2. All employees and visitors will be instructed on the fire action plan.

E3.4.3. One or more Assembly Points shall be established and clearly the signed. The Assembly Point will be displayed on the Fire Action Plan.

E3.4.4. For any person with a mobility restriction or a disability that may affect awareness of an alarm, then a Personal Emergency Evacuation Plan (PEEP) shall be produced. This shall include details of any additional emergency response equipment, appointed persons to assist the individual and the evacuation plan. As required, the PEEP shall be subject to annual test.

E3.4.5. All escape routes will display clear route signage. Escape routes shall be kept free from obstructions.

E3.4.6. Where fire is a risk then suitable fire extinguishers shall be provided at a strategic location for that type of fire, and persons trained in the use. For Spoor-Tech premises and on fixed construction sites the location of the fire extinguisher shall be indicated by a displayed photo-illuminous sign. The Fire Warden (In office, Labour Coordinator) shall check the fire extinguisher monthly and will maintain a record of inspection. The appointed fire extinguisher contractor shall inspect the fire extinguishers annually and provide a service record.

E3.4.7. A suitable means of raising a fire alarm shall be used.

- On low risk non-complex construction sites, a verbal alarm may be used, increasing to a klaxon / horn.
- For Spoor-Tech building, and on complex construction sites, a maintained electronic alarm will be installed with call points at strategic points and an audible alarm which can be

heard from all parts of the building / site. For electronic alarms the Fire Warden shall check the fire alarm weekly, using a different call point each week and will maintain a record of test. The appointed fire alarm contractor shall inspect the fire alarm every six months and provide a service record. Where the fire alarm sounds other than for test the Fire Marshall shall record the event in the Fire Alarm Logbook with the reason.

E3.4.8. A suitable means of emergency lighting shall be installed. The Fire Warden shall check the emergency lighting monthly and will maintain a record of test. The appointed emergency lighting contractor shall inspect the emergency lighting every twelve months and conduct a three-year full test and shall provide a service record.

E3.4.9. The Fire Warden will undertake monthly fire checks including checks on:

- Signage.
- That fire doors open and close effectively.
- That escape routes are clear.
- That floor surfaces are in adequate condition.
- That there is no build-up of combustible materials.
- That flammable substances are adequately stored.
- That premises security measures are maintained.

E3.4.10. If any person notices defective or missing equipment, they must report it to a manager.

E3.4.11. The fire evacuation procedures will be practiced at least annually.

E3.4.12. Workers will be informed of any changes that are made to our fire safety procedures and fire risk assessment.

## E3.5. **Fire & Evacuation Action Procedure**

On discovering a fire

- (1) Raise the alarm immediately.
- (2) If have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided.
- (3) If this fails, evacuate immediately. Ensure that no-one is left in the room and close the door after evacuation.
- (4) Ensure that the appointed person has called the Fire and Rescue Service.

On hearing the fire alarm

- (1) Immediately leave using the nearest available fire exit. Do not stop to collect any belongings and do not carry any drinks.
- (2) First aider to take first aid kit in case of injury.
- (3) Report to the assembly point for a roll call.
- (4) Ensure any visitors are escorted to the assembly point.

Fire Marshall & Senior Person on Site

- (1) Gather all information regarding the evacuation
- (2) Establish if it is a genuine fire or false alarm
- (3) Ensure that the Fire and Rescue Service has been called
- (4) Liaise with the Fire and Rescue Service on its arrival.

# Health and Safety Manual

## **E4. BOMBS AND SUSPECT PACKAGES**

### **E4.1. Risk Reduction**

E4.1.1. To minimise the risks of bombs or suspect packages, physical security measures shall be established including adequate secure doors, boundaries, gates and for office CCTV camera survey equipment.

E4.1.2. When excavating on site, banksman to watch out for potential unexploded ordnance.

### **E4.2. Action to Be Taken in Event of Bomb or Suspect Package**

E4.3. Where a bomb or suspect package:

- is found on a premises / site,
- on receipt of a telephone call, letter, email or other communication alleging the presence of a bomb or explosive device, or
- unearthed during site excavation,

The following action is to be taken:

- (1) Do not touch the suspect device. If possible, display warning signage near (not touching) the object.
- (2) Individual identifying the threat to immediately inform the senior manager / Site Supervisor and wait for instructions.
- (3) The Fire Marshalls will issue verbal instruction to evacuate the building - the fire alarm must NOT be used to evacuate the building as its signal may be linked to the bomb.
- (4) Individuals must evacuate by the assigned route to the assembly point. Individuals can take personal property with them including coats as they may be out of the building for a long time
- (5) Emergency services to be informed of the bomb threat.
- (6) All occupants to remain at the assembly point until instructed by the senior manager present that the authorities have declared the area safe, or that they should go home until the area is made safe.
- (7) The person finding the object / receiving the warning to be immediately available for interview by the Police.

## **E5. FUEL / OIL SPILLS**

### **E5.1. Policy on Spills**

E5.1.1. To achieve Spoor-Tech's environmental commitments to pollution prevention and environmental protection, and to ensure compliance to the Water Resources Act 1991, Water Industry Act 1991, Groundwater Regulations 1998 and other acts and regulations, Spoor-Tech will ensure preparedness for spillage where hazardous substances are in use.

### **E5.2. Spill Preparedness**

E5.2.1. Spill kits shall be made available where:

- fuels, oils or liquid chemicals are stored
- for any refuelling,
- use of portable generators.

- E5.2.2. The spill kit shall be suitable for the quantity and type of substance eg oil-only for external use, oil-and-water for indoor use.
- E5.2.3. Spill kits shall be subject to content checks every three months and shall be immediately replenished after use.
- E5.2.4. Training provided to operatives in the use of spill kits. Training to include instruction that used absorbents are to be treated as hazardous waste. to include never to allow or wash split oil, fuel or other contaminated waters eg cement / silt bearing waters to drain.

## **E6. CONFINED SPACE ENTRY RESCUE**

### **E6.1. Policy on Confined Space Rescue**

- E6.1.1. Spoor-Tech will comply with the requirements of the Confined Space regulations 1996 regards preparedness for confined space rescue.

### **E6.2. Planning**

- E6.2.1. All National Category 2 medium risk confined space entries (bottom man permanently on-line and winch) shall be supported by a C&G 6150-06 trained Top Man and C&G 6150-02 Medium Risk Confined Space Entrant with supporting tripod, harness, winch and rescue lines
- E6.2.2. All National Category 3 or 4 high risk traverse confined space entries shall be supported by a C&G 6150-03 High Risk trained Confined Space Operative(s), C&G 6150-06 trained Top Man and C&G 6150-05 Emergency Rescue and Recovery trained operative(s) with supporting tripod, harness, winch and rescue lines and resuscitator.
- E6.2.3. Confined Space Entrants shall have suitable means of emergency breathing apparatus National Category 2 Medium Risk Entry: 10-minute Escape Set or Turtle Pack. National Category 3 or 4 High Risk Entry: 30-minute breathing apparatus.
- E6.2.4. A calibrated four gas gas-detector shall be provided. If the gas detector sounds or other problem raised, alarm to be raised and work party informed by shouting or using air horn to affect self-rescue and leave tunnel / chamber.

### **E6.3. Injured / Trapped / Unconscious Persons**

- E6.3.1. National Category 2 Medium Risk Confined Space Entry: If confined space entrant is injured then alarm raised to Top Man. If unconscious, condition will be constantly monitored by the Top Man. Top Man to implement rescue procedure and use winch to recover the operative, and once at surface will carefully manoeuvre the operative to safety. First aid / resuscitation administered with ambulance called where required.
- E6.3.2. National Category 3 / 4 High Risk Confined Space Entry: If confined space entrant is trapped, injured or unconscious, alarm raise to Bottom Man and then to Top Man. Top Man instructs rescue team to mobilise. Injured person to be assessed by Rescue Team and carefully manoeuvred to exit point and to be winched to safety. First aid / resuscitation administered with ambulance called where required.

## **E7. MEDIA LIAISON**

- E7.1. The person appointed for liaison with the media is the Technical Director or in their absence the Senior Projects Manager. All other workers must not talk to the media but shall politely refer them to the Directors.

## **E8. INCIDENT REPORTING PROCEDURE**

### **E8.1. Policy on Incident Reporting**

E8.1.1. Spoor-Tech will record and investigate all incidents and shall report all specified incidents in compliance with the required regulations and requirements:

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and Social Security (Claims and Payments) Regulations 1979 (as amended),
- Customer procedures including Network Rail Standard NR/L2/INV/002 and NR/L3/INV/3001 Accident and Incident Reporting and Investigation and London Underground S5557 Incident Reporting and Local Investigation.

E8.1.2. Spoor-Tech encourage all workers and persons working on Spoor-Tech's behalf to report any incident no matter how trivial it appears to be.

### **E8.2. Definitions**

E8.2.1. "Incidents" are defined as any event that causes harm or had the potential to cause harm to any person, property or the environment including occupational diseases and injury to non-workers. A full list of definitions is included at the end of this section.

E8.2.2. A "Near Miss" (called a "Close Call" on rail infrastructure) is used to describe an incident which occurred but did not cause injury. A Hazard Observation is not a Near Miss. [Note: A "Operational Near Miss" on the railway infrastructure is the near collision of a train with another object].

E8.2.3. 'Accident' or "event with unintended outcomes" are not used in recognition that all incidents are preventable and contributions to unsafe acts or unsafe conditions are due to human behaviours.

### **E8.3. Incident Reporting Procedure**

E8.3.1. Site Supervisor report verbally to Project Manager of incidents occurring on a site as soon as possible. Any incidents at office reported to Rail Compliance Coordinator.

E8.3.2. The Incident Report Form completed by:

- For all site work - Project Manager. Project Manager shall report all incidents that occur on customer's premises to the Client's Representative using the approved means.
- For all injuries / incidents at company premises Rail Compliance Coordinator.

### **E8.4. RIDDOR Reportable Incidents**

E8.4.1. For incidents where Spoor-Tech is the premises controller / local owning manager, Rail Compliance Coordinator shall notify the HSE either:

For Reportable Lost Time Injuries, Occupational Diseases: using form F2508 on [www.riddor.gov.uk](http://www.riddor.gov.uk) within 15 days of the incident.

For fatalities and serious specified injuries reports: forthwith – nominally by the 5pm the next working day to HSE Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Further guidance on reportable incidents is available at [www.riddor.gov.uk](http://www.riddor.gov.uk) or in HSE ACOP L73 RIDDOR.

## E8.5. Incident Investigation

- E8.5.1. Any incident will normally be investigated by the HSQE Advisor who has training in incident investigation techniques.
- E8.5.2. The incident investigation objective is to identify causes and root causes and shall be done in line with the Fair Culture Outcome model. The investigation must include a review of the risk assessment and associated safety documentation. Actions to prevent recurrence shall be identified.
- E8.5.3. Actions shall be assigned to responsible personnel and time limited. Actions shall be closed in a timely manner and are monitored until closure.
- E8.5.4. Any major incident eg major nonconformity, fatality, prosecution, significant statutory penalty etc, that may bring business or its stakeholders (eg client, other critical business partners) into disrepute shall be reported to those stakeholders.

## E8.6. Incident Review

- E8.6.1. All injuries recorded on Injury Register and Accident Frequency Statistics Table updated.
- E8.6.2. All corrective actions raised on the PP01-09A Improvement and Corrective Action Register (ICAR) for tracking and trend analysis.
- E8.6.3. All incidents will be reported to Management Review meeting.

## INCIDENT DEFINITIONS

### Responsible Person for Site

The person in control of site activities and may include the role undertaken by Project Manager or Site Supervisor.

### Reportable Incident

An event which has been reported to the enforcing authorities, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, as stated below:

### Fatal Injury

An event which results in a death of any person arising out of, or in connection with work.

### Specified Injury

Any event causing injury or a condition specified in schedule 1 of RIDDOR

### More than 7-day absence injury

An event causing injury which results in a person being absent from work for more than seven consecutive days, but is not a Specified Injury (above). This does not include the day of the accident but includes all other days including week-ends and bank holidays.

### Dangerous Occurrence

A non-injury event as specified in Schedule 2 of RIDDOR

### Reportable Occupational Disease

Any diseases listed in Schedule 3 of RIDDOR which involves a current work related activity associated with the industrial disease and has been diagnosed in writing by a registered medical practitioner

### Injury to Member of Public Requiring Hospital Treatment

Any event that occurred on a controlled work site or premises that caused injury to a member of the public which resulted in them being taken directly to hospital and for which they receive treatment.

### Non-Reportable Injury / Incident

A non-reportable event under RIDDOR.

### Non-Reportable Lost Time Injury

An injury event which results in a person being absent from work for one day or between one day and six days inclusive. This does not include the day of the accident but includes other days including weekends and bank holidays.

### No Lost Time Injury

An injury event which results in no absence or an absence from work of less than one day.

### Incident that Caused Damage to Property or Environment

Event that did not cause personal injury, but damaged plant, equipment, premises or the environment.

### Enforcement Actions

Any of a range of regulatory action issued by statutory bodies including but not limited to: Prohibition Notices, Improvement Notices, Stop Notices, Compliance Notices, Restoration Notices, Enforcement Undertaking, Fixed and variable monetary penalties, Criminal Prosecution or other improvement actions. Statutory enforcement bodies include but not limited to HSE, Environment Agency, HMRI etc.

## **Near-Miss (Non-Rail) / Close-Call Incident (Rail)**

An event that did not involve personal injury, damage to plant, equipment, premises or environment but in different circumstances had the potential to do so. This is different to a hazard observation (ie the event must have occurred) but some clients may define near misses to include non-events.

## **Operational Near Miss on Rail**

An Operational Near Miss on a rail managed infrastructure involves a near collision between two trains / on-track vehicles.



## F MONITORING, AUDIT & REVIEW

### F1. Policy on Performance Monitoring

F1.1 Achievement of Spoor-Tech's health and safety commitments and objectives shall be measured, monitored and reviewed so that the continuing suitability and adequacy of the health and safety management system can be measured, and any required opportunities for improvement identified.

### F2. Performance Monitoring Regime

F2.1. The below proactive performance monitoring events are undertaken:

Who	What	When
Project Managers	Pre-start Site Review	Before Work Starts
	Site Safety Audit	Two per month
Site Supervisor	Pre-commencement Site Reviews	Before Work Starts
	Walkabout	Daily
	If Major Project (> 5 Days): Site Safety Inspection	Weekly
	Equipment Delivery	At Delivery If Major Project (> 5 Days): Weekly
Workers	Equipment Checks	Daily pre-use
Rail Compliance Coordinator	Training Matrix Premises Asset Plan	Dynamic
Administrator	Work Equipment Asset Plan	Dynamic
Client's Representative	Unscheduled and Planned General Inspections	As per Client's Procedure
HSQE Advisor	System Audit	Annually

F2.2. Reactive measures of performance shall be monitored including incidents, complaints, other nonconformities. These shall be reported to the relevant management meeting and where required to Client.

### F3. Performance Review

F3.1. Technical Director and Management Team regularly review health and safety performance in operations meetings.

F3.2. Technical Director and HSQE Advisor undertake strategic review health and safety performance at least annually to determine conformity and opportunities for improvement. Strategic Management Review agenda shall comply with ISO45001 Clause 9.3 requirements.

F3.3. Additional formal reviews may occur as part of change planning event or following significant non-conformity.

F3.4. A record of review shall be produced and be retained.

# Health and Safety Manual



## F4. Health & Safety Manual Review

F4.1. Health & Safety Manual and related system documents shall be reviewed:

- (1) when activities or techniques change.
- (2) prior to introduction of applicable new or amended legal or other requirements.
- (3) following any unplanned event.
- (4) minimum every three years.

## APPENDIX A - CONSTRUCTION SITE WELFARE ASSESSMENT REQUIREMENTS

The below table categorises the construction site so to determine the necessary welfare arrangements.

		No. of Work Periods (consecutive shifts, days or nights)								
		1	2	3	4	5	6	1 week	2 weeks	>2 weeks
persons	1	A	A	B	B	B	B	B	B	B
	2	A	A	B	B	B	B	B	C	C
	3	A	A	B	B	B	B	C	C	C
	4	A	B	B	C	C	C	C	C	C
	5	A	B	B	C	C	C	C	C	C
	6	A	B	B	C	C	C	C	C	C
	7	A	B	C	C	C	C	C	C	C
	8	A	B	C	C	C	C	C	C	C
	9	B	B	C	C	C	C	C	C	C
	10	B	C	C	C	C	C	C	C	C
	11 +	C	C	C	C	C	C	C	C	C

### KEY

**Category A:** Transient site. Arrange for sufficient and suitable local facilities to be used. These may be public or private facilities, e.g. NR stations/depots/buildings/signal boxes, garages and shops.

**Category B:** Transient site. Arrange for suitable and sufficient temporary welfare facilities, e.g. welfare vehicles.

**Category C:** Non-transient site. Establish a site cabin with fixed welfare facilities, car parking, traffic management, site access control, etc.

**A1 Proximity:** The overall travel time to any toilet provision shall be not more than 20 min from the point of work, but ideally within 10 min.

**A2 Use of Local Facilities:** Where the site is defined as a Category A Transient Site then it is permissible to use customer's shared facilities or local suitable facilities eg public toilets or the facilities of local businesses. Clear agreement to be made with the provider of the facilities - it to not be assumed that local commercial premises can be used without their agreement. Facilities must be readily accessible to the worksite, open at all relevant times, be at no cost to the workers, be of an acceptable standard in terms of cleanliness and have hand-washing facilities. Workers need to be made aware of the arrangements to use them and be informed of their location

**A3 Mobile Works:** Where practicable, vehicles dedicated to transient works involving sewerage maintenance to carry on-board wash facilities with running water. All vehicles shall carry industrial wet wipes. Drinking water shall be available on the vehicle in suitable containers, clearly labelled "Drinking Water".

**A4 Installing and Removing from Welfare facilities Site:** Movement of welfare units from delivery vehicles into position shall be planned. It is preferable to mechanically move these units under a lifting plan. If manual handling cannot be avoided, then a manual handling risk assessment must be conducted. Plans to cover safe lifting practices and ensure proper protection of workers from falls from vehicles or portable units.

## APPENDIX A2 MINIMUM WELFARE FACILITIES TO BE PROVIDED FOR FIXED CONSTRUCTION SITES

### B.1 Toilet units

So far as is reasonably practicable there to be provided flushing toilets and running water, connected to mains water and drainage systems. If this is not possible, facilities with a built-in water supply and drainage tanks to be used. Portable chemical toilets are acceptable only if it is not reasonably practicable to make other adequate provision.

Toilets must be adequately ventilated, lit and maintained in a clean condition. The frequency of cleaning will depend on usage. Basic daily cleaning may not always be sufficient.

An adequate number of toilets must be provided. The number needed will depend on the number of workers on site and the type of facilities provided. Portable toilets have a limited capacity and will need emptying. The number of portable toilets needed depends on the number of persons and the frequency of emptying. BS6465-1:2006 recommends a ratio of 1 toilet to 7 persons where portable toilets are emptied once a week.

Table B1.1 shall be used for situations where men and women may be on site at the same time. Separate assessments shall be made using this table for total numbers of each group, i.e. men and women.

Toilet facilities for mixed use		
No. of persons (men or women)	No. of toilets	No. of washbasins
1—5	1	1
6—25	3	3
26—50	5	5
51—75	7	7
76—100	9	9

Table B1.2 Toilet facilities for men only			
No. of men	No. of toilets	No. of urinals	No. of washbasins
1—15	1	1	1
16—30	3	3	3
31—45	3	3	3
46—60	5	5	5
61—75	5	5	5
76—90	7	7	7
91—100	7	7	7

Men and women may use the same toilet, if it is in a lockable room and partitioned from any urinals. Otherwise provide separate toilets. Adequate supplies of toilet paper to always be available.

Sanitary waste disposal to be provided in facilities used by female workers

Toilet units shall:

- a) have plumbed in WC and washbasins complete with plugs;
- b) have doors and locks fitted to the cubicles;
- c) be provided with toilet consumables;
- d) be provided with sanitary disposal facilities;
- e) have adequate lighting, including in cubicles;
- f) be accessible, with non-slip steps;
- g) be well stocked;
- h) be maintained in a clean and hygienic condition;
- i) be installed, level and stable;
- j) have all waste contained and removed from site as required;

- k) be robust enough to withstand day to day use.

## **B2 Washing Facilities, including washing facilities provided in the WC units**

*NOTE The number of washbasins are identified in Table A.2 and A.3.*

The washing facilities shall:

- a) be provided next to both toilets and changing areas, and where possible next to rest areas if these are far from toilets or changing areas
- b) be provided with a plumbed-in washbasin, complete with plug;
- c) have hot/warm and cold running water;
- d) be provided with soap and/or other hand cleaning material;
- e) be provided with a nailbrush or other suitable equipment to assist in cleaning;
- f) have provision for drying hands and forearm (paper towels are better than hand dryers as they stop hands been wiped on contaminated clothing for a final dry, though a waste may cause);
- g) have sinks large enough to adequately wash an entire forearm;
- h) have adequate heating, lighting and ventilation;
- i) be robust enough to withstand day-to-day use;
- j) have waste suitably contained and removed from site as required;
- k) be provided with a waste bin;
- l) be provided with a mirror.

Notes:

- Men and women can share sinks used for washing hands, face and arms. Unisex shower facilities can be provided if they are in a separate, lockable room, which can be used by one person at a time.
- Showers used for particularly dirty work, or when workers are exposed to especially hazardous substances will need to be separate from the main facilities.

## **B3 Facilities for Storage and Drying of Work Wear**

- a) Storage for work wear shall be secure, clean, dry, provided with seating and segregated from personal items of clothing to avoid cross-contamination.
- b) Means of drying work wear, so that it is usable by the start of the next shift, shall be provided.
- c) The facilities shall be ventilated to prevent overheating and the potential risk of fires.
- d) Separate changing facilities for men and women shall be provided.
- e) Work wear storage and drying facilities shall not be used for the storage of plant, equipment or materials.
- f) The facilities shall have the ability to be secured and locked.

## **B4 Rest Facilities**

Rest facilities shall:

- a) be available with sufficient resources for the largest group of persons on site;
- b) be provided with mains electricity as first chosen option for sites indicated as non-transient work sites. Silent generators may be used as an alternative where mains electricity cannot be provided.
- c) have sufficient seating with backs, tables, heating and lighting;
- d) be provided with facilities for heating and preparing food, and the means of boiling water;
- e) not be used for the storage of plant, equipment or materials;

- f) not allow smoking;
- g) include, where necessary, suitable facilities for pregnant women or nursing mothers to rest lying down.

Where welfare facilities are limited for the total number of personnel on site, breaks shall be staggered so that the facilities are not overcrowded.

## **B5 Drinking Water**

- a) A supply of fresh drinking water shall be provided and can be mains sourced or bottled as appropriate and clearly marked.
- b) If supplied in a container, the container shall be clearly labelled, and the water changed often enough to prevent it becoming stale or contaminated.
- c) An adequate supply of cups shall be available unless the water is supplied in an upward jet, which can be drunk easily (eg a drinking fountain).

## **B6 Smoking**

- a) Smoking is prohibited inside premises, on construction sites and in company vehicles.
- b) A No Smoking sign to be placed at site entrances.
- c) A designated smoking area to be assigned, the location to be away from access gates., pedestrian areas, windows and entry doors.
- d) Smoking shelters shall comply with the 50% maximum enclosure rule.
- e) Suitable containers for used smoking materials shall be provided and regularly emptied.

## **B7 Heating**

- a) Rest facilities will normally require heating.
- b) Preference if for maintained electrical heating to eliminate the risks associated with LPG cylinder heaters.
- c) If LPG is used reduce the risks by:
  - using and storing the cylinders in safe, well-ventilated places outside the accommodation (including overnight) or in purpose-built ventilated storage areas.
  - ensuring that the appliances have been properly installed, checked and maintained by a competent person.
  - providing adequate combustion ventilation (provide fixed grilles at high and low level).
  - checking that the ventilation provided is not blocked, eg fixed grilles blocked by newspaper or rags in cold weather to 'stop draughts'.
  - checking that cylinders are properly turned off when not in use.
  - using wall or ceiling-mounted carbon monoxide detectors.

## **B8 Welfare Facility Maintenance and cleaning**

- a) Systems shall be in place to maintain all welfare facilities, site access cabins, offices, etc in a clean and tidy condition and fit for purpose.
- b) All consumables shall be replenished as and when required.
- c) Facilities shall be well ventilated and suitably cleaned so that offensive odours do not linger.
- d) A suitable number of waste bins shall be provided and regularly emptied.

## APPENDIX B - DEFINITIONS OF TERMS IN H&S MANUAL

<b>Client</b>	A person who in the course or furtherance of a business seeks or accepts the services of another which may be used in the carrying out of a project for him; or carries out a project themselves.
<b>Competence</b>	<p>A competent person is a person who can demonstrate that they have sufficient Skills, Knowledge, Attitude, Knowledge, Experience (SKATE) to enable them to:</p> <p>Carry out their assigned duties to the required standards</p> <p>Understand any potential hazards related to the work or equipment under consideration;</p> <p>Detect any technical defects or omissions in that work or equipment, recognise any implications and be able to specify remedial action.</p> <p>Understand the potential consequences of departure from planned arrangements.</p>
<b>Construction Site</b>	Any place where construction work is being carried out or to which the workers have access construction phase The period of time starting when construction work in any project starts and ending when construction work in that project is completed.
<b>Construction Phase Plan</b>	<p>A document recording the health and safety arrangements, site rules and any special measures for the construction work. A Construction Phase Plan would reference the Clients Pre-Construction Phase Plan in regards existing site hazards and Designers Risk Assessment.</p> <p>A Construction Phase Plan may or may not include the method statement.</p>
<b>Construction Work</b>	<p>The carrying out of any building, civil engineering or engineering construction work and includes—</p> <p>a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;</p> <p>b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion;</p> <p>c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure;</p> <p>d) the removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure; and</p>

	<p>e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,</p> <p>The following is not construction work:</p> <p>putting up and taking down marquees and similar tents designed to be re-erected at various locations;</p> <p>general maintenance of fixed plant, except when this is done as part of other construction work, or it involves substantial dismantling or alteration of fixed plant which is large enough to be a structure in its own right, for example structural alteration of a large silo; complex chemical plant; power station generator or large boiler;</p> <p>tree planting and general horticultural work;</p> <p>positioning and removal of lightweight movable partitions, such as those used to divide open-plan offices or to create exhibition stands and displays;</p> <p>surveying – this includes taking levels, making measurements and examining a structure for faults;</p> <p>work to or on vessels such as ships and mobile offshore installations;</p> <p>off-site manufacture of items for later use in construction work (for example pre-cast concrete panels, pipes and similar prefabricated elements and components);</p> <p>fabrication of elements which will form parts of offshore installations;</p> <p>the construction of fixed offshore oil and gas installations at the place where they will be used.</p>
<b>Contractor</b>	A person / organisation who in the course or furtherance of a business, carries out or manages construction work. Contractors may be appointed by the Client or the Principal Contractor.
<b>Demolition or Dismantling</b>	The deliberate pulling down, destruction or taking apart of a structure, or a substantial part of a structure. It includes dismantling for re-erection or re-use. Demolition work normally needs meticulous planning and management to ensure that lives are not put at risk. Demolition does not include operations such as making holes in pipes for connections, removing pipes or scaffolding. Such operations may, however, form part of demolition or dismantling work when carried out alongside other activities.
<b>Designer</b>	<p>Any person who prepares or specifies designs for construction work, including variations. This refers not only to the drawings, design details and specifications, but also to specifiers of quality, including lists of specific requirements and materials which they wish to prohibit.</p> <p>A client may become a designer by insisting upon a specific material or design detail. A contractor may become a designer by designing specific details of their section of work or by temporary works required for the project.</p>
<b>Domestic Clients</b>	Someone who lives, or will live, in the premises where the work is carried out. The premises must not relate to any trade, business or undertaking.



<b>Duty Holder</b>	Someone who has duties under CDM 2015 including: Client, Principal Designer, Designer, Principal Contractor, Contractor, Worker.
<b>Health and Safety File</b>	Information which people, including clients, designers, contractors and others involved in carrying out cleaning, maintenance, service, alteration or demolition work on the structure in the future are likely to need, but could not be expected to know.
<b>Method Statement</b>	Systematic plan identifying the method of delivery of the project including detailing of people, plant, products, processes, permits and safe systems of work.
<b>Notifiable</b>	<p>For the purposes of the CDM Regulations, a project is notifiable if the construction phase is likely to involve more than 30 working days and 20 workers; or 500 person days, of construction work for a client.</p> <p>Any day on which construction work is carried out (including holidays and weekends) to be counted, even if the work on that day is of short duration. A 'person day' is one individual, including supervisors or specialist trades, carrying out construction work for one normal working shift.</p> <p>Construction work for a domestic client is not notifiable.</p>
<b>Notification</b>	The HSE 'F10' Construction Project Notification Form. A legible and up to date copy must be displayed where it can be read by people working on the site.
<b>Project</b>	A project includes all the preparation, design, planning, construction work and the clearance or preparation of the site or structure for use or occupation at its conclusion required to achieve the end result desired by the client. Many projects involve several structures. Where there are substantial breaks between phases it may be each phase can be treated as a separate project, but projects to not be artificially split to avoid notification and the duties that follow go with it.
<b>Principal contractor</b>	The duty holder who is required to ensure effective management of health and safety throughout the construction phase of the project. Their main duty is to properly plan, manage and co-ordinate work during the construction phase in order to ensure that hazards are identified, and risks are properly controlled. A sole contractor is the Principal Contractor. Where two or more contractors working alongside each other on site the Client must appoint a competent Principal Contractor.
<b>Principal Designer</b>	The person appointed to ensure that suitable arrangements are made and implemented for the co-ordination of health and safety measures during planning and preparation for the construction phase.
<b>Task Briefing</b>	A sub-set of the Works Package Plan providing detail on a specific task which may be a constituent part of a larger project.
<b>Work Package Plan (WPP)</b>	Network Rail term for Method Statement / Task Methodology Statement

## Document Change History

Version & Amendment Date	Context	Amendment By	Approved By
V6.0 05/10/20	Full review. D12 extended to include Mental Health. Revised to align to revised RISQS Modules.	Darren Male. External HSQE Advisor	Anthony Stander, Technical Director
V5.0 17/10/19	Added sections on Office Work and Stress	Darren Male. External HSQE Advisor	Anthony Stander, Technical Director
V4.1 12/3/19	1. Annual review to bring in line with the Fleet Operator Recognition Scheme requirements.	Darren Male. External HSQE Advisor	Anthony Stander, Technical Director
V4 17/07/17	1. H&S Policy Statement removed as this is held in a separate document SPPS05 Health and Safety Policy Statement. Replaced with H&S Arrangements Table; 2. Roles: Added Resource Manager role; Amended Office Manager to match Sentinel Schemes Rules List 3.1 Risk Assessment: Added in Risk Assessment Schedule; 3.2 Added Back-Induction Policy. Added that Construction Activity Risk Assessors shall hold NEBOSH General Certificate in H&S, or where not held, the safety documentation shall be approved by a competent person holding that qualification. 3.9 Added Revised PPE Specification table as GO/RT now RIS, and other standards changed. Added in use of SPHS024A Annual PPE Declaration. 4.6 Added in new Hand-Arm Vibration Section	Darren Male. External HSQE Advisor	Anthony Stander, Technical Director
V3.1 01/09/16	Annual review, minor amendment to include a new version of CDM15 Roles table to better differentiate between notifiable and non-notifiable works.	Darren Male. External HSQE Advisor	Anthony Stander, Technical Director
V3.0 25/08/15	Deputies added to Roles and Responsibilities. S3.4 CDM updated for CDM15, and throughout document.	Darren Male. External HSQE Advisor	Anthony Stander, Technical Director
V2.0 23/09/14	Full revision and review against legal and other requirements by Appointed HSQE Advisor.	Darren Male. External HSQE Advisor	Anthony Stander, Technical Director