



mcavoy



**Health, Safety,
Environmental
and Quality
Requirements
for Supply Chain
Partners**



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1. Management Arrangements

1.1 Introduction

We all must be diligent in taking care for the health, safety and wellbeing of ourselves, colleagues and anyone who may be affected by our actions. We all have an individual responsibility to challenge unsafe practices, report unsafe conditions and comply with all health, safety & environmental requirements.

All subcontractors working for and on behalf of The McAvoy Group must adhere to the requirements of this document, the site-specific Construction Phase HS Plans, site rules and all relevant legislation and standards.

Pre-Qualification

All subcontractors must demonstrate their health, safety, environmental and quality competencies through our pre-qualification process this is completed via the Online Portal Builders Profile. Only once the key competencies have been established, reviewed and approved will the subcontractor be deemed an approved supply chain member.

1.2 Risk Assessments & Method Statements

A Risk assessment and method statement must be in place before any work begins. The RAMS are not about creating large amounts of paperwork but should be specific to the planned activities. All documents must be sent to the site manager promptly.

Your work activities will not be allowed to commence until the contract management team confirms your documentation is suitable and fit for purpose.

Contractors are required to ensure that their employees are briefed on their specific risk assessments and method statements.

The Site management will require documentary proof to this effect.

1.3 Project Meetings

All subcontractors are required to attend regular meetings. The following are the core meetings where the subcontractor must attend:

- Pre-start
- Monthly SHEQ
- Monthly progress
- Daily coordination

1.4 Site Induction

Prior to starting work on a project, all subcontractor employees must attend a site-specific induction.



1.5 Competency & Training

Managers, supervisors and personnel confirm that they have received appropriate safety training to enable them to carry out their tasks and evidence must be provided when requested.

All operatives and supervisors must be in possession of a current and relevant CSR, CSCS, FAS CSCS/ SafePass card or equivalent card relevant to their appropriate skill or trade.

All plant operatives and Slinger Signaller/Traffic Marshal must be in possession of a current plant competency card relevant to the plant being operated, e.g., CSR Plant cards, CPCS, IPAF, or

FAS CSCS + Safe Pass category

Subcontractors are required to ensure that their employees attend a regular programme of Toolbox Talks on site.










The McAvoy Group require you to have documentary proof of these talks.

The table below is the list of accepted competency and training schemes accepted by the McAvoy Group



Partner Card Scheme Information

The table below displays a list of card schemes permitted to display the CSCS logo and should be accepted when presented on-site. Use this table to confirm the card checking procedures for each scheme.

Card	Construction Industry card scheme	Scheme Administrators	Sector represented	Electronic Card checking available	How to check a card electronically	How to check a card manually
	Association of Lorry Loader Manufacturers and Importers (ALLMI)	Association of Lorry Loader Manufacturers and Importers (ALLMI)	Lorry loader manufacturers and importers	No	Not Available	Phone ALLMI 0844 858 4334
	Assuring Competence in Engineering Construction (ACE)	Engineering Construction Industry Training Board (ECITB)	Engineering construction	No	Not Available	Phone ECITB on 0192 326 0000
	Certificate of Competence for Demolition Operatives (CCDO)	National Federation of Demolition Contractors (NFDC)	Demolition	Yes	Use a card reader, mobile phone or tablet device with the 'Go Smart' software installed. Alternatively, check a card online with the CITB card checker .	Phone CCDO on 0144 221 7144
	Certification Scheme for Personnel (CSWIP)	The Welding Institute	Welding Sector	Yes	Check a card online .	Phone CSWIP on 01223 899000
	Construction Industry Scaffolders Record Scheme (CISRS)	National Access and Scaffolding Confederation (NASC)	Scaffolding	Yes	Check a card online via the CITB card checker .	Phone CISRS on 0844 815 7223
	Construction Plant Competence Scheme (CPCS)	Construction Plant Competence Scheme (CPCS)	Plant Operatives	Yes	Check a card online via the CITB card checker .	Phone the CPCS helpdesk on 0844 815 7274
	Construction Skills Certification Scheme (CSCS)	Construction Skills Certification Scheme (CSCS)	Construction	Yes	Use a card reader, mobile phone or tablet device with the 'Go Smart' software installed. Alternatively, check a card online with the CITB card checker .	Phone the CSCS helpdesk on 0344 994 4777
	Construction Skills Register Northern Ireland (CSR NI)	Construction First Ltd (CEF)	Construction (Northern Ireland only)	Yes	Check a card online via the CSR web portal (only available for employers registered with CSR. Contact CSR to register)	Phone CSR on 0289 087 7150
	Drilling and Sawing Association (DSA)	Drilling and Sawing Association (DSA)	Drilling and Sawing Contractors	No	Not Available	Phone DSA on 0844 879 3452



1.6 Supervision

Subcontractors must provide full-time supervision (qualified to Site Safety Supervisor / SMSTS, SSSTS standards and / or trade specific supervisory qualification) on all projects and are to be available at all times on site. The number of supervisors is subject to the level of risk and the number of operatives on site. See table below

	Up to 4	Up to 15	Up to 30
Low Risk Trades Mastic/soft flooring/painting and decorating, cleaning, fire protection	1 visiting SSSTS	1 SSSTS	2 X SSSTS
Medium Risk trades Enabling works/brickwork/general carpentry and joinery, plastering, drylining, roof finishers, façade works, hard flooring, hard landscaping. Window Install, Mechanical and Electrical	1 SSSTS	1 SSSTS Plus, visiting SMSTS	1 X SMSTS and SSSTS
High Risk Trades Ground remediation/Demolition, Piling, Ground working, Roof works, Scaffolding, steel erection,	1 SSSTS Plus, visiting SMSTS	1 X SMSTS	1 SMSTS and 1 SSSTS

All 'non-English speaking' personnel must be able to receive English spoken site communications and instructions. This will require the subcontractor to provide adequate competent supervision levels (on a 1:5 ratio) who can translate communications and instructions into and from the relevant language(s) of the subcontractor's workforce.

Supervisors are required to be:

1. Easily identifiable
2. Undertake inductions ensuring the competence of their operatives.
3. Attend daily site "whiteboard meetings"
4. Attend meetings at the request of The McAvoy Group
5. Promote a positive safety culture attitude and behaviour in the workforce by embracing the principles of fairness, inclusion and respect, stopping any unsafe acts or challenging unsafe conditions.
6. Organise work to be carried out in accordance with relevant Risk Assessments and Method Statements (RAMS) and Quality Control procedures e.g., drawings, specifications, inspection and test plans.
7. Continuously check the works to ensure compliance and where appropriate, record findings.
8. Monitor personnel under their control to ensure they comply with their individual responsibilities in SHEQ matters. Identify any SHEQ training requirements they may require and advise appropriate management accordingly.
9. Formally record Safety, Health & Environmental positive and negative observations through the use of the McAvoy CORA System.



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10. Where appropriate, assess and implement any additional SHEQ controls required to address the needs of new employees, young persons, those with language barriers and inexperienced personnel.
11. Ensure that all relevant personnel are involved in SHE Risk Assessments prior to any work activity commencing. Monitor RAMS to ensure they accurately reflect the current SHE hazards present.
12. Ensure that any required changes to your works are agreed in advance with the McAvoy Group project management team.
13. Ensure control measures are implemented and that method statements are available and clearly understood.
14. Give personnel under their control, including subcontractors, clear instructions on the safe methods of work. Establish effective arrangements for two-way communication. Understand the importance of daily briefings. Where appropriate, deliver toolbox talks to the work teams to ensure that all SHEQ instruction, guidance and the importance of identifying and controlling site hazards/risks are clearly understood.
15. Ensure that accidents, incidents and near misses are reported immediately to the relevant manager.
16. Ensure that mandatory and supplementary personal protective clothing and equipment is used where identified within RAMS and is properly maintained and stored.
17. Ensure that plant and equipment supplied is appropriate for the work with the necessary certification.
18. Ensure that plant and equipment is immediately put out of use if unsafe or presents a potential threat to the environment.
19. Comply with all requests relating to health safety and welfare and will make available all relevant daily / weekly / other inspection and test records when requested to do so.
20. Ensure that only competent and authorised persons operate plant and equipment.
21. Ensure that unattended plant, materials and premises are left in a condition that does not present a risk to persons or the environment.
22. Ensure the highest standards of housekeeping are implemented and maintained.
23. Ensure that the disciplinary process for breaches of SHEQ procedures and rules is applied where necessary.
24. Plan, liaise and coordinate with McAvoy Group Management as well as other sub-contractors to ensure works are carried out in a safe sequence.

1.7 Welfare Facilities & Housekeeping

Site personnel will be advised of all welfare facilities provided for their use. These are not to be abused and subcontractors should assist in keeping facilities clean and tidy, out of courtesy to other users. Where welfare facilities are shared with a client you must observe all site requirements relating to behaviour, dress and use of the facilities.

All debris must be removed from site on a daily basis. Where specific decontamination or other specialist facilities are required, these should normally form part of the contractor's facilities.

Each subcontractor should ensure a good standard of housekeeping is maintained at all times. Materials should be stored in an orderly manner and all areas should remain clear of unnecessary obstacles and materials. Regular checks will be carried out by the project management team to ensure housekeeping standards are satisfactory.

Each subcontractor is responsible for the segregation and removal of their waste. Failure to comply with our waste management plan will result in immediate rectification and suspension from the project until the situation is remedied.

If The McAvoy Group have cause to undertake housekeeping or waste management functions



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on behalf of a subcontractor, resulting costs will be the responsibility of the relevant subcontractor.

Any concerns or difficulties relating to welfare facilities and housekeeping should be reported immediately to the project management team.

1.8 Accidents & Incidents

All onsite incidents with potential or actual injury on site, however minor, must be reported as soon as possible to the site management team.

This includes accidents, safety observations, near miss, environmental incident or minor / first aid injury including 'no lost time' events.

All subcontractor accidents/incidents and near misses must be investigated, a copy of the investigation report is to be issued to McAvoy Group at the earliest opportunity.

The aim of such reports and investigations is to establish what happened and enable McAvoy Group to identify where improvements can be made to prevent reoccurrence.

We consider all 'near misses' as learning opportunities to prevent similar future occurrences.

We have a legal duty to report certain injuries and dangerous occurrences to Enforcing Authorities (i.e., the HSE, HSENI or HSA). In the event that a contractor is required to report such an accident or incident that has happened on one of our sites, then completed accident records, investigation reports and associated enforcing authority notifications generated by the subcontractor must be provided to the project management team or The McAvoy Group SHEQ Department.

1.9 Fire & Emergency Planning

Site specific emergency arrangements will be explained during site inductions and information displayed on site noticeboards. All subcontractors must inform The McAvoy Group of any foreseeable risks and possible emergencies that may arise from their activities.

Subcontractors are required to assist to formulate site specific emergency procedures and ensure their employees are informed and trained to deal with such emergencies should they occur. Subcontractors' own site offices, canteens and storage units shall have appropriate firefighting equipment and means of raising the alarm in the event of an emergency.

All flammable substances, including compressed gases, paints, solvents etc. shall be stored in approved, secure lockable cages, cabinets or compounds. Storage containing highly flammable materials must be constructed of materials with a 60-minute fire rating. Appropriately worded warning signs e.g., "Highly Flammable Liquids" must be displayed at entrances to stores. Stores must be vented to the outside and have sufficient and appropriate fire extinguishers located nearby.

Internal combustion engines must not be stored or used in site accommodation (offices, canteens, drying rooms etc.) or in areas defined as confined spaces. All internal combustion engines used on site must be vented to open air.



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To reduce the risk of fire the following is prohibited:

- Storage of fuel in plastic containers;
- Jubilee clips for connecting flexible gas supply hoses;
- Storage of gas and flammable liquids inside, under and on buildings;
- Smoking except in designated areas;
- The use of compressed gas welding equipment without flash back arrestors;
- Storage of additional or unnecessary cylinders (including empty) at the workplace;
- The use of LPG as a fuel at an office or welfare facility;
- Combustible liquids (petrol/diesel etc.) or gas cylinders stored within 6m of a hot work operation

1.10 Hot Works & Use of Gases

Avoid the use of acetylene as far as possible. Where acetylene must be used, the site manager must be informed, and the appropriate arrangements will be made including control of works under a permitsystem.

All gas cylinders are to be stored upright in secure lockable proprietary cages at designated areas whennot in use. All gas cylinders bottles must be transported on vertical wheeled trolleys secured with a chain or certified gas cage. When carrying out any hot works activities the subcontractor must obtain ahot works permit and have it displayed in the area where the work is being carried out or on their person.The control measures identified on the permit must be implemented in full by the subcontractor, this includes providing any additional equipment or personnel to carry out the works safely (e.g., fire extinguisher or fire warden etc).

1.11 Health, Safety and Welfare Monitoring & Review

As Principal Contractor, The McAvoy Group will coordinate and monitor the overall works and interfacebetween Subcontractors and others. Project management teams may carry out formal safety inspections in addition to their day-to-day supervision.

This will normally be supplemented by periodic SHEQ inspections by our SHEQ Department.

Subcontractors are encouraged and expected to complete their own formal health and safety inspections. When these take place on our sites, inspection reports should be copied to the McAvoy Group project management team for information.

Other independent audits may be undertaken by our clients, their agents or representatives from theConsiderate Constructors Scheme and other third-party auditing organisations.

Any visit or intervention by an official Agency e.g., HSENI, HSE, HSA, Environment Agency / SEPA, EHO, Petroleum Officer, Fire Officer etc. must be reported immediately to the McAvoy Group project management team. Please co-operate with all visits and comply with any requests for remedial action.

Subcontractors are required to demonstrate maintenance of discipline among their workforce includingtheir own arrangements for dealing with failures to comply with health and safety rules and measures to promote health, safety and environmental good practice.

The McAvoy Group operate a HS Breach system (1st, 2nd,3rd or straight to 3 strikes)



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A HS Breach will be issued to an individual who has contravened health and safety rules.

Issue of a breach may require that individual and their supervisor to undertake a site reinduction as minimum remedial action.

The individual's employer may also be required to deliver Toolbox Talks to their entire team.

The employer will be required to inform The McAvoy Group of their disciplinary and remedial actions, these may be in addition to those specified by The McAvoy Group.

Examples of behaviours that will warrant a 'warning'

- Failure to follow an instructed safe system of work.
- Failure to follow a risk assessment or related method statement.
- Climbing up / down the outside of scaffolding.
- Working at height without edge protection in place and after instruction not to do so. No other fall protection systems in place.
- Working in an area outside the established edge protection system in which the conditions are such that the risk of fall is very high.
- Working underneath overhead electrical cables without precautions
- Standing on guard rails or other edge protection, such as those on an MEWP when working at height.
- Working in the vicinity of/or disposing of asbestos material without adequate precautions being in place.
- Working in a confined space without necessary precautions in place.
- Operation of unguarded or unprotected plant and equipment where there is a risk of entanglement, entrapment, or other serious injury.
- Site personnel not wearing appropriate PPE whilst working in an area where there is significant risk of injury to that person.
- Driving dumper, ride-on roller, or similar, without wearing seatbelt.
- Use of visibly defective, or unsuitable lifting tackle.
- Use of visibly defective power tool including absence of electrical portable appliance test certificate, or using 240 Volt supply without the agreement of the Site Manager and Health and Safety Department
- Unsafe use of electricity including damaged cabling, defective installation, overloading of circuits, absence of circuit breakers or hazardous temporary supplies.
- Undertaking road works without suitable and sufficient traffic management arrangements in place.
- Working in the vicinity of underground services without precautions or due care and attention, as specified in MS/RA.
- Operative standing on top step of step ladder.
- Unsafe use of mobile plant, e.g., recklessness, speed, no safety pin in quick hitch (including retaining clip), carrying unauthorised passengers.
- Knowingly using defective plant, e.g., lack of warning devices, faulty brakes.
- Operatives working in an excavation outside a trench box or having insufficient access and egress.
- 'Bombing' or throwing materials or waste from high level to the ground endangering employees, subcontractors, or members of the public.
- Disregard of necessary fire precautions when in the vicinity of flammable materials.
- Use of mobile phone when operating mobile plant.
- Knowingly using a defective or improperly secured ladder.
- Not in possession of a permit to work as required by the site rules.

Observation Reporting



The McAvoy Group Observation reporting system aims to improve the level of safety observation and reporting on sites. We want to know about unsafe behaviours, environments and near misses and good practice to assist us in preventing accidents and incidents on our sites, all subcontractors are encouraged to report these to the Project Management Team directly or via the CORA QR Code system.

1.12 Temporary Works

Subcontractors must comply with the project management team's temporary works arrangements. Temporary works means all works required for the execution, completion, maintenance and / or demolition of permanent works and will normally be removed from the site upon project completion. the site upon project completion.

Where you are required to erect, install or use temporary works they must be subject to appropriate supporting design information, calculations and independent checks by suitably qualified and experienced engineers. As appropriate you or your representative may be required to fulfil the role of 'Temporary Works Supervisor', evidence of competence to fulfil this role must be provided.

In all instances we ask that Subcontractors liaise with the Project manager and / or The McAvoy Group appointed 'Temporary Works Coordinator' before undertaking work that may affect the integrity of existing temporary works, e.g., unauthorised alterations to mesh fencing, internal screens, external hoarding panel, props etc.

1.13 Mobile Phones & Portable Music Players

The use of a mobile phone whilst driving or operating plant is strictly prohibited at all times.

Each site will operate restrictions on areas where it is safe to use mobile phones. These will be explained at site induction and the designated phone usage areas will be clearly indicated on site. We ask that all person's limit phone calls and texts to work use only as far as possible.

Users of camera phones are permitted to use their phones outside designated mobile phone areas only for the purpose of using the camera function and only for permitted work purposes. Photographs or videos taken on The McAvoy Group sites must not be posted on the internet or social media without prior written permission. For safety reasons, the use of MP3 players, iPods, Radios or similar devices within working areas on all The McAvoy Group projects is strictly prohibited.

1.14 Smoking

Smoking or vaping is not permitted inside any building. All The McAvoy Group sites are 'No Smoking/Vaping' apart from designated smoking/vaping areas.

1.15 Lone Working

Lone working must only be carried out following approval from The McAvoy Group Project Management and once other options for eliminating lone working have been explored and dismissed, or if having more than one person undertaking the work increases the risk to the health and safety of the individuals involved.



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Lone working must not be permitted for the following activities:

- Working in a confined space
- Activities requiring someone dedicated to a rescue role
- Working at or near exposed electrical conductors
- Work at height (i.e., MEWP operation)
- Working in an excavation
- Working on live gas pipes

Other activities may exist that are considered too difficult or dangerous to be carried out by an unaccompanied worker. This must be determined by a risk assessment. Subcontractors must implement a safe system of work to monitor lone workers, as effective means of communication are essential. The contractor may be required to use a system already established on the project, if so, this will be detailed within the Construction Phase Plan.

The subcontractor supervisor must also check and verify that communication devices are working effectively prior to commencing each lone working activity.

All weekend or night-time working must be agreed by prior arrangement with The McAvoy Group Project Management. Specific safe systems of work must be in place and competent supervision shall be in attendance at all times during the work activity.

1.16 Deliveries

Deliveries to and collections from sites must be planned in advance. The McAvoy Group will communicate site rules to the contractor in advance of all deliveries and collections. The contractor must ensure that this communication is passed onto their delivery drivers

A safe means of unloading must be established and agreed upon prior to dispatch. The contractor must ensure that the load is stable prior to loosening any restraining straps upon arrival at the loading area. Any unusual loads will only be unloaded when a safe system of work has been agreed between The McAvoy Group and the contractor.

As far as reasonably practicable any deliveries will be restricted to off peak times, local hazards (such as school opening and closing times) and any other client specific requirements. Where a supplier turns up outside of any expected/agreed delivery times they will be turned away unless they can be accommodated within the controls contained within the Traffic Management Plan.

Construction Logistics and Community Safety (CLOCS)

All UK HGVs (over 3.5 tonnes gross vehicle weight) must conform to the CLOCS Standard for construction logistics. They may be subject to inspection on arrival to the site and the result recorded. A copy of all compliant and non-compliant records will be issued to the vehicle driver, who must be advised to pass the information to the contractor.

1.17 Permits

Permits

Subcontractors are required to comply with The McAvoy Group permit system requirements. Permits to work will be issued on a daily basis for the following activities:

- Hot works and use of gases
- Roof access & working at height
- Use of Traditional A Frame ladders



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- Confined spaces entry
- Permit to Dig

Additionally, electrical and mechanical subcontractors will also be required to agree their lock-out / tag-out permits for work on energized systems with the project management team

1.18 Health & Safety File

The McAvoy Group require all information relating to the Health & Safety File to be forwarded to McAvoy Group in reasonable time, and in any case, prior to contract completion. This information may take the form of O&M Manuals, CoSHH data, as built drawings etc. Payment to you may be withheld until this information is received.

2. Health & Hygiene

2.1 Occupational Health

If your employees are required to undergo health screening or health surveillance due to the nature of their work (including related substances they use or may be exposed to) this should be kept up to date. You may be asked to provide evidence of such surveillance.

All subcontractors must identify all occupational health hazards associated with their works and evaluate the risk posed. They must identify workers performing the tasks that require exposure monitoring and health surveillance and ensure that it is provided. Subcontractors shall ensure that their employees are fit for work and should notify the McAvoy Group project management team of any issues related to their employee's fitness that might impact on their ability to perform their work activities.

Subcontractors must ensure that relevant management of health information and associated documentation is available to The McAvoy Group upon request, for example. HAVS, Fitness for Task Certificate, evidence of appropriate health surveillance programme. Employee medical conditions should be declared at the site induction stage to ensure that these can be suitably managed. This includes medication taken for a health-related condition.

2.2 Asbestos

All asbestos containing materials (ACMs) should be identified by surveys; where the presence of ACMs is known (as a result of surveys and subsequent enquiries) these shall be made known at site inductions and will be labelled. Subcontractors are required to familiarise themselves with the contents of associated surveys where it is expected that their works could potentially interfere with these ACMs.

If at any time a material is encountered or disturbed which is suspected to contain asbestos, work must be immediately suspended and must be reported to a The McAvoy Group Project Management Team.

Only licensed asbestos subcontractors may carry out work with asbestos containing materials. Subcontractors must comply with the project / client procedures to ensure that no-one is subjected to any risk from working near or with asbestos.

2.3 Control of Substances Hazardous to Health

Arrangements for the storage and use of hazardous substances must be agreed with the



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projectmanagement team prior to being delivered to the site.

Subcontractors are required to ensure that they always keep site storage of hazardous substances to a minimum. Thorough COSHH assessments must be carried out detailing arrangements for storage, dispensing, mixing, application, disposal and emergency precautions. Operatives working with hazardous substances must be suitably trained, provided with suitable PPE and informed regarding the content of the COSHH assessments which should always be available to them

Control of Dust

Elimination of dust from the workplace must be considered by avoiding cutting or by substituting materials. Where this cannot be achieved, on-tool extraction by local exhaust ventilation or by use of water suppression systems in line with the manufacturer's recommendations are to be used.

Water can be used with some tasks to effectively damp down the dust. Most modern cut-off saws can be attached to a water supply. The water can come directly from the mains or a portable source such as a hand pressurised free-standing container. Other devices, such as masonry saw benches, can be selected that come with an in-built water reservoir.

Water suppression is not suitable for controlling all dust risks. It cannot be used with most electric tools, on wood or where the waste slurry would create a problem such as in an occupied building.

Extraction is an effective alternative; this sucks the dust away as it is being created and stores it until emptied. Extraction vacuum can also be used for general cleaning instead of dry sweeping. All dust is to be vacuumed with a vacuum attachment fitted to an H or M Class extraction unit. Brushes are not to be used for sweeping dust.

2.4 Drugs & Alcohol

The McAvoy Group prohibits people from working on its premises / sites if impaired by drugs and / or alcohol. No persons shall:

- Report or try to report to work whilst impaired by alcohol or drugs (illegal or otherwise);
- Be in possession of alcohol or illegal drugs on sites / premises;
- Consume alcohol, illegal drugs or abuse substances when visiting or working on The McAvoy Group sites / premises;
- Attempt to sell, distribute or supply alcohol or drugs whilst on The McAvoy Group sites / premises.

The McAvoy Group require that subcontractors make themselves available for random, post-accident/incident or 'with cause' drug and alcohol testing.

Subcontractors are required to cooperate fully in this respect.

The McAvoy Group reserves the right to undertake random drug / alcohol testing on its sites and premises.

2.5 First Aid

First Aiders will be identified at the site induction on notice boards and by means of labelled PPE. If you undertake a high-risk process that requires specialist rescue or emergency medical equipment you may be required to ensure you have First Aider(s) trained in these requirements.

2.6 Manual Handling



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Manual handling activities should be risk assessed to enable the necessary controls to be implemented. Mechanical handling equipment and aids should be provided and used wherever practicable in lieu of manual handling using bodily force. Where possible team lifting is encouraged to reduce the risk of injury.

Bagged products should normally be limited to < 25kg. Repetitively handled / laid products should normally be limited to <20kg. Highway kerbs and slabs should be handled and laid mechanically e.g., by use of a vacuum lifter.

2.7 Personal Protective Equipment (PPE)

It is a requirement on The McAvoy Group projects that as a minimum all site personnel must

wear: Hard hats that comply with the EN 397 standard

- Safety footwear with impact resistant toe caps and pierce resistant mid-sole protection to BSEN ISO20345: 2011.
- High visibility clothing with either Subcontractor name displayed, or The McAvoy Group name displayed
- Gloves that conform to EN388
- Standard eye protection to a minimum standard of BS EN 166F (low energy impact).
- Where operatives are potentially exposed to a radiation risk from welding or similar, the eye protection must conform to BS 1542. Where operatives are potentially exposed to high impact projectiles, eye protection conforming to BS EN 166/A (high energy impact) must be worn.

Personal Fall Protection Equipment

All safety harness and lanyards must have a unique identification number and a valid test certificate. They must be visually inspected by a competent person before first use, and every seven days thereafter.

Additionally, they must be tested every six months, or after being involved in the fall of a person or following any significant repair or alteration. The details and results of the inspections must be recorded on the harness register.

Note: Collective protective measures must be used as a priority over personal fall protection systems. Personal fall protection equipment is only to be used by competent persons who have successfully completed a recognised training course in the use and maintenance of such equipment.

Full body harnesses are to be issued for the personal use of individual operatives. Such equipment is not to be simply 'shared around'. Operatives must ensure that they inspect their equipment before use and report defective equipment immediately to their line manager.

Before fully body harnesses are sanctioned or used, subcontractors must provide a work at height emergency rescue plan. Your employee(s) may also be required to wear additional personal protective equipment deemed necessary as a result of your own risk assessment findings e.g., hearing protection, dust masks and task specific eye protection / goggles. The provision of these items of personal protective equipment is your responsibility.

Should your employee(s) or those under your control arrive on site without appropriate PPE they will be instructed to leave the site and will not be granted access until they obtain the necessary



item(s).

Note: All personnel on site should be appropriately dressed: individuals wearing shorts or vest tops will not be permitted on site.

2.8 Vibration / Noise

Individual subcontractors have the responsibility of ensuring that risks associated with noise and vibration to their employees have been adequately assessed and sufficient control measures and monitoring is put in place. This includes the provision of training for their employees

Where appropriate, The McAvoy Group will ensure that subcontractors have prepared an action plan that identifies what controls they have in place to minimise the risks of their employees to Noise, HandArm Vibration and Whole-Body vibration.

Tasks should be planned, and tools and equipment selected with a view to eliminating or reducing as far as possible exposure to hand arm vibration or noise.

Evidence of health surveillance must be provided not only for employees likely to be exposed above the exposure action value but also for others whom the risk assessment identifies may be at risk, e.g., employees who are particularly sensitive to vibration.

Handheld tools should be assessed for levels of noise and vibration in use. Workers should be monitored to ensure any restrictions on trigger times or requirements for task rotation are observed.

Where hearing protection is provided to protect against noise, it must provide adequate attenuation. You must liaise with the project management team to establish and maintain hearing protection and /or exclusion zones as and when deemed necessary. You may be required to undertake background noise monitoring for certain noisy activities.

2.9 Working at Height

All work at height must be planned, managed and implemented using the safest and most appropriate equipment for working at height. Those using work at height equipment must be trained, competent and supervised by their employer.

The following is McAvoy Group preferred work at height equipment: –

- Mobile Elevated Work Platforms (inc. Push around Verticals)
- Podium Stepladders (Up to Max. 4 Tread)
- Telescopic Work Platforms
- Mobile Access Tower
- Podium steps

The following work at height equipment can only be used where a risk assessment has identified it is not reasonably practicable to use any of the equipment above. The use of the equipment

below will be subject to written approval from McAvoy Group Project Management team via permit to work



- Traditional A-Frame Stepladders
- Combination Ladders

2.10 Mobile Elevated Working Platforms (MEWPS)

Mobile elevating work platforms must only be operated by authorised and trained personnel (relevant IPAF Category). All equipment must be suitable and maintained and accompanied by a current 6 monthly thorough examination certificate.

MEWPs are permitted for use on The McAvoy Group sites where the following requirements can be met:

- The MEWP selected for use is appropriate for the task and the site conditions.
- A secondary guarding device (appropriate for the works) is fitted in addition to the primary guarding systems.
- A competent person makes or approved the selection.
- Specific risk assessments, method statements and rescue plan are in place and reviewed regularly.
- Operations and site conditions including assessment of ground, weather conditions and adjacent activities are continuously monitored and, where appropriate, remedial action is taken by a competent person to ensure the safe operation of the MEWP.
- A system is in place to prevent the unauthorised use of machines.
- The operator of the MEWP holds, as a minimum, the CPCS or IPAF qualification for the appropriate category of MEWP.
- A competent person is responsible for ensuring the MEWP is suitable for the specific operation.
- A competent person performs pre-use / daily inspections.
- A Report of Thorough Examination (within the past six months) is retained on site.
- The weekly and statutory inspections are up to date and accurately recorded.
- The McAvoy Group Plant sticker detailing thorough examination information is clearly displayed.
- The MEWP is maintained in accordance with the manufacturer's instructions.
- A competent person ensures the MEWP is identified & prevented from use in the event of defects or malfunctions and this are recorded.
- All MEWPs must be operated within a segregated environment.
- Their use is segregated by the subcontractor for all other activities
- Where materials are being lifted into position with the aid of a MEWP the materials must be secured in the basket or using an appropriate MEWP attachment as per the manufacturer's instructions.

2.11 Mobile Access Towers

Mobile Access Towers (Aluminium Scaffold/Alloy Towers etc.) are only permitted on site where all other mobile work platforms have been risk assessed as unsuitable

Where a Mobile Access Tower is permitted the following must be implemented: -

- The manufacturers' instructions or user guide must be supplied with mobile access towers and referred to by operatives erecting and using mobile towers.
- Mobile access towers should only be altered, erected and dismantled by a CISRS

Scaffolder or a PASMA trained erector using the advanced guardrail system in accordance with the manufacturers' instructions.

- Mobile access towers should have a Scafftag in place and the users' names clearly



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identifiable on same.

- All ladders, handrails and kickboards should be in place in the correct positions, access hatches in correct positions and used from inside the tower. Wheels to be locked when the tower is in use – no ‘surfing’ is permitted.
- Access platforms must be in good condition with no damage to the legs, hinges or platforms. All such equipment must be tagged to confirm inspection.

2.12 Step Ladders

Step ladders should only be used where podium steps cannot reach or if it is not feasible to use them. Their use must be fully risk assessed. The correct heavy-duty grade 1 ladder must be used. Domestic style step ladders are banned.

Good management of step ladders include:

- Step ladder used only when podium steps or other options are unavailable.
- Correct ladder selected for use
- Visually inspect before use
- Set up on firm level ground
- Set steps facing work
- Never stand on top 2 steps of the ladder
- Don't overreach from steps
- Fully extend out and lock in place
- Step ladders can only be used when all other options have been exhausted and under a permit to work. (SPHSO8d – Permit to use step ladders).

2.13 Edge Protection

Proprietary temporary edge protection systems designed to BS EN 13374 e.g., Combisafe must be considered as the preferred option for fall prevention from roof / slab / floor edges and openings and on formwork systems.

Scaffold tube and fitting edge protection solutions must be designed to meet the relevant load requirements of BS EN 13374 to include a drawing and design checks where necessary:

- The minimum height for the handrail is 950mm.
- No gap greater than 470mm.
- Toe boards fitted
- Brick guards and debris netting fitted as required and as per design.

A handover certificate and initial inspection is required on completion of the installation and following significant alteration and should be subject to further inspections by a competent person at least every 7 days or after adverse weather.

2.14 Scaffolding

Only certified scaffolders may alter, erect or dismantle scaffolds in compliance with NASC guide SG4:10 & HSG33. Any persons found altering, erecting or dismantling scaffold without authorisation will be dismissed from the site.

Scaffolders must have a current 'CISRS' Scaffolding Card. Scaffolders with a CISRS Trainee Scaffolder card must work under the direct supervision of an appropriately qualified scaffolder.

System scaffolding erectors must have had system scaffolding training from the manufacturer or CISRS training in the system used.



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Scaffolding is to be erected to a recognised configuration TG20:13 or EN 12811.1: 2003 and this should be clearly stated on any design, configuration or layout drawings.

If the scaffolding is beyond the scope of a recognised configuration, a specific 'design' shall be prepared by an appropriately experienced and competent temporary works designer to prove strength and stability, including necessary calculations. Standard loading bay structures should also be accompanied by a design drawing. Loading bays will be labelled with the S.W.L. using signage, clearly seen from ground level. All loading bays will be equipped with up and over gates, a swivel arm with gates or other similar proprietary system.

The working platforms will be fit for purpose including safe loading, working and passage of workers. Wherever practicable, scaffolds should incorporate a staircase or a ladder bay with safety gates and/or trap doors fitted. It should not be possible to fall from the working platform through a direct ladder or access opening. Ladder or stair access to working platforms should not normally be positioned next to or near loading bays.

Competent and qualified scaffolders must inspect the scaffold and provide a handover certificate on completion of work and thereafter undertake inspections of the structures at least weekly or more frequently if required to do so by the project manager. Ideally the person(s) inspecting the scaffold should be independent and not be part of the scaffold erection team.

A copy of recorded inspections must be provided to the McAvoy Group project manager. All scaffolds must be scaff-tagged by the scaffolding contractor to indicate if they are safe to use or are incomplete or closed. Where a scaffold is under construction or not in use, it must be physically barriered off and the scaff-tag turned/ inspection removed and/or additional sign displaying "scaffolding not in use".

A work at height rescue plan will be requested from all scaffolding subcontractors. Scaffolders are required to wear harnesses and appropriate attachments at all times when working.

The fall of materials and equipment is the leading cause of potential incidents and needs particular focus when planning works. Works on the exterior of structures which need to be conducted at height beyond perimeter protection systems should be carefully risk assessed and planned to ensure equipment, materials and tools are prevented from falling, and that effective protection measures are in place. If the risk still exists then the provision of crash decks, scaffold fans, protected walkways and exclusion zones must be in place.

2.15 Safety Nets

Net riggers should hold a current FASET CSCS Safety Net Rigger Card for 'General Rigger'. Nets should be installed to BS EN 1263-2 standards.

The netting installation contractor must provide a handover certificate for all safety net installations and subsequent alterations.

Fall arrest safety nets should undergo an inspection by a competent person every 7 days after handover or following adverse weather, alterations or any other event which could have resulted in damage to the nets. Operatives who will be working above nets should carry out visual inspections of the nets before commencing work. See section on personal fall protection equipment and rescue plans.

2.16 Falls from Vehicles

Subcontractors are responsible for offloading materials and consideration must be given to controlling the risks of falls from vehicles. Where possible, loads should be removed without access onto vehicles. Where this is not possible, vehicle-based fall protection systems must be provided,



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or as a last resort, 'off vehicle' fall protection systems.

2.17 Tool Tethering

Tool tethering which is the process of connecting a tool (or other equipment) securely to an anchor or fixed point by using a tool lanyard. If the tool is dislodged or dropped while working at height, it is prevented from falling and causing injury to workers below or damage to sensitive surfaces. Where there is a risk, a falling tool will cause injury to any person or damage to sensitive surfaces tools must be tethered and secure at all times.

2.18 Plant & Equipment

All plant and machinery utilised on site must comply with relevant Machinery Directives and have a CEmark.

Only plant that has been certified as compliant with the Provision & Use of Workplace Equipment Regulations (PUWER) and where appropriate the Lifting Operations & Lifting Equipment Regulation LOLER is permitted on site. The equipment must have been thoroughly examined within the defined period noted in the regulations by a competent person.

Machinery defects must be reported immediately to the project management team. Plant and

equipment must only be used by operatives who are authorised to do so and have appropriate training. Operatives interfering with plant will be immediately expelled from the site.

2.19 Electrical Equipment & Supplies

Only low voltage or battery-operated power tools should be used on The McAvoy Group sites. Tools and equipment greater than 110v may only be used with the prior formal agreement of the McAvoy Group project management team. Designated battery charging points must be used, battery chargers are not to be left in canteens / offices, nor should they be left on charge overnight.

240v electrical supplies may be connected to subcontractors' accommodation units, subject to obtaining permission from The McAvoy Group.

All electrical installations must comply with current Electricity at Work and I.E.T. / I.E.E. Regulations and Guidance.

All electrical equipment used on our construction and civil engineering sites should be subject to 3- monthly electrical testing.

Evidence of electrical testing having been carried out may be requested.

If electrical equipment does not comply with the above requirement, it must be removed from the site.

2.20 Impact Fixing Equipment

Operators of pulse / impact fixing equipment must be suitably trained (e.g., Paslode / Hilti).

The equipment must be in good working order, maintained and only used with the recommended



fixingsystem. Operators must wear the appropriate grade of impact resistant eye protection and implement measures to exclude unauthorised persons from the work area.

2.21 Mobile Plant

Mobile plant can be operated on site under the following conditions:

- Only appropriately trained operators are permitted to operate mobile plant (e.g., CPCS or NPORS etc.).
- Daily inspections must be carried out by a qualified plant operative and records of inspections will be required.
- Mobile plant must be maintained as per the manufactures instructions and kept in clean condition.
- Mobile plant must display McAvoy Group Plant sticker detailing the thorough examination information.
- All overhead obstructions must be identified and protected in accordance with the requirements of HSE Guidance Note GS6 (Fourth Edition).
- All plant and equipment must be immobilised (keys out) when not in use and must not be left unattended for any period of time.
- All visibility aids must be maintained in effective working order at all times.
- All work areas where mobile plant will operate must be properly segregated at all times.
- All mobile plant must be equipped with either a driver’s cab or ROPS. ROPS must immediately be reinstated after passing under height restricted obstructions.
- Proprietary restraint belts must be used by operators where so provided, unless otherwise specifically risk assessed.
- The use of mobile phones while operating plant and equipment is strictly prohibited.
- All mobile plant shall comply with the safety requirements set out in Table 1 below

Table 1

Machine Type	Reversing and Visual Aids Required
Off –road dump trucks (trailer to the rear of the driver) payload greater than 7 tonnes	Reversing alarm and flashing beacon with rear CCTV and side convex mirrors.
Dumpers (front tip) no cab	Reversing alarm and flashing beacon
Dumpers (front tip) with cab	Reversing alarm and flashing beacon with CCTV or convex mirrors or a combination of both to allow vision from the drivers’ seat.
Wheel loaders (loading shovels) including skidsteer loaders	Reversing alarm and flashing beacon with rear CCTV and side convex mirrors.
Backhoe Loaders	Convex mirrors; reversing alarm and flashing beacon.
All 360° Excavators	Reversing alarm and flashing beacon with CCTV or convex mirrors or a combination of both to allow vision from the drivers’ seat.



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Scrapers	Reversing alarm and flashing beacon with rearCCTV and side convex mirrors.
All tracked type tractors (Bulldozers)	Reversing alarm and flashing beacon with rearCCTV and side convex mirrors.
Graders	Reversing alarm and flashing beacon with rearCCTV and side convex mirrors.
Telescopic Handlers	Reversing alarm and flashing beacon with CCTV or convex mirrors or a combination of both.
Compactors / Rollers without cab and seat to therear	Reversing alarm and flashing beacon.
Compactors / Rollers with cab and seat to therear	Convex mirrors; reversing alarm and flashing beacon.
Road Planer	Convex mirrors; reversing alarm and flashing beacon.
Road pavers	Convex mirrors; reversing alarm and flashing beacon.
Tipper lorries (This is recommended if a vehicle has not this fitted then a specific Risk Assessment including the control of a banksman must be in place)	Rear Camera, reversing alarm and convex mirrors.

Any maintenance activities on plant must be carried out in a designated or segregated area. The fitter should observe site requirements for PPE, provide proof of appropriate training and evidence of relevant risk assessments and method statements.

Passengers must not be carried on any vehicle unless the vehicle is designed for that purpose. If plant is to be moved on public roads, the operator must have a valid driver's license and the vehicle should be taxed and insured with the vehicle registration number clearly visible.

Physical Plant Exclusion zones must be established around operational mobile plant and vehicles. This must have some form of physical barrier in place. Actual zones will be dependent on the plant/vehicle and any physical restrictions such as the proximity of fixed or temporary structures. The details of the zones must be identified in the Method Statement document as appropriate, and all of the work teams must be briefed on the use of exclusion zones and the safe system of work required for entry.

Mobile plant must be parked in a dedicated area when not in use. Mobile plant equipment such as buckets, shovels, breakers etc. should be placed in a dedicated storage area.

2.22 Excavators & Quick Hitches

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All manual and semi-automatic quick hitches must be fitted with the correct locking pins prior to use. It is the operator's responsibility to ensure all safety pins are in place. All operators are to be fully trained

/ instructed on the correct use of the hitch.

Any use of a quick hitch without the required locking pin will result in the removal of the operator from site.

2.23 Lifting Equipment & Operations

All lifting operations must be planned and supervised by competent personnel and all lifting equipment selected is to be fit for purpose.

Note: If you undertake or manage lifting operations on a The McAvoy Group site, a The McAvoy Group Lifting Plan Proforma must be completed in full by a suitably experienced and qualified 'appointed person' including lifts involving mobile cranes, tower cranes, complex lifts or when equipment is used to lift persons other than by MEWP.

The McAvoy Group will not provide an 'appointed person' on behalf of any contractor. Where these requirements cannot be met from your own personnel, a contract lift must be arranged.

Lifting equipment and all accessories must be accompanied by current certificates of test / thorough examination. These must be made available for inspection by The McAvoy Group project management team prior to use. The ground bearing capacity should be calculated.

Working platforms shall be considered as temporary works and are subject to temporary works design and checks accordingly.

2.24 Telehandlers & Forklifts

All telehandlers or forklift operatives must be trained and have proof of competence with them at all times. Operators must have received familiarisation training on the specific telehandler / forklift and any specialist attachments prior to use.

Any use of this equipment outside the site boundary and on publicly accessible roads will require the operator to hold the correct category on their driving license. The vehicles must be taxed and insured, and the vehicle license number must be visible at all times. All plant must be accompanied by current test / thorough examination certificates, be maintained in good condition and fitted with adequate visibility and safety devices.

Only manufacturer specific proprietary skips, fork mounted hooks and other specialist attachments may be used.

All mortar bins should be double banded and visually inspected for damage on a daily basis. Mortar bins must never be lifted using the forks through the handles.

Note: As a minimum a basic lifting plan must be completed in full by an experienced and qualified 'Appointed Person' for all lifting operations.

3. Trade Specific Requirements

3.1 Asbestos Removal

Asbestos removal subcontractors must be licensed by the HSE or HSENI to remove and dispose



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of materials containing asbestos.

Subcontractors must: Comply with other relevant health and safety requirements noted in this document.

Ensure that a trained and competent supervisor (BOHS, ARCA or ACAD management & supervisory qualification) is appointed to manage the works under their control and is available at all times on site during their works.

Provide documented evidence that their employees have received all relevant health surveillance and are certified as fit to work in such environments.

Provide copies of all relevant waste consignment notices to the McAvoy Group project management team along with all relevant surveyors' reports and air clearance certificate. Provide a suitable and sufficient risk assessment and method statement after the review of a comprehensive refurbishment and demolition survey, which must include:

- A copy of the notification of works to the relevant enforcing authority (where required)
- Full details of site preparation, decontamination facility and enclosure construction which must be fully operational prior to works commencing
- Selected removal/stripping methods and fibre suppression measures
- Description of enclosure standards and construction, smoke testing arrangements, details of airlock for personnel, separate bag locks and negative pressure ventilation controls (where required)
- PPE selection and personnel decontamination procedures
- Temporary waste storage arrangements and details of licensed carrier / receiver
- Schedule of all equipment to be used and associated equipment test and inspection reports
- Air clearance testing procedures and clearance certificates
- Emergency plans including firefighting arrangements and means of raising the alarm
- Any other client specific agreed ACM removal arrangements
- Where notifiable asbestos has been identified a notification is to be submitted to the HSE / HSENI 14 days prior to works commencing.

3.2 Demolition

Subcontractors must Comply with other relevant health and safety requirements noted in this document.

Surveys & Services

Subcontractors must:

Ensure that prior to any demolition work commencing a detailed demolition asbestos survey will be completed and reviewed by the subcontractor. Comply with the principles enshrined within HSG47 'Avoiding danger from underground services' and GS6 'Avoiding danger from overhead power lines. Provide details of all known and surveyed utilities / services along with details for their safe isolation and / or removal and liaise with local petroleum officers concerning the disposal of any fuel tanks and their contents. Detail procedures for dealing with unforeseen circumstances such as discovering previously unidentified hazards, e.g., utility services,

suspected ACMs etc.

Demolition Sequencing

Subcontractors must:



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Define the sequence and method of demolition and dismantling including any pre-weakening techniques to be used, taking into account the stability of adjacent structures.

Provide details of associated temporary works including Structural Engineer drawings and calculations to determine the demolition sequence.

Environmental Conditions

Subcontractors must:

Comply with local authority restrictions on noise and dust and provide a wash down facility if appropriate; ensure that wet suppression and run off techniques are used wherever practicable. Ensure that where diesel powered machinery and plant is used, exhaust emissions cannot build up to hazardous levels.

Define arrangements for the temporary storage and removal / disposal of demolition waste and hazardous waste.

Exclusion Zones & Emergency Planning

Subcontractors must: Provide details about the provision and maintenance of exclusion zones to include arrangements for the protection of the site workforce, members of the public and other third parties from falling materials, dust, fumes, vibration etc. and the provision and maintenance of access and egress routes for both pedestrians and vehicles on site.

Detail phased edge protection planning as appropriate; this must be installed to prevent operatives involved in the demolition process being exposed to a leading edge.

Specify emergency plans including firefighting arrangements / means of raising the alarm and provide a detailed work at height rescue plan as appropriate.

3.3 Groundworks

Subcontractors must:

Comply with other relevant health and safety requirements noted in this document. Comply with the McAvoy Group 'permit to dig' requirements.

Overhead & Underground Services

Subcontractors must:

Comply with HSG47 'Avoiding danger from underground services' and GS6 'Avoiding danger from overhead power lines'.

Obtain a permit to dig from the project management team and comply with all the requirements contained within the permit. Prior to works commencing, review and confirm site surveys to identify structures, underground services, overhead power lines, unexploded ordnance etc.

Use appropriate CAT & Genny scanning devices to verify the position of all services already

noted on service drawings provided and to identify others that may not already have been identified. All scanning devices must be calibrated, and inspection records must be date. Users of scanning equipment will be required to provide evidence of their competency and training prior to use. All scanning must be completed in a grid formation to ensure accurate scanning.



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Ensure that no mechanical means of excavation is undertaken within 500mm either side of identified buried services. All hand tools must be insulated.

Ground Conditions & Protection

Subcontractors must:

Ensure that the most appropriate excavation support is provided and ensure that the suitable angles of repose are determined. Adequately protect excavations at edges by means of guardrails, barriers and

/ or separation barriers or by ensuring they are adequately covered as appropriate. Excavation warningsignage must also be provided. The protection of excavations next to public highways / infrastructure is essential. Barriers and fences must be provided to a minimum height of 1m with attendant lighting and warning notices.

Such measures must be discussed and agreed with the McAvoy Group project management team. Ensure all excavations are adequately supported and protected to prevent the risk of falls or unplanned collapse and / or operative, material or vehicles falls into the excavation(s). The methods employed to prevent the collapse of excavations must be clearly detailed in the site-specific risk assessments.

Ensure excavation supports are subject to temporary works design and checks. Clearly justify by risk assessment the reasons for not supporting or otherwise battering back shallow excavations

Note: specific controls to prevent falls of persons and / or vehicles into excavations are required when excavating to depths greater than 500mm below ground level.

Provide excavations with safe access / egress points (and / or alternative emergency egress points) and ensure no load, vehicle, plant or equipment will be placed near the edge of any excavation where it is likely to cause a collapse of the excavation. No material will be lowered into an excavation if persons are in the excavation. All persons are to immediately report any deterioration in excavation sides.

Materials, spoil and equipment shall be kept away from the edge of the excavation by a distance equal to the depth of the excavation subject to a Temporary Works assessment. The height of the spoil must be kept to a minimum to reduce any residual hazards.

Provide access holes, gully pots and telecommunication ducts etc. at ground level with adequate temporary covers prior to the permanent covers being put in place: with steel plates where there is vehicular traffic and with plywood of sufficient strength or other proprietary temporary cover where there is pedestrian traffic. All temporary covers will be fixed securely in place. Chipboard, fibreboard, pallets etc. are not to be used as covers.

Vehicle Movements

Subcontractors must provide competent Traffic Marshal to assist with plant and equipment movement when reversing or where plant is used in public areas.

Note: All reversing manoeuvres should be avoided as far as is reasonably practicable.

3.4 Piling Operations

Subcontractors must:

Comply with other relevant health and safety requirements noted in this document.



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Overhead & underground services Comply with the McAvoy Group ‘permit to dig’ requirements.

Comply with the principles enshrined within the HSG47 ‘Avoiding danger from underground services’ and GS6 ‘Avoiding danger from overhead power lines’ Prior to works commencing, review and confirm site surveys to identify structures, underground services, overhead power lines, unexploded ordnance etc. Use appropriate CAT & Genny scanning devices to verify the position of all services already noted on service drawings provided and to identify others that may not already have been identified. All scanning devices must be calibrated and in date. Users of such equipment will be required to provide evidence of their competency and training prior to use. Scans must be completed in a grid formation to cover all areas.

Ground Conditions

Subcontractors must:

Provide necessary data to allow piling rig(s) mat to be designed and verified by suitably qualified persons to demonstrate the correct bearing capacity to adequately support the rig(s) relevant to the ground and environmental conditions at the proposed work sites.

Confirm that they are in possession of sufficiently detailed information regarding existing services – their depth, routes, locations within the confines of the site and other areas that may be affected by their undertakings. Surveys should also identify the ground conditions to the full depth of the piles, anticipated effects of noise and vibration on the local environment and access and egress characteristics of the site.

Additional Requirements:

Ensure that plant and machinery have adequate interlocking guards and signage around moving parts or has mechanisms in place to prevent entrapment. Specify exclusion zones as appropriate. Specify and include within site specific risk assessments, work at height maintenance requirements that will necessitate access to parts of the rig(s) above ground level.

3.5 Roofing & Cladding

Subcontractors must:

Comply with other relevant health and safety requirements noted in this document.

Ensure that only certified roofers / wall cladders and asphalt roofers will be permitted to complete roof work on site.

Comply with the hierarchy of control principles enshrined within the Work at Height Regulations and HSG33 and comply with all other provisions of these Regulations.

Ensure that prior to commencing works, a roof survey has been undertaken which identifies the specific work location areas, roof construction and materials, presence of asbestos containing materials, fragile roofing materials and roof lights, existing edge protection and its condition and other proprietary ‘mansafe’ systems, utilities / services located on the roof and overhead etc.

Fall Protection Measures

Subcontractors must:

Utilise collective fall protection measures to prevent falls from roofs in preference to personal fall protection measures. Provide a specific risk assessment when using safety harness equipment and



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accessories, detailing the system to be used, specific equipment, users training, inspection arrangements and associated rescue plan.

Detailed sketches may also be required, particularly if work restraint systems are to be employed. Complete a work at height rescue plan detailing rescue from nets and MEWPs as relevant.

When Accessing Roof Areas

Subcontractors must:

Ensure appropriate access is in place, prior to works commencing. Where specific access arrangements are required, these must be agreed with the McAvoy Group project management team. The requirement for a secondary means of access from the roof in the event of an emergency is subject to agreement with the McAvoy Group project management team.

Note: The use of MEWPs to access roofs is only permitted under risk assessment

On the Roof

Subcontractors must:

Ensure that fragile roof areas are appropriately signed and segregated through a robust structure comprising of double handrails and toe boards.

Ensure that roof / sky lights and other potentially fragile materials are signed and adequately protected to prevent falls of persons through these.

Provide suitable rails and / or load bearing covers at exposed roof openings where a person or materials could fall through. Measures should also be taken to prevent falls of materials, tools and equipment onto persons working below such areas.

Detail other control measures used to protect the public and others, including exclusion zones, warning signs, crash decks, scaffolding platforms and fans, debris netting, covered waste chutes etc.

Housekeeping and Fire Prevention

Subcontractors must:

Ensure that fire controls and suitable means of raising the alarm in an emergency is detailed in a site-specific risk assessment.

Store flammable substances in flameproof lockable containers; the use of these is to be agreed with the McAvoy Group project management team. Remove all waste from roofs on a daily basis and ensure any materials stored on the roof are fully secured at all times.

Note: 'Bombing' of materials is prohibited at all times. When working at height all tools must be tethered and secure.

3.6 Structural Steel Erection

Subcontractors must:

Comply with other relevant health and safety requirements noted in this document.

Comply with the hierarchy of control principles enshrined within the Work at Height Regulations. Comply with all other provisions of these Regulations and BCSA Codes of Practices and best practice guides.



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Provide a detailed sequence of erection and drawings to demonstrate step by step progress with identification of members critical to stability and associated temporary restraint members. Confirmation of holding down bolt designs(s) must also be provided for freestanding and temporary restraining systems.

Agree the location of storage and stacking areas and required movements and lifting locations on site.

Erect and maintain exclusion zones consisting of robust barriers and suitable warning signage where structural steel is being lifted and installed by the contractor.

Hazard tape and cones will not be considered as sufficient physical barrier. No unauthorised personnel will be allowed access into the structural steel area while steel erection is taking place.

Access arrangements for steel erectors must be agreed with The McAvoy Group project management. Safety harnesses and appropriate lanyards must be worn by operatives when working from boom MEWPS. Evidence of appropriate training must be provided.

Avoid stacking steel on a partially constructed structure by lifting steel members directly into place from designated storage areas. Where this is not possible, alternative arrangements must be made with the McAvoy Group project management team. Complete a site-specific The McAvoy Group Lifting Plan Proforma where appropriate and a separate 'work at height rescue plan' in addition to site specific risk assessments / method statements

Subcontractors undertaking welding activities should ensure that effective engineering controls are provided and correctly used to control fumes arising from their welding activities.

Where engineering controls are not adequate to control all fume exposure, adequate and suitable respiratory protective equipment (RPE) is also required to control risk from the residual fume. Subcontractors shall ensure that adequate training is in place for operatives involved in welding operations. When working at height all tools must be tethered and secure.

3.7 Installation of Metal Decking

Subcontractors must:

Comply with other relevant health and safety requirements noted in this document.

Ensure that delivery vehicles provide suitable means of fall prevention for operatives offloading materials and equipment, or as a last resort, 'off vehicle' fall protection systems. Comply with the hierarchy of control principles within the Work at Height Regulations. Comply with all other provisions of these Regulations. Affix appropriate edge protection to the structure and around permanent and temporary openings as soon as reasonably practicable.

Agree suitable access to metal decking areas with the McAvoy Group project management team prior to erection and use. Ensure that the use of collective fall protection systems such as safety nets, airbags and safety decking take precedence over personal fall protection systems. All fall protection systems must be detailed in the site-specific risk assessments and method statements. A separate 'work at height rescue plan' must also be provided as appropriate.

Provide a detailed sequence of erection and drawings to demonstrate starting points, stacked bundle positions and method of laying decks / units.

Provide and maintain exclusion zone(s) consisting of robust barriers underneath the drop zone(s) and appropriate warning signage.



Note: If any cutting or grinding works are anticipated – these must be discussed and agreed with the The McAvoy Group project management team. Such activities must not take place immediately above or adjacent to safety net areas. Ensure that all flammable materials are removed from underneath drop zone(s).

3.8 Welding Works

Subcontractors undertaking welding activities should ensure that effective engineering controls are provided and correctly used to control fumes arising from their welding activities. Where engineering controls are not adequate to control all fume exposure, adequate and suitable respiratory protective equipment (RPE) is also required to control risk from the residual fume. Subcontractors shall ensure that adequate training is in place for operatives involved in welding operations.

3.9 Environmental

The McAvoy Group operates environmental management and energy management systems, certified to ISO14001 and ISO50001 respectively. These systems manage, control and influence our environmental impacts and behaviours. Each supplier should have their own certified management system or manage their activities in accordance with the McAvoy Group certified system. Each supplier is expected to have an Environmental Policy as an absolute minimum:

The supplier must work in accordance with all requirements contained within the environmental plan

Each supplier RAMS must contain details of identified environmental risks associated with their workpackage, and detail those measures which will be implemented to mitigate each risk.

3.10 Pollution and Nuisance Prevention

Incidents

All pollution incidents regardless of scale should be reported to the Project Manager as soon as possible after the occurrence.

Emergency response and spill training must be undertaken for all staff carrying out plant or machinery refuelling as a minimum.

Noise, Vibration and Dust Nuisance

Where possible, equipment and plant must be located away from site boundaries and use noise or vibration mitigation measures where appropriate.

Requests to work out with normal or permitted site hours can only take place once an agreement with the Local Authority via the project management team has been reached. Breach of this process will result in an NCR being issued which may result in withholding of payment, especially if a Notice under Section 60 of the Control of Pollution Act 1974 (as amended) is issued by the relevant local authority.

Water or other means of dust suppression or extraction must be used to prevent dust generation. Vehicle movements must observe site speed limits and loads must be covered while vehicles are moving within or out with the site. Idling of vehicles or plant when not in use is not permitted.

All vehicles must adhere to wheel wash requirements depending on site conditions prior to egress onto a public highway.



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Concrete Washout and Water Use

Concrete wash residues must not be discharged in any area out with designated areas on site. Washwaters must never be discharged directly to ground, any watercourse or surface drain.

No water should be discharged or abstracted without the necessary Regulatory consents, including waters generated from surface runoff. The subcontractor should take all reasonable steps to minimise water use during their activities, including remedying any leaks to water provision measures.

Energy and Carbon Emissions

McAvoy Group are committed to playing our part in combatting climate change and have committed to be a Net Zero emission business by 2050.

The subcontractor must take all reasonable steps to minimise energy use and carbon emissions by using energy efficient equipment and, fuel efficient plant.

Evidence of service history for all plant will be required upon request. Plant or vehicle idling on-site will not be permitted.

Red diesel will no longer be permitted on sites from 1st April 2022



3.11 Waste Management and Recycling

Each supplier must comply with the project waste segregation strategy by ensuring that cross contamination of non-mixed skips is avoided.

Where a supplier makes their own arrangements for waste transfer or disposal, they must ensure that full legal compliance under the Duty of Care Regulations is adhered to, and that copies of all relevant carrier licenses, waste management licenses, exemption certificates and waste transfer notes are provided prior to waste materials leaving the site.

Timber and Wood Products

The supplier will provide evidence demonstrating that all timber and wood-based products, including packaging, is sustainably and legally sourced.

The only acceptable evidence will be those schemes certified by the Forest Stewardship Council (FSC), Programme for the Endorsement of Forest Certification (PEFC) or that the forest of origin is licensed by the EU Forest Law Enforcement Governance and Trade (FLEGT) scheme.

Full chains of custody must be provided to ensure legal and relevant scheme compliance, as well as providing evidence for relevant credits to be awarded under the BREEAM scheme including having FSC details specified on each delivery note.

Reporting

The supplier will be required to assist in the reporting of all environmental data monthly, including the quantities used of water, fuel and electricity, plus any quantities of waste generated and legally managed. Failure to comply with any reasonable request for such data will result in an NCR being issued which may result in a reduction to any interim and final payments as determined by The McAvoy Group.

3.12 Quality Management

Subcontractors must demonstrate a commitment to quality and are encouraged to seek opportunities for continuous improvement throughout their operation by working openly and collaboratively with us, as we strive to improve our organisations operational output.

The McAvoy Group operates a Quality Policy that requires the implementation of a Business Management System across its operations that conforms to ISO 9001. Accordingly, the subcontractor is required to co-operate and comply with the policy.

Subcontractors must ensure that there is some one site that can undertake the Quality Management of their service. This person must be someone who is full time on site and can either be a Site Manager, SHEQ advisor or a Project Manager etc. but must be someone with a degree of experience in managing the quality aspects for which they are appointed to do.

This person must also undertake joint quality inspections with the McAvoy Group project

team. Subcontractors are required to adhere and comply with the following:

- Share Information for design coordination
- Share Information for review and comment by Project Team members
- Share Information to obtain approval by The McAvoy Group and the Client
- Publish information for contractual use



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- Review and coordinate their design with all other project design information.
- Raise all necessary RFIs and TQs, as required, to complete their design.
- Works on site should not commence until requested samples have been approved.
- It is the Sub-Contractors responsibility to ensure that they are working to the latest drawings and specifications. Sub-Contractors must ensure that they take cognisance of all RFI and Technical Query responses.
- Sub-Contractors must work to all latest BS, EN and ISO Technical Standards and Building Regulations.
- The subcontractor shall provide Quality Plans, Programmes, Inspection & Test Plans (ITPs), Check Sheets and any associated quality records and check sheets in relations to all elements of their works, or works subcontracted by them.

Subcontractor ITPs shall identify the following as a minimum:

- What is to be inspected/tested
- Against what specified criteria and/or requirement
- Who is to be involved?
- When and how often tests and inspections are to be carried out
- How will it be recorded
- Identify responsible person for sign off
- Final record requirements

ITPs produced by the subcontractor, either using their own template or the McAvoy Group template, shall be checked, verified and endorsed as acceptable by both the subcontractor and an appropriate member of the

Project Management Team prior to any subcontracted works commencing.

Works shall only commence once the ITP has been accepted by McAvoy Group. ITP's and associated check sheets are to be agreed a minimum of two weeks before commencement on site.

Subcontractors are expected to communicate these requirements to their own Subcontractors to ensure alignment across the supply chain. The subcontractor is responsible for independent inspections of their work (or their subcontractor) by the supplier or material manufacturer, reports issued following these inspections are to be issued to the McAvoy Group Project Management team.

Snagging

Sub-contractors are to produce detailed snagging reports through two weeks before handing over a section of works.

Sub-contractors are to undertake a weekly snagging inspection with the McAvoy Group package lead/compliance manager to review progress and ensure snags are being closed out in a timely manner.

Non-Conformance Reporting & Close Out

All NCRs are to be investigated within 24hrs by the subcontractors, a report detailing findings and remedial actions regarding the NCR must be issued within 72 hrs. Close out timescales are to be agreed with the package lead/compliance manager for McAvoy Group and these are to be regularly monitored. Failure to comply with an agreed Quality or ITP process may result in reduced or delayed subcontractor payments.