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GILBERT-ASH

Way of Working

Subcontractor Guidance:  
Expected Site Standards

MARCH 2023

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## Introduction

At Gilbert-Ash, we like to do things a little differently, and so we have chosen to organise our ESG strategy under the four pillars of **People, Planet, Place and Profit**.

As a responsible employer, Gilbert-Ash will strive to ensure that its people and those within its wider supply chain are treated fairly, ethically and with respect. With an engaged, healthy, well-trained, and diverse workforce, our business will thrive.

Health, safety & wellbeing - This is paramount and will continue to be a key focus during all our operations. Mental health and wellbeing are of particular importance as we do our best to support our people to cope with increasingly complex, fast-paced, and multi-layered lives.

Being an employer of choice is what we strive for. Investing in our people to help them reach their potential. Embracing diversity and inclusion that exists in our society and reflecting this in our workforce.

Ethical workforce practices are key to who we are. We do not tolerate unethical employment practices and will not accept them from our wider stakeholders, consultants or suppliers. Good governance is critical to our responsible business practices and is underpinned by our core values.

Our net zero strategy falls under the Planet Pillar and to underline our commitment to achieving this by 2040, I thought it would be useful to look at some of the steps we have already taken as well as look ahead to some of the milestones we are working towards.

Safety, health, the environment, and quality, are at the forefront of Gilbert-Ash's vision, beliefs, and approach to delivering whole project solutions. This vision and our beliefs are focussed on ensuring 4 key objectives are achieved, not merely achieving legal requirements but going beyond what is expected of us.

- Safety – Every member of staff should remain safe while at work, and free from accidents while also ensuring that their actions do not put the safety of others at risk.
- Health – No member of staff or other persons should be exposed to any risk which may affect their short or long-term health.
- Environment – In working to improve the premises and facilities that we construct and refurbish for our clients and customers, our actions and working practices should not in any way adversely affect the environment.
- Quality – Every member of Gilbert-Ash's direct labour and sub-contract staff is empowered to deliver the highest levels of quality and customer service both internally and externally.

We aspire to be the best in our field, leaders in the industry we operate within and innovators of best practice. To achieve this, we request that our Subcontractors and service providers join with us in delivering our minimum expected standards.

If during the work, Gilbert-Ash Site Management observes any disregard of these standards, instructions or encounters any circumstances which may give rise to accident, dangerous occurrence, or fire, he will inform the Subcontractor or his representative who must immediately comply with these Rules and/or instructions.

Forging partnerships for a safer, healthier site and environment in general while delivering the highest levels of quality and customer satisfaction will pay dividends for all involved.

Gilbert-Ash and our partners will have the satisfaction of safe and healthy working environments with high levels of employee satisfaction and wellbeing, while simultaneously protecting and improving the environment for the coming generations. This combined with the highest levels of quality and customer satisfaction will position all partners as industry leaders and the supplier of choice securing a strong future for all concerned.

Gilbert-Ash is committed to achieving our visions and beliefs - we request, but also hope that you will support us in the delivery of these.

This guidance outlines our approach to selecting only the best partners to join us on our journey but also it outlines the working practices and approach we expect our partners to follow when representing Gilbert-Ash.

No permission or consent by or on the behalf of Gilbert-Ash under these requirements shall in any way relieve the Subcontractor of his liability for accidents, injury, or damage under the terms of the contract.

Any deviation from the standards set out in this document must be discussed with Gilbert-Ash Project Management.

Gilbert-Ash expects nothing but the best level of service to be delivered to our clients and the public - let us all work together to deliver these.

**John McGerty**  
**SHE Manager**

## **Our People Pillar**

### **Staff Checks and Requirements**

The nature of Gilbert-Ash's work is such that we predominantly construct or work on commercial buildings such as hotels, schools, offices, public landmark buildings etc. as well as private dwellings and therefore we are in contact with the public and often with vulnerable persons such as children or the elderly.

As a result, Gilbert-Ash has a responsibility to ensure that we do not expose these persons to risk of theft, abuse, or violence.

To maintain this, we have standards that we expect all those representing Gilbert-Ash to adopt and comply with, these being:

#### **Disclosure and Barring Service (DBS) checks**

Depending on the type of project undertaken, Gilbert-Ash staff may be required to undergo DBS checks to ensure that we do not expose members of the public to risks of either a violent or sexual nature, or to potential theft or deception.

We expect all of our partners to adopt the same standard when representing Gilbert-Ash to ensure our customers, clients and general public are suitably protected.

When requesting a partner to go through our appraisal process, we would not expect DBS checks to be completed at this stage, but we would expect a reassurance that these will be done prior to commencing works on our behalf.

Before staff start work on a Gilbert-Ash site, evidence will be requested to confirm that DBS checks have been completed for those staff to be sent to a Gilbert-Ash site.

#### **Identification**

In conjunction with DBS checks, Gilbert-Ash requires all staff representing us on site to always carry with them an identity card complete with photo, name, position, and company details. This is usually in the form of a trade card such as CSCS.

This should be available for inspection by Gilbert-Ash staff or others at any time while on site.

When liaising with site visitors, the client, or members of the public for the first time, ID cards should be presented so that it is clear who the individual is, and that they are officially representing Gilbert-Ash and your own company

#### **Eligibility to Work in the UK**

Gilbert-Ash will only allow those eligible to work in the UK to work on our sites.

Any partner organisation will be expected to have undertaken appropriate checks to ensure that staff that are representing Gilbert-Ash have been checked to confirm they are eligible to work in the UK.

If Gilbert-Ash has suspicion to believe that non-eligible persons are on site, we reserve the right to remove them from site until evidence is provided.

#### **If required, DBS checks must be done for all staff on site.**

#### **Drugs and Alcohol**

If any person employed or contracted by Gilbert-Ash is found to be in possession of recreational drugs or under the influence of drugs / alcohol, they will be requested to leave site and their manager will be notified immediately.

Gilbert-Ash reserves the right to operate random drug and alcohol testing on our sites if we have concern/just cause. If any of your operatives refuse to undergo testing, this will be classed as a failed test, and we will expect you to take appropriate investigative action.

#### **Training**

Sub-Contractors will ensure their employees understand written safety instructions and have been fully trained in accordance with specific training requirements and regulations relating to the workplace.

Each Sub- Contractor is expected to carry out ongoing training and deliver suitable and sufficient weekly toolbox talks appropriate to the tasks required.

All GILBERT-ASH Sub-Contractors must be competent in the tasks and activities they are required to carry out and possess an appropriate CSCS registration or equivalent certification.

#### **Occupational Health**

Health surveillance is not needed for most workers, but in some work situations and for some exposures/activities it is required by law. Gilbert-Ash requires you to incorporate health surveillance or fitness to work medicals of your workers, particularly when working with asbestos, lead or hazardous substances or for high-risk operations such as working at height or confined spaces.

Gilbert-Ash wishes to ensure the medical suitability of our sub-Subcontractors to undertake specific tasks on our sites to promote safety. It requires you to keep health records for your individuals and may it can involve routine self-checks, questionnaires, or medical examinations.

## **Construction, Design and Management Regulations**

Pre-construction health and safety information will be supplied by the Principal Designer via Gilbert-Ash to identify known hazards, hazardous substances or materials that are likely to represent a risk to the Subcontractor, their employees, and Sub-Contractors during the term of the contract.

This information will be sent with documents for tender or quotation to indicate safety related matters which GILBERT-ASH is aware of and will expect the appointed Subcontractor to have allowed for in their Safety Plan and subsequently make available suitable and sufficient resources to apply control measures to reduce any related risks to a reasonably practicable level.

No work will be permitted to commence on site until an outline safety plan with sufficient detail and risk assessments / method statements have been approved for the initial phase of the project, further risk assessments / method statements will be provided by the Subcontractor for approval before subsequent phases of the project commence.

### **Pre-Commencement of Works**

Prior to any works commencing on site there needs to be a formal partnership and agreement between both parties.

For this there needs to be a clear understanding between both parties of the scope and content of works required.

You should be contacted by a Gilbert-Ash representative who will discuss with you in detail those elements of the work package for which you are responsible.

These should include but not be limited to:

- Type of works
- Location of works and site office where applicable
- Duration of project/works
- Quantity of works to be completed
- Resource requirements
- Quality and/or technical expectations
- Safety, health and environmental working practices and expectations – these should be discussed in detail and another copy of this guide provided if required

### **Prior to arrival on site**

#### **Risk Assessments and Method Statements (RAMS)**

All works taking place on Gilbert-Ash sites must be covered by suitable and sufficient RAMS and associated documentation. This should be a description of the methods you will employ and what, in your work, could cause harm to those involved in the task and those around the task, with appropriate controls. These must be supplied ahead of attendance on site so that they can be reviewed and either amended or deemed as suitably developed by Gilbert-Ash site management.

### **Arrival on Site**

#### **Welfare facilities**

Gilbert-Ash will provide suitable site welfare facilities meeting the guidelines set out in the CDM Regulations. Sub-Contractors are expected to keep all welfare areas clean and in a hygienic state and report any deficiencies to site management. Site office and training rooms for Subcontractors may be provided but must be agreed during the pre-contract arrangements.

### **Gilbert-Ash Induction**

All Subcontractors are required to attend the 30 minutes online or face to face Gilbert-Ash Site Safety, Health & Environmental Induction prior to starting work on any Gilbert-Ash Project. The Gilbert-Ash Induction will include details of Gilbert-Ash Site Rules, and any Project-specific arrangements, including Emergency Procedures, to provide a full understanding of the potential hazards, risks and control measures in place for the protection of the workforce while working on Gilbert-Ash Projects.

Sufficient opportunity will be provided during the Gilbert-Ash Induction, site specific face to face meeting to raise any questions with Gilbert-Ash Site Management delivering the Induction. Where English is a second language, the Subcontractor will require a translator to interpret the content of the Gilbert-Ash Induction. Sub-Contractors must arrange in advance with GILBERT-ASH Site Management for a translator to be present.

## Induction Forms

At Induction, all Subcontractors will be required to complete the Induction Form:

- Gilbert-Ash Site Safety Induction Sign-off Form IF 16.8 (*mandatory*)

### a) Gilbert-Ash Site Safety Induction Sign-off Form

This standard form must be completed by all Subcontractors to provide a record of basic contact details, and occupation & role for the Project. Sub-Contractors must sign the form to confirm that they have fully understood the content of the Gilbert-Ash Induction and agree to fully comply with the requirements set out in the Induction.

### b) Gilbert-Ash Health Declaration Section

The Gilbert-Ash health declaration section part for all Subcontractor's attending site is not mandatory but good practice and completely voluntary. The purpose of this section is the safeguarding of the health & well-being of the workforce by providing the opportunity to volunteer any relevant health information which may be relevant to their work activities whilst working for Gilbert-Ash. This enables Gilbert-Ash, in consultation with the Subcontractor's Trade Supervisor, to make any provisions needed on site to accommodate any individual's requirements as highlighted in this section. The completed section will be filed securely in GILBERT-ASH's Confidential Records Folder or data base, in accordance with the General Data Protection Regulations (GDPR) 2019.

### c) Supervisor Induction Form

A Supervisor Induction is provided in addition to the standard Site Safety Induction Sign-off Form, which all Trade Supervisors are required to complete. Where Trade Supervisors have successfully completed the Site Supervisors' Safety Training Scheme (SSSTS) or Site Managers' Safety Training Scheme (SMSTS) a copy of their current Certificate of Accreditation must be provided at Induction, for Gilbert-Ash's records.

### d) Visitor Induction Form

A separate Visitor Induction Form is provided for all site visitors who will be escorted on site by Gilbert-Ash Site Management for the duration of their visit, or who will be attending Meetings in Gilbert-Ash controlled premises. Visitors must sign the form to confirm that they have fully understood the content of the Gilbert-Ash Visitor Induction and agree to fully comply with the requirements set out on the Induction Form. Visitors will also be invited to complete the Gilbert-Ash Voluntary Health Declaration section.

## Training & Competency Requirements

At Induction, all Subcontractors, including Visitors are required to provide for Gilbert-Ash's records, evidence of Training & Competency for the occupational role which they will be required to undertake while working on Gilbert-Ash Projects.

Evidence of occupational competency acceptable to Gilbert-Ash Site Management will include, for example, standard CSCS, CSR & SafePass Skills Cards, specialist CPCS, CISRS, IPAF & PASMA Skills Cards, and Supervisors' SSSTS & SMSTS Certificates of Accreditation. Gilbert-Ash require any trainee or red card holder CPCS/NOCN accredited to be supervised until they receive a blue trained competency qualification. These card holders must be identified during the induction process so Gilbert-Ash management can ensure suitable supervision/mentoring has been arranged.

All Subcontractors required to wear RPE must provide current Face Fit Test Certificates at Induction. The RPE details on the Certificate must correspond exactly to the RPE which is used.

Consultants undertaking specialist asbestos surveying must provide details of current UKAS Accreditation. Sub-Contractors undertaking work with asbestos-containing materials must provide current Asbestos Training Certificates for Licensed or Non-Licensed work with asbestos as appropriate.

A full list of Construction Skills Cards & Certificates of Accreditation acceptable on Gilbert-Ash Projects is available from the Gilbert-Ash Safety Department on request.

Failure by Subcontractors to provide suitable evidence of occupational competency at Induction may result in admittance to site being refused by Gilbert-Ash Site Management.

## Welfare Arrangements.

Gilbert-Ash is committed to provide suitable welfare facilities for the benefit of all the workforce, including canteen, drying room, a quiet room for prayer & rest periods. Male & female toilet facilities, together with hot & cold water & hand washing solution are provided.

Waste bins are provided by Gilbert-Ash for disposal of food & drinks containers, and Gilbert-Ash cleaning personnel undertake regular cleaning duties to ensure that facilities are always kept clean & hygienic. Refrigerators must be cleared of any surplus food at the end of each working week.

Lockers are provided in the drying room for storage of clothing, and a key can be obtained from Gilbert-Ash Site Management on request. It is recommended that Subcontractors do not store personal items of value in their locker.

A first aid kit is located in the first aid station and the location of this will be made aware to operatives during induction.

Gilbert-Ash expects Subcontractors to use best endeavours to keep welfare facilities clean & tidy after use, and to dispose of waste food in the bins provided. Sub-Contractors should always consume food & drink in the designated canteen areas only and should

refrain from eating or drinking in work areas.

Sub-Contractors are requested to clean toilets after use, using the cleaning brushes provided, and should refrain from flushing paper hand towels down toilets, to avoid blockages.

Gilbert-Ash Site Rules specify 'No Smoking' on site under any circumstances, and Gilbert-Ash provides designated Smoking Shelters and E Cigarette Vaping Shelters for the convenience of all smokers. Please ensure that smokers always restrict their smoking to these designated areas. Any Subcontractor found Smoking on site, or whilst operating mobile plant, (in breach of GILBERT-ASH 'No Smoking' Rules) can expect disciplinary procedures to be instigated.

## **Parking on Gilbert-Ash Sites**

There is no parking available for Subcontractor's vehicles unless specifically allocated by the Site/Contracts Manager and vehicles may be turned away unless prior arrangements have been made for entry onto the site, drop off tools and materials and then find another place to park locally.

## **Security**

Staff MUST sign in and out of site every day and Gilbert-Ash has the authority to check the identity of any person on a site. All Gilbert-Ash employees must have a form of ID available e.g., CSCS card.

Gilbert-Ash reserves the right to stop and search Subcontractor's vehicles at any time when entering or leaving a Gilbert-Ash site.

Gilbert-Ash accepts no responsibility for the security of vehicles, tools or equipment used by Subcontractors or their employees and will not be liable for any loss or damage however caused to vehicles or property of the Subcontractors or their employees on Gilbert-Ash premises.

Operatives must NOT wedge security doors open or override installed security features e.g., Digi locks as this may leave the site open to the public.

All plant room doors must be locked when leaving the area

## **General Site Rules**

We ask that all our partners adopt the following practices:

1. Every person visiting site must sign in daily. They must also ensure that they sign out at the end of the day, as well as throughout the day if they need to leave site. This is imperative to the safety of all staff and any emergency services in the event of an incident.
2. On arrival at the site for the first-time staff will be provided with a site induction – this induction will be held at a specific time each day and if employees are late, they may be excluded from site until they can undergo induction the following day. It is the Subcontractors' responsibility to clarify the induction requirements of each individual site. As sites are constantly evolving the site-specific elements of the induction may be repeated at stages throughout the project or supplemented with further briefings and toolbox talks.
3. All staff must comply with any parking restrictions which may exist, and only park in designated parking areas to avoid congestion and unnecessary risks / inconvenience to residents or others.
4. Under no circumstance should any access/egress routes be blocked.
5. Consideration should be given to the needs of the client, residents and building users at all times when commercial vehicles are parked up.
6. Staff should always remain courteous and respectful to the public / others. Loud, abusive language, even between your own staff will not be permitted as this may be offensive to others.
7. At no time should you smoke or vape within the boundary of any Gilbert-Ash site other than in the designated smoking areas.
8. Persons under the age of 18 are permitted on a Gilbert-Ash operational site once permission has been granted following a young person's risk assessment.
9. All staff should familiarise themselves with the site first aid provisions, which will be communicated in the induction.
10. All workplace accidents, near misses, environmental incidents, and road traffic accidents while on site must be reported immediately to the Site Manager.

## **First Aid Arrangements**

### **Gilbert-Ash's First Aid Arrangements**

The Gilbert-Ash Site Safety, Health & Environmental Induction sets out the general arrangements for First Aid Provision & action on Gilbert-Ash Projects and details any Project-specific information such as the availability of Gilbert-Ash First Aiders, and the location of the nearest Accident & Emergency Department and Minor Injuries Unit, should further medical assistance & treatment be necessary.

### **Voluntary ICE Tag System**

Gilbert-Ash operates the voluntary ICE Tag system, attached to the wearer's safety helmet, and containing details of any specific medical condition as highlighted in the Gilbert-Ash Induction Form Health Declaration section.

Where an ICE Tag is worn, First Aiders can use the information it contains to assist with their initial assessment of the casualty, enabling prompt and appropriate First Aid assistance to be administered.

### **Sub-Contractor First Aider(s)**

Regarding Subcontractors' provision of First Aiders on Gilbert-Ash Projects, it is regarded as preferable, but not compulsory, for Subcontractors to provide First Aider Assistance.

Where Subcontractors' arrangements include provision of First Aiders, the minimum qualification required by Gilbert-Ash is successful completion of the First Aider Training Course (Level 3 First Aid at Work Course usual three). All courses should be recognised by the HSE and nationally recognised through the First Aid Industry Body (FAIB or similar approved).

Subcontractors' First Aiders must provide confirmation of their First Aider qualifications by submitting a current, valid copy of their First Aider Certificate at Induction to Gilbert-Ash Site Management, for their records.

Sub-Contractors Supervisors are required to notify Gilbert-Ash Site Management immediately of any incident resulting in injury requiring first aid intervention

## **Accident and Incident Reporting**

All accidents or incidents on site, including near misses, must be reported to Gilbert-Ash's Site Manager or Site Supervisor immediately. This includes any accident or incident, whether.

- Workplace,
- Road traffic, or
- Environmental.

Subcontractors' Supervisor(s) must complete an Incident Report using the Accident Book kept in the Gilbert-Ash Site Manager's Office, (in accordance with GDPR Confidentiality requirements). Immediate reporting is required so that Gilbert-Ash can investigate and identify suitable actions, so that:

1. Actions can be instigated to prevent a reoccurrence
2. Containment measures can be put in place i.e., clean up if a substance spill.
3. Third parties can be liaised with if they were involved in, or witness to, the incident.
4. The client or enforcing authorities can be notified, Gilbert-Ash has a contractual obligation to report incidents to our clients and a legal obligation to report some incidents to local authorities.

If the Injured Party cannot complete the accident report because of incapacity or other reason, the Subcontractors' Trade Supervisor must complete the Report to the best of their ability. Sub-Contractors are expected to carry out their own investigations and RIDDOR reports and make all findings available to Gilbert-Ash Site Management.

## **Proactive Reporting**

Gilbert-Ash have run a Don't Walk By (DWB) campaign for several years on site, which requires anyone to report to Gilbert-Ash management if they come across an unsafe environment or working practice. In reality not many people leave their working area and go to the site office to report these, so we have come up with a method that they can anonymously report without having to travel too far. This method is based on a QR code reporting scheme.

A QR code, which when scanned by the reporting individual, takes them to a simple web page. It asks for a description, a location, and a photo of the DWB. When they submit, an email will go straight to all Gilbert-Ash management on the project.

When Gilbert-Ash management receive the report via email, it will provide a summary and link to the photo allowing them to close out the report.



Sub-Contractor and Gilbert-Ash management still need to be actively identifying and correcting any unsafe working environments/practices on site, during your daily walkarounds. This initiative is only for Gilbert-Ash to be informed by operatives of anything we may have missed or not yet seen on site



## General Duties of Workforce

All Subcontractors' Employees working on Gilbert-Ash Projects, including 1<sup>st</sup> & 2<sup>nd</sup> Tier Subcontractors & Self-Employed Operatives are required to always comply with Gilbert-Ash Site Rules & Procedures. Subcontractors' Supervisors are responsible for ensuring full compliance by all members of the workforce under their Supervision, as follows:

### Always

- Take reasonable care for their own Health & Safety and for that of their colleagues while working on site
- Follow the Gilbert-Ash Site Rules & Procedures
- Follow the Safe System of Work detailed in their Risk Assessments, COSHH Assessments & Method Statements
- Operate machinery & equipment, including Mobile Plant, only if qualified & accredited to do so
- Use the Designated Safe Areas provided when using Mobile Phones
- Report to their Supervisor without delay any unsafe actions or conditions which occur on site, including defective or unsuitable equipment, so that remedial action can be taken promptly (*Gilbert-Ash 'Don't Walk By' Policy*)
- Report to their Supervisor without delay any Near Misses, Incidents or Accidents which occur on site, so that prompt First Aid Action & remedial action can be taken without delay
- Always behave in a safe manner
- Co-operate with their Supervisor & Gilbert-Ash Site Management regarding any duties which are required to promote and maintain a positive Safety Culture at all times
- If in doubt, always ask.

### Never

- Deviate from the Safe System of Work detailed in Risk Assessments, COSHH Assessments & Method Statements unless authorised to do so by their supervisor in consultation with Gilbert-Ash Site Management.
- Deviate from Gilbert-Ash Site Rules & Procedures
- Operate machinery & equipment, including Mobile Plant, which they are not qualified to use.
- Use a Mobile Phone when operating Mobile Plant
- Continue working with defective or unsuitable equipment under any circumstances.
- Interfere with or misuse anything which is provided in the interests of health & safety on site including:
  - No interference with scaffolding structures, including no removal or modification of scaffold ties, protective guard rails, scaffolding board, or platforms\*. Only permitted by authorised CISRS Accredited Scaffolding Subcontractors.
  - No interference with any other temporary works structures, including no removal or modification of temporary props, struts & braces or working platforms\*. Only permitted by authorised Temporary Works Specialist Subcontractors.

## Disciplinary Protocols

Gilbert-Ash operates a disciplinary card system with warnings being informal verbal chats to disciplinary investigation. Such actions below will lead to official disciplinary investigation.

Behaving in an unsafely, violent, or aggressive manner which could put at risk of injury to themselves, their colleagues, or members of the public.

\*Any member of the workforce found interfering with scaffolding structures or temporary works installations or similar will be subject to disciplinary investigation.

Other breaches of site rules that may result in the implementation of suitable corrective action include:

- Refresher RAM's Briefings & Toolbox Talks
- Re-induction
- Temporary Removal from Site
- Disciplinary Action by their Employer
- If there is concern/just cause to suspect anyone that is under the influence of drugs / alcohol, they will be requested to leave site and their manager will be notified immediately

## **Supervision & Site Inspections**

To ensure that working practices are followed and expected standards are achieved, we require that staff are suitably supervised and controlled whilst on site.

As a minimum standard, Gilbert-Ash's requirements are that:

- Where you have persons on site you will be expected to have a site supervisor or similar such role to always act as a responsible person on site
- Supervisors must be capable of demonstrating their competency to undertake the role of Supervisor for the workforce under their control. It is desirable that Trade Supervisors have successfully completed either the SSSTS or SMSTS course prior to Induction onto Gilbert-Ash Projects.
- Nominated responsible persons or supervisors will be expected to act as the main contact on site for the distribution and control of works while managing the adherence to health, safety, environmental and quality practices.
- Sub-Contractor supervisors will be requested to attend all Daily Activity Briefings (DABs) and any safety/programme meetings as scheduled by site management. The content of these meetings must be communicated to your workforce.
- A nominated senior representative should visit the site once per week to ensure working practices and standards are being adhered to and liaise with Gilbert-Ash's site management to address any issues which may have arisen or changes that are occurring on site.
- A formal, documented inspection of all sites working practices should be conducted for each Subcontractor once per month.
- A formal, documented inspection of all work equipment must be conducted on a weekly basis and records of such inspections supplied to Gilbert-Ash in line with current legislation.
- Supervisors conduct regular pre-start RAMS & COSHH Briefings to the workforce under their control, prior to commencement of work on site.
- Ensure that any member(s) of the workforce who speaks English as a second language has access to a translator for Inductions & briefings where appropriate.
- Ensure that suitable Task Lighting (110 volt or battery-operated) is provided so that all work areas are adequately illuminated.
- Deliver Weekly SHE Toolbox Talks to the workforce under their control (to reflect current operations on site and highlighting safety-critical activities).
- Communicate to the workforce under their control any Gilbert-Ash site-wide Safety Alerts and Managers' Focus Initiatives as required.
- Co-operate with Gilbert-Ash Site Management & SHE Advisors to promote a positive working relationship & positive safety culture.

To confirm that working practices and standards are meeting Gilbert-Ash's expectations, Gilbert-Ash will also undertake periodic inspections, and feed these results back to the Subcontractor representative.

**Failure to comply with our minimum standards may result in your company being removed from the project and our database of Subcontractors.**

All Subcontractors receive an appraisal by the Gilbert-Ash management team at the end of your contract and poor ratings will require an improvement plan by you to remain on our Subcontractor approval list. Gilbert-Ash will always give our subcontractors support and opportunity to improve. Failure to maintain improvement the Board of Directors reserve the right to remove any Subcontractor temporarily or permanently from our database.

## Safety Rules for Subcontractors

- Before commencing work and each day on arrival you should make the Site Manager or Security Guard aware you are on site – showing courtesy can avoid many issues.
- Staff should not climb over fences or access unapproved areas to gain access if the site is closed.
- The Site Manager and building users will have been provided in advance of your arrival with a notification that will outline the nature of the works, risks to themselves and guidelines to follow.
- Your task specific RAMS should be reviewed as part of overall site familiarisation to raise awareness toward any risks that may be on site.
- Before commencing work and each day on arrival, the site daily hazards board should be consulted. Any hazards and / or risks should be communicated to the workforce.
- The work area should be checked to ensure it is clear of unnecessary obstructions.
- Plants and other items belonging to the client should not be cut back, removed, or trampled over unless it has been confirmed beforehand with the client that it is OK to do so.
- Tools and materials should be stored tidily and away from footpaths, corridors, and other walkways.
- Where hoses or cables need to cross public footpaths or doorways these should either be suspended at height with cable hooks, run along corridors adjacent to walls or covered with a suitable mat to remove trip hazards and allow pedestrians, wheelchairs, and pushchairs to navigate the area safely
- The site must be kept tidy throughout the day to avoid risks to employees, other Subcontractors, client staff or visitors.
- At the end of each day and at the end of the project the site must be tidied fully, all rubbish, equipment, etc. removed from site and the area kept clean using an appropriate means e.g., Class M Vacuum. Housekeeping standards must be maintained at all times so as to keep the site safe.
- On completion of works and following tidying up the Site Manager should be made aware that works are finished, and, out of courtesy they should be asked if they are OK with the works and how the work area has been left – courtesy checks will avoid unnecessary issues at a later time.

## Safety Advice Assistance

Sub-Subcontractors are required to make suitable arrangements to obtain appropriate Health & Safety Advice & Assistance from a suitably qualified, Competent Advisor, to ensure full compliance with health & safety law & guidance, in addition to full compliance with Gilbert-Ash Site Safety Rules & Safety Procedures as outlined in the Gilbert-Ash SHE Induction.

The online Occupational Safety & Health Consultants' Register (OSHCR) provides details of qualified Health & Safety Practitioners who are currently working in a consultancy capacity, many of whom specialise in Construction.

Visit 'about OSHCR' online for more information. [www.hse.gov.uk/oshcr/business-qu.htm](http://www.hse.gov.uk/oshcr/business-qu.htm)

Sub-Subcontractors must provide Gilbert-Ash Site Management with full details of any individual(s) engaged to provide them with Health & Safety Advice & Assistance, outlining the general scope of their duties on behalf of their organisation.

Where a Subcontractors' Safety Advisor is engaged to undertake regular Site Safety Tours & issue written Reports, Gilbert-Ash regards as desirable the practice of Joint Safety Tours with Gilbert-Ash's SHE Advisors, and the provision of copies of the Subcontractor's Safety Advisor's Inspection Report to Gilbert-Ash Site Management. This further encourages the promotion of a positive Safety Culture amongst Sub-Subcontractors working on Gilbert-Ash Projects and offers a joined-up approach towards the identification & management of risk in the workplace.

## Personal Protective Equipment

There will inevitably be residual risks on site that cannot be removed, and therefore will require control using PPE/RPE. PPE/RPE must be in good condition and provided to all Sub-contract staff by their employer. Gilbert-Ash will not though, accept PPE as the only control measure where other measures are reasonably practicable.

All PPE & RPE selected for use on Gilbert-Ash Projects must carry the European CE Mark to show conformance to European Basic Health & Safety Requirements (BHSR's). Gilbert-Ash enforces a **mandatory 4 Point PPE policy**. As a minimum requirement Gilbert-Ash expects all staff to adhere to the following:

### Hi Visibility vests or coats EN Standard 471

Must be always worn while on the site, including while walking between individual work areas.

You will be expected to wear a hi visibility vest on all projects so that Gilbert-Ash and our Subcontractor's staff are distinguishable from other trades who may be operating in the area independent to our project.

## **Safety Footwear EN 20345 Standard 2011**

Safety Footwear with a steel toecap & midsole protection must be always worn while on site, including while walking between individual work areas.

## **Head Protection EN 397 Standard**

Must be always worn while on site, in the boundary of an individual working area, or in the vicinity of overhead operations e.g., scaffolding, radius of a tower crane.

It is not a requirement to wear this while walking between individual sites unless this is a requirement of our clients – this will be communicated at induction if the case

N.B. Turban-wearing Sikhs on construction sites are exempt from the duty under regulation 10(2) of the Personal Protective Equipment at Work Regulations 1992 (PPE Regulations) so far as it applies to head protection.

Employers are still required to take all necessary actions to avoid injury from falling objects by putting in place such safe systems of work, control measures and engineering solutions e.g., restricting access to areas where this may be an issue.

## **Hand Protection EN 420 or EN 388**

Must be worn at all times while on site and performing any manual handling task or task likely to cause cuts, puncture wounds and abrasions e.g., cutting, drilling, carrying materials / timber

Hand protection must be of a grade suitable for the work being carried out

## **Eye Protection EN 166 B Standard**

Must be always worn while carrying out any operation likely to elicit dust or particles e.g., sanding, drilling etc.

Should be kept clean and stored safely so that it does not get scratched

## **Hearing Protection EN 352 Standard**

Must be worn by all operatives on an individual site if there are noise emitting operations in progress, and/or mechanical plant e.g., a generator is in use.

## **Respiratory Protective Equipment (RPE)**

With regard to RPE, Gilbert-Ash expects as a minimum requirement all staff to be provided with the following:

- Disposable Filtering Facepiece Respirators to **FFP3 EN149 Standard** (FFP1 & FFP2 Standard is not permitted)
- Re-useable Half Mask Respirators fitted with Cartridge Filtration **FFP3 (particulates) or A1 (organic fumes) to EN Standard 140**

Respiratory Protective Equipment:

- a. Must be worn by all operatives on an individual site if there is a risk of dust and particles being elicited e.g., sanding, cutting MDF, mixing powders such as cement etc.
- b. RPE should comply with the standard EN149 (type FFP3), with an APF of 20
- c. Wearers of RPE must have up to date and compliant face fit testing certificates **relative to the mask that they are wearing**

**The Subcontractor is required to provide training, instruction, and supervision in the use of PPE and RPE.**

## **Clothing and Dress Code**

Where necessary, operatives will be expected to be provided with and where protective clothing e.g., full-length protective trousers when working with concrete (impervious or overalls).

Sub-Contractors will ensure that employees are suitably dressed for the work being undertaken.

The following is NOT deemed to be suitable dress and as such is not allowed on Gilbert-Ash sites.

- Shorts
- Working with tops off
- Training shoes (or similar)

Tethering and helmet chin strap is mandatory over 5 stories high or if the wind conditions require, as detailed in the risk assessment. Tool tethers should be used in any scenario where dropped tools could cause injury to team members or damage equipment or premises.

All persons working at height must wear a safety helmet that's compliant with BS EN 397:2012 and EN 12492:2012.

An industrial helmet equipped with a chin strap, must break at a load between 15 and 25 kg to prevent strangulating the user.

This rule requires operatives who are working above or below ground, but are deemed to be at height, to wear a helmet that has a chin strap. These are often referred to as Petzl or climbing helmets.

## **Temporary Works Operations**

### **Temporary Works - Definition**

Any construction works of a temporary nature used in the construction of a permanent structure. Includes falsework, including scaffolding, propping & bracing, shoring, formwork for concreting, sheet piling, excavations & trench supports, temporary bridges, plant support platforms.

### **Letters of Appointment for Temporary Works Duty-Holders**

Sub-Contractors with responsibility for the installation, management & dismantling of Temporary Works structures are required to provide Gilbert-Ash Site Management with Competency details for any Temporary Works Designers, Temporary Works Co-ordinators & Temporary Works Supervisors, where applicable, in advance of commencement of works on site.

The Gilbert-Ash Contracts Manager will arrange for Letters of Appointment to be issued to all the above Duty-Holders. Letters of Acceptance must be completed, signed, and submitted by each individual Duty-Holder within 48 hours of receipt.

### **Authorisation**

Only the designated Temporary Works Subcontractor/Supervisor with the written permission of Gilbert-Ash's Temporary Works Co-ordinator is authorised to adjust, modify or remove any element of the Temporary Works installed on Gilbert-Ash Projects.

The Temporary Works Subcontractor is required by Gilbert-Ash to undertake responsibility for the design, the design check, and weekly recorded inspections of the Temporary Works.

### **Prohibition**

It is prohibited for any unauthorised member of the workforce to adjust, modify, remove, or otherwise interfere with any element of Temporary Works installed on Gilbert-Ash Projects. Any breach will result in disciplinary measures being instigated.

### **Construction of Temporary Works**

The Temporary Works Subcontractor is required by Gilbert-Ash to construct the Temporary Works in accordance with the design brief

Specialist Subcontractors engaged in the construction of Temporary Works must be fully competent, in accordance with the temporary works code of practice BS5975:2008 as amended 2011.

Subcontractor's Temporary Works Supervisor is responsible for conducting and recording regular engineering checks throughout the installation process to ensure each stage of construction is structurally sound & secure.

Subcontractor's Temporary Works Supervisor to liaise with the Gilbert-Ash Temporary Works Co-ordinator on completion, and a Handover Certificate issued by the Subcontractor to Gilbert-Ash Site Management to confirm safe erection of each element of Temporary Works.

Temporary Works must be fitted with suitable Weekly Inspection Tags to confirm the safe condition of each element of the Temporary Works Installations. Gilbert-Ash Temporary Works Inspection Tags are available for this purpose.

## Permit to Work Systems

A permit to work is an individual component of an overall safe system of work. Permits to work are key in providing a safe working environment.

Gilbert-Ash's Permit to Work System must be used as a control measure to address the safety issues of specific types of work, which create a particularly high risk, by implementing a formal safety plan.

The Permit to Work Procedure is intended to ensure that planning and co-ordination of high-risk activities are undertaken safely by defining procedures, communication methodologies and understanding the wider implication of the activity being undertaken.

Gilbert-Ash has a step ladder permit that is for work only suitable for Stepladder access and no other safer means of working platforms can reasonably be used e.g., Access towers, Access Platforms, Scaffolding & Hop ups.

Gilbert-Ash operates several permits to work systems, which are summarised below. Sub-Contractors must use all relevant permit to work systems when on a GILBERT-ASH site

- HSF 1.1 Permit to Work - High Voltage Equipment
- HSF 1.2 Permit to Work - Hot Works Permit
- HSF 1.3 Permit to Work - Confined Space Entry
- HSF 1.4 Permit to Work - Permit to Excavate
- HSF 1.5 Permit to Work - Permit to Access
- HSF 1.6 Permit to Work - Permit to Load/strike
- HSF 1.7 Permit to Work - Permit to Work at Height
- HSF 1.13 Use of Acetylene Justification Report
- HSF 1.15 Step Ladder Permit

Any Permit to Work must be obtained and initiated by the Subcontractors' operative, signed by the Subcontractors' supervisor, and then authorised by a member of the Gilbert-Ash site management team prior to works commencing.

## Hot Works

Hot works include all operations involving flame, hot air, or arc welding and cutting equipment - this includes disc cutting using abrasive wheels, brazing, and soldering equipment, blowlamps, bitumen boilers and other equipment producing heat, naked flames, or sparks.

Sub-Contractors must factor a 2-hour cool-down/fire watch into any planned hot works on site.

Two suitable BS 5306-8 fire extinguishers SHALL be available and within 1.5m of work area – these must be provided by the Subcontractor and cannot be taken from the site fire safety equipment stock

The Supervisor SHALL ensure suitable personal protective equipment is provided and worn by operatives and any RPE worn must be face fit tested

Sub-Contractor operatives are to request that any smoke detectors in the vicinity of Hot Works are isolated

A minimum radius of 1.5m to be put in place from hot works to other persons working. Screens to be erected where necessary to form an exclusion zone

Due to the carcinogenic nature of welding fumes, any welding carried out internally to a building must have fume extraction in place or an air fed respirator welding mask provided.

When not in use, cylinders must be shut off and returned to store or cage. Gilbert-Ash's cylinders SHALL NOT be left in the building overnight without formal approval

## Underground Services & Excavations

### Gilbert-Ash Permit to Excavate

Gilbert-Ash operates a daily Permit to Excavate for all excavation work, including requirement for hand-digging and/or use of mobile plant as appropriate.

Sub-Contractors must ensure that a daily Permit-to-Excavate is in place for every work area prior to commencement of works,

Any work in excavations where 'Confined Space Working' is found to be applicable must always be undertaken by Specialist Subcontractors in accordance with Gilbert-Ash's Confined Space Working Procedures as detailed below.

## Confined Space Working

### Confined Space – Definition

A place which is substantially enclosed and where there is a reasonably foreseeable risk of injury (*including risk of asphyxiation, drowning, fire, or explosion*) as a result of exposure to hazardous substances or hazardous conditions within the space or nearby.

Examples of Confined Spaces may include but are not limited to:

- Enclosed Drains
- Sewers
- Manholes & Inspection Chambers
- Unventilated or poorly Ventilated Rooms

### Competency Requirements

Confined Space Working on Gilbert-Ash Projects is only permitted by Specialist Subcontractors who have successfully completed the 1-day Confined Space Training as a minimum requirement and must include provision of a supervisor who has successfully attended the Confined Space Supervisor Training. All members of the Confined Space team must provide evidence of Medical Fitness to carry out work in confined spaces.

Copies of current, valid Confined Space Training Certificates of Accreditation and up to date Medical Certificates must be provided to Gilbert-Ash Site Management at Induction, for their records.

**Confined Space Working is subject to completion of a daily Gilbert-Ash Permit-to-Work in Confined Spaces form**

### Deliveries & Storage

All deliveries should be booked with Gilbert-Ash in advance, who will enter the delivery details on the site deliveries board. This communication will allow the site manager to make the Subcontractor aware of any restrictions on type of vehicle, delivery times etc.

All Subcontractors must plan for materials to be received by a representative on site. Sub-Contractors are responsible for unloading and storing their own materials.

All drivers must adhere to these rules when attending a Gilbert-Ash site:

1. All drivers are asked to proceed with caution and adhere to local highway regulations and the site Traffic Management Plan
2. When reversing onto site, the driver must have a banksman or traffic marshal to always assist.
3. Drivers must park in the designated areas only
4. Engines must be switched off whilst when stationary
5. Skips and waste containers must be secured or sheeted

### Sub-Contractors Delivery Vehicles

The Subcontractor must put in place suitable and sufficient systems and persons to marshal the manoeuvring and unloading of vehicles to protect Gilbert-Ash staff, the public and others.

To prevent damage, incorrect positioning of materials and to protect site staff and others in the vicinity of the activity the Subcontractor must plan to marshal the following:

- the delivery and collection of skips
- HIAB, or crane deliveries of material
- forklift trucks used to deliver materials or for other site activities
- the delivery of site plant and equipment
- site vehicles moving on or off site across Gilbert-Ash premises

Delivery vehicles should be compliant with road safety initiatives i.e., CLOCS, Class v and VI wing mirrors, audible reversing alerts.

Vehicles should have provision to protect operatives involved in offloading the materials from falls from height – this could be edge protection around the back of a lorry or a harness system.

### Storage of Materials

Storage areas are to be agreed with the site management team prior to the commencement of the works. High standards of containment and housekeeping must be maintained for storage areas (both incoming materials and waste).

Pallets must be robust and suitable to carry the load and the correct manual handling aid utilised to manoeuvre it into the designated storage zone. The UK specification standards are ISO 6780 and EN 13382, timber pallet recycling standard to BS EN ISO 18613 or the Euro pallet are deemed suitable on our projects.

## Housekeeping standards

Good housekeeping standards are required at all times and set down areas or bins will be agreed during induction and at the daily activity briefings. Sub-Contractors are to collect and store redundant materials once work requirement is complete. Subcontractors should carefully plan material ordering so that excess materials are not sent to site. This will assist Gilbert-Ash to meet the constraints of its Site Waste Management Plan. Cleaning by Gilbert-Ash will result in recording evidence for use in contra charging each time, Gilbert-Ash will only issue a Contra charge as a last resort and expects its sub-Subcontractors to clean and tidy as they go. Each Subcontractor Supervisor is responsible for their housekeeping standards and must always maintain a safe and trip free working area.

Liquids will be stored in bunded enclosures or drip trays to contain any spills or drips. Any spills or drips must be cleaned by the Subcontractor immediately and reported to Gilbert-Ash management.

## Storage of Hazardous Materials

Sub-Contractors shall not store any hazardous materials on Gilbert-Ash sites unless previously planned and agreed with a Gilbert-Ash site manager and/or Fire Marshal. The quantities ordered must be limited to reduce the risk to site.

All hazardous materials must be stored in suitable sealing containers to prevent fire and environmental risks and must be accompanied by a completed CoSHH assessment and MSDS.

Sub-Contractors are to supply their own bunds and spill kits when bringing fuels onto site e.g., petrol or diesel tanks and must also consider the supply of suitable fire extinguishers.

## Compressed Gas and Liquid Petroleum Gas Cylinders (LPG)

**N.B. Acetylene and MAPP gas are banned from all Gilbert-Ash sites unless a suitable alternative cannot be used. In this case, Subcontractors will be required to complete a Gilbert-Ash Acetylene justification form, which should explain why these gases are required and controls in place. Sub-Contractor RAMS will need to be approved and reflect the content of the justification form.**

Sub-Contractors must comply with Gilbert-Ash's requirements and observe the precautions detailed in the manufacturer's literature on the storage and use of compressed Gas and liquid petroleum gases.

The Subcontractor shall.

- only store gas cylinders at locations approved by Gilbert-Ash.
- limit the number of cylinders brought onto site to those required for the works.
- not store cylinders in a position that will cause an obstruction to walkways or be near any source of ignition and be in a ventilated location.
- securely store cylinders outside in cages with the main valve shut off, kept vertical and properly fixed and supported.
- ensure that all hoses and cylinder keys are removed from cylinders and kept close to hand.
- use cylinder trolleys for all movements of gas cylinders and all cylinders shall be secured to the cylinder trolley by either a suitable chain or strap.
- provide signage where gas cylinders are being stored.
- Ensure all cylinders brought onto site must be removed when work is completed.

All gas cylinders used for burning, cutting, or welding must be fitted with flashback arrestors.

Welding operations will require the provision of either fume extraction or an air fed respirator welding mask

## Fire Safety

### Fire Evacuation

All the and sub-Subcontractor employees will be made aware of the site fire safety arrangements, including evacuation during induction. Instructions on action to be taken in the event of a fire will be detailed in the site Fire Plan and displayed at each of the site fire points. In the event of a fire/evacuation alarm sounding all operatives must follow the Gilbert-Ash Fire Evacuation Procedure and make their way to the assembly point.



## Firefighting Equipment

Gilbert-Ash will supply and maintain suitable Firefighting Equipment throughout site which is available for use by all sub-Subcontractor employees should a fire occur. It is the responsibility of the Subcontractor to ensure their employees are familiar with the use of fire extinguishers. If a firefighting appliance is used or set off accidentally it must be reported immediately to the site manager. Firefighting appliances must not be used for any other purpose other than for emergency response. They may not be removed from the fire point, used as door stops or used to cover hot work operations. Subcontractors must supply 2 x suitable fire extinguishers should they need to carry out hot works on site.

Gilbert-Ash will supply LED lighting and heating in welfare facilities and throughout communal areas e.g., corridors and walkways. Sub-Contractors are to provide all task lighting for their employees, and this must be in the form of 110V LED lighting units. Halogen, 240V and festoon lighting is not permitted on Gilbert-Ash sites due to the risk of overheating/fire, electrocution, or injury.

## Fire Alarm Systems

Gilbert-Ash will provide a fire warning system on all sites, compliant with BS 5839 and meeting the guidelines set out in HSG168 "Fire safety in construction". This could be in the form of rotary bells when the site is open and unobstructed but will progress to a wireless alarm and call point system once the site has developed.

Where a Subcontractor needs to perform any work that will necessitate interference with new or existing fire appliances, e.g., alarms, wiring, or any fixed installation such as sprinklers or the water supply to any fire appliance, the Subcontractor must obtain written permission from Gilbert-Ash site management or their client 72 hours in advance of the works.

## Smoke detectors

Smoke detectors in any area likely to be affected by a Subcontractors' works must be changed to heat detection or isolated (remember, smoke detectors can be activated by dust, fume, or vapour not just smoke). An application to make changes to the existing fire system must be made to the site management team 72 hours in advance of the works. **Detector heads must be re-instated at the end of every day.**

For short duration works smoke detectors may be capped using approved covers to be supplied by the Subcontractor undertaking the works. **These caps must be removed at the end of every working day.**

## Working at Height

- All equipment used for working at height must be checked by the user before use each day.
- All work at height equipment should have a formal, recorded inspection carried out once per month by a competent person.

## Scaffolding

- a. All scaffold should have present either a "do not use" sign or a scaff tag with recorded inspections
- b. Any scaffold which does not have an in date scaff tag or inspection certificate should not be used.
- c. All scaffold should be checked weekly and/or after adverse weather.
- d. All scaffold standards and bracings adjacent to footpaths or doorways should be fitted with padding of a bright colour to provide protection and visibility.
- e. All boards should be retained; loose boards are not acceptable.
- f. Ladders should be positioned adjacent to the scaffold gate to avoid the need to step backwards onto the ladder.
- g. In public areas e.g., pavements, ground floor access ladders should be removed or made safe when no staff are on site.

All scaffolding must be erected by CISRS trained scaffolders to comply with the Construction Design and Management Regulations, BS 12811-1:2003 and in accordance with **NASC Guidance Note: SG4 – Preventing falls in scaffolding & false work.**

Under no circumstances are non-scaffold trained persons permitted to interfere, alter, or remove any part of the scaffolding structure. Anyone seen performing unauthorised alterations will be yellow or red carded and removed from site.

Sub-Contractors will ensure that scaffolding being constructed on behalf of Gilbert-Ash is erected and dismantled in a safe manner - throwing or dropping of materials or components is not permitted under any circumstances.

Glazed roofs, roof lights or fragile roofs must be protected prior to erecting scaffolding above these areas. The protection must remain in place until the scaffold has been dismantled.

All scaffolding erected to undertake works contracted by Gilbert-Ash which overlooks roads, footpaths, or other thoroughfares and when over or adjacent to fragile roofs will be fitted with debris netting or sheeting to full height of the scaffold. Where the scaffolding is erected adjacent to an occupied building, the netting or sheeting should be of a flame retardant/ fire resistant specification meeting LPS 1215.

When working over or across a public footpath or walkway, an adequately cordoned off area must be established between the Subcontractor's vehicle and the scaffold to facilitate the safe movement of tubes and boards. The scaffolding erection area must be protected or cordoned off to protect persons being struck by scaffolding tubes and materials or falling objects using a physical barrier. Tape and warning cones are not acceptable.

Ladder access points through platforms and handrails will be protected by ladder gates and ladder trap doors to control the risk of falls from height and to comply with work at height legislation.

The responsibility for statutory inspections and maintaining the scaffolding register will remain with the Subcontractor.

The Subcontractor must ensure the security of the scaffold when not in use by removing the ladder access or render the ladder inaccessible to unauthorised persons.

## Overhead Working

No work will be carried out above the heads of site staff, visitors, or others or over gangways and roads until precautions have been taken to protect persons below from the risk of falling objects. No overhead working shall take place until a risk assessment and method statement is agreed with the site management team.

## Roof Works

Roof works must be covered by a risk assessment and permit to work. The Subcontractor will ensure that all roof edges are protected to prevent the falls of persons or materials and safe access to the roof must be provided. No work on or near to a fragile roof will be permitted without the use of crawling boards, roof ladders or other suitable working platforms or safe systems of work.

## Ladders and Stepladders

- a. Ladders and stepladders are not to be used on Gilbert-Ash sites unless they are the only acceptable option and for short duration works (less than 30 minutes). **They should not be used where it is reasonably practicable to provide a safer working platform (e.g., podium steps, platforms with guard rails, scaffolding, scaffolding towers, MEWP's etc.)**
- b. When in use ladders must be either tethered to the wall, footed by a second person, or secured utilising proprietary stabilising devices.
- c. Ground levelling and stabilising devices should be used on uneven and/or soft ground
- d. Ladders should not under any circumstance be used whilst resting them on gutters or soffit's
- e. Only EN131 or class 1 ladders are allowed on Gilbert-Ash sites.
- f. Stepladders are not allowed to be used outside other than as an absolute last resort**
- g. Always consider hop ups and other alternatives before selecting stepladders
- h. The use of step ladders must be approved by Gilbert-Ash's site manager
- i. When step ladders are the only option these should be inspected before every use
- j. Electricians may only use fibreglass step ladders certified to BS EN131
- k. Ladders and stepladders must be formally inspected by the Subcontractor on a weekly basis and the records of these inspections forwarded to Gilbert-Ash.

## Hop-Ups and Podium Steps

Under the hierarchy of control, use of a podium step or hop-up is preferable to ladders or stepladders as the equipment has a secure base with 4 points of contact with the floor. Any hop-up or podium used on site must be in good condition, fit for purpose and used in line with the Work at Height Regulations. In all cases they must conform to the European Standard EN131.

As with all access equipment, hop-ups and podium steps should be inspected before every use and formally on a weekly basis and the findings of the inspection recorded.

Where space allows, the use of a podium is preferable to a hop-up as it is enclosed with guard rails and safety chains so that users are not working on an unguarded platform.

## Mobile Elevated Work Platforms

MEWPS must be inspected before use and can only be operated by a competent person (IPAF Qualified).

Non-essential persons should be segregated from the operating area using barriers and signage

Equipment must be sited on level ground, considering potholes & service ducts etc

Outriggers must always be used in accordance with manufacturers recommendations and should not protrude into roads or exit routes. Loads must be kept within safe working limits. MEWP's should include an anti-entrapment device, these devices must be fitted and working correctly

Check for overhead crushing or contact hazards (no part of the MEWP should be closer than 15 metres to overhead lines)

A banksman must be used to oversee all movement operations.

All persons within the carrier must wear appropriate restraint or fall protection equipment (except near water, then a life jacket should be worn) and take in to account the presence of projections that could be hit during a fall.

The Subcontractors' supervisor should carry out regular spot checks to ensure correct use of equipment.

## Tower Scaffold

The tower scaffold and platform boards must be inspected and tagged before use, by a competent person.

Only trained operatives are permitted to erect mobile scaffold (PASMA Certified).

The load bearing capacity of the floor or ground must be established, including point loading from outriggers and the tower must be sited on level ground.

Do not use a tower scaffold external in inclement weather conditions e.g., high winds.

Avoid any kind of work that would induce a sideways pressure on the mobile tower, such as leaning out

Avoid hoisting heavy materials up the outside of the tower - if this cannot be avoided, then tying-in the tower to an adjacent structure is acceptable.

Never gain access to the tower by leaning a ladder against it - always gain access to work platforms on the tower via integrated internal ladders and trapdoors.

Platforms must be provided with suitable edge protection and toe boards.

Guard rails must be 950 mm high, and an intermediate rail should be provided to ensure the gap does not exceed 470 mm.

Outriggers must always be used in accordance with manufacturers recommendations and should not protrude into roads / exit routes

Loads must be kept within safe working limits.

Check for overhead crushing or contact hazards (no part of the MEWP should be closer than 15 metres to overhead lines).

Ensure that the working platform is kept free of debris and equipment.

Never move tower scaffold whilst anyone is on the working platform and reduce the tower to a maximum of 4m prior to moving it

The Subcontractors' supervisor should carry out regular spot checks to ensure correct use of equipment.

## Lifting Operations

Gilbert-Ash will install fixed tower cranes on relevant sites in line with its crane installation and usage policy. Use of this crane by sub-Subcontractors will be controlled by the Crane Supervisor/slinger (blue coloured CPCS/NOCN accredited) and lifts must be pre-booked with site management to stop bottlenecks occurring.

Any contract lifting operation undertaken on a Gilbert-Ash site will require the Subcontractor to develop a Lifting Plan as required under the Lifting Operations and Lifting Equipment Regulations. **This must include a rescue plan.** Gilbert-Ash site management must be consulted and permitted to review the Lifting Plan for the operation before work begins. The following items need to be considered:

- Access route for crane and transport for load
- The ground bearing capacity where the crane will be located
- The ground bearing capacity of entrance and exit routes
- Underground services, basements, plant rooms, drain or service trenches, tunnels etc
- The area where the load is to be deposited
- Limitations of operating height, radii or over sail
- Any nearby hazards that could create a risk to the operation or to those carrying out the operation e.g.
  - Overhead cables
  - Structural protrusions such as scaffolding
  - Trees
  - Over sailing neighbouring properties

The sub-Subcontractor should inform neighbouring buildings and businesses that may be affected by the operation and arrange for any restrictions to be put in place (parking suspensions, road closures etc).

Any Subcontractor providing crane services must provide a suitably qualified supervisor, holding CPCS certification or similar and ensure that all lifting equipment and accessories have in date LOLER certificates. This includes any lifting operations utilising forklift trucks or excavators.

## Platform/Personnel/Goods Hoists

Any hoists installed on a Gilbert-Ash site must be fitted with rigid fencing and a gate to a height of 2 metres at the base of the hoist, to prevent persons being struck by the hoist.

The remainder of the hoist tower will be enclosed in strong micromesh netting and signage must be installed warning operatives of associated risks.

Hoists must only be operated by trained and competent persons and may only be used as designed i.e., no persons to ride in a goods hoist unless it is dual purpose.

The operating controls must be locked off when the hoist is not in use.

## Plant and Equipment

All Subcontractors will ensure that plant and equipment is in good condition, is fitted with suitable and sufficient guarding and complies with the Provision and Use of Work Equipment Regulations 1999.

Equipment must be inspected on a weekly basis and records of all inspections provided to Gilbert-Ash site management for filing. Any equipment found to be defective must be removed from site immediately and repaired/replaced.

All tools that produce noise and vibration e.g., pneumatic hammers and drills, will be fitted with noise suppression equipment and have a hand arm vibration assessment undertaken on them.

Sub-Contractor employees may not use any of Gilbert-Ash's plant or equipment (including electrical supply systems, hoists, lifting equipment, tools, and ladders etc) unless permission has been granted and the Subcontractor has prepared an agreed safe system of work. Any Gilbert-Ash equipment used must be returned in a clean and fully functioning condition. Any damage or repairs to the equipment will be at the cost of the Subcontractors.

The competence of the person nominated to use the Plant or Equipment will be checked before use

Any equipment belonging to Subcontractors must have suitable guards, covers or fencing in place. Any missing or damaged guards, covers or fencing must be replaced immediately, and repairs formally checked by the Subcontractor's supervisor.

## Electrical Safety

The risks from electrical equipment and incidents are commonly known/understood and Gilbert-Ash are not prepared to expose any person to the risk of electrocution or fire because of poor electrical controls - therefore, these requirements are absolute and not open to any deviation.

- Only qualified and competent staff are allowed to work on any electrical equipment, or to undertake decommissioning, reinstatement, or installation.
- All electrical works must be approved by the Site Manager before commencement.
- Pre and post checks must be undertaken by a competent person.
- All electrical equipment to be used on site should be 110v or below, or alternatively be battery powered.
- If 240V equipment must be used on site, this may only be permitted in conjunction with a suitable RCD
- If 415V equipment is used on site e.g., remotely powered equipment, this must be installed by a trained and competent person
- All electrical equipment must be inspected or Portable Appliance Tested by a trained and competent person, and:
  - a. Be tested every 3-6 months.
  - b. Carry a visible indication of test date and next due test date i.e., label or tag
  - c. Have a record of inspection available within site documentation
  - d. welfare facilities and site temps should have an in-date NICEIC certificate

Temporary site supplies shall be installed by a Gilbert-Ash approved Subcontractor and should not be connected to existing client circuits that have an RCD or RCBO as the circuit protection

- Although new equipment does not have a requirement to be tested Gilbert-Ash expects new equipment to carry a test label indicating its next/first test date
- Equipment users should undertake daily pre-use checks of their electrical equipment to identify any damage and the date of Portable Appliance Testing to ensure it is within date.
- Damaged electrical equipment is not allowed to be used on site, and, if equipment is damaged during works it should be removed from operation immediately, replaced and the faulty equipment removed from site at the end of the day.

**Some electrical tasks may require an Electrical Permit to Work completing prior to the works commencing**

## The Planet Pillar

Our Subcontractor's will be required to collaborate with us to deliver our carbon reduction plan and meet our net zero target date of 2040 (carbon free).

You will be required to support Gilbert-Ash in eliminating emissions.

You will be required to submit your emissions with us on a monthly basis through our sustainability data platform and also scan the transport QR code when delivering products and materials to site.



All Subcontractors are required to submit emissions via Sustain IQ via a link that will be generated on a monthly basis, the sub-Subcontractor will have to nominate a person within their business to compile and submit their emissions.

Our on site initiatives require biofuels to be used for all plant. Our electricity supply will be from renewable sources and subcontractors are encouraged to use battery operated tools. Gilbert-Ash will utilise greywater harvesting for washing vehicles, wetting down to control dust and monitor our usage.

## Waste Management.

### Sustain IQ – Site Waste Management Plan

Gilbert-Ash utilizes the Sustain-IQ software system to prepare Site Waste Management Plans, and requires all Subcontractors to regularly submit relevant Waste Data for entry into Sustain-IQ as follows:

### Waste Identification & Minimisation Form

Sub-Contractors are required by Gilbert-Ash to identify all potential waste streams which could arise during routine site operations on Gilbert-Ash Projects, using the Gilbert-Ash Waste Identification & Minimisation Form, and to give details of proposed actions for recycling/reclamation/re-use of waste materials to divert from Landfill.

Sub-Contractors are expected to follow 'Best Construction Practice' to minimise generation of waste during construction operations, and to segregate waste into separate streams for recycling/reclamation, including minimising use of single use plastics & surplus packaging materials wherever possible.

Always avoid accumulation of waste materials on site. Use waste skips, wheelie-bins provided to ensure regular removal & disposal of waste materials for recycling/reclamation & diversion from Landfill.

### Duty of Care Documentation

Sub-Contractors are to maintain records of all Waste Transfers and provide Gilbert-Ash Site Management with regular reports on the types & quantities of waste which can be re-used, recycled, or otherwise recovered & diverted away from Landfill for entry into Sustain IQ.

### Waste Materials and Disposal

All waste materials must be stored and disposed of in accordance with the Site Waste Minimisation Form. Sub-Contractors must maintain a good standard of waste storage and housekeeping and arrange for the regular removal of all waste arising from their activities. All Subcontractors are responsible for waste removal from their own areas.

Waste must be segregated as required e.g., WEEE, plasterboard, hazardous waste etc

Empty containers, paint tins, drums, or bottles etc must be disposed of immediately and not permitted to accumulate. All waste and surplus material must be removed on completion of the project - any materials remaining will be removed by Gilbert-Ash and the cost contra- charged to the Subcontractor. Removal and disposal of waste may only be undertaken by registered, licensed waste removal Subcontractors and waste transfer notes must be available for inspection.

## **Hazardous Waste**

Any hazardous materials produced on Gilbert-Ash sites must be disposed of in compliance with the Hazardous Waste Regulations and waste consignment notes must be maintained and available for inspection. If a Gilbert-Ash site is registered as a hazardous waste producer, then the hazardous waste registration number will be available from the site manager.

## **Skips and Containers**

Sub-Contractors are to consider waste removal and supply and dispose of skips in line with Gilbert-Ash site rules and guidelines.

Skips or containers will only be permitted onto site in agreement with the Site Management team.

Skips will ideally be of the covered and lockable type and sited exactly as agreed and not permitted to overflow with materials into the surrounding area.

## **Pollution Prevention**

Sub-Contractors are required by Gilbert-Ash to identify any activity which has the potential to pollute, and to implement suitable control measures to eliminate or reduce the potential risk of pollution during their routine site operations on Gilbert-Ash Projects.

### **Types of Pollution**

- Air Pollution (*e.g., Dust, Particulates & Fumes emissions /NRMM*)
- Soil Pollution (*e.g., Paints, Oils & Fuels spillages*)
- Pollution of Water Courses (*e.g., Paints, Oils, Fuels, Silt & Concrete run-offs*)
- Noise Pollution (*e.g., Static & Mobile Plant, outside of hours Delivery Vehicles*)

### **Preventions Measures**

Gilbert-Ash or the nominated Subcontractor will provide suitable Silt Traps to be installed into the rainwater gully on the public highway at the start of all Projects. The purpose of this excellent device is to prevent pollution of the municipal rainwater system by silty surface water run-off from Gilbert-Ash's construction operations, such as excavation activities and wheel-washing of delivery vehicles.

Disposal of groundwater during deep excavation works requires a silt settlement tank with sufficient capacity to allow the silt to settle at the bottom of the tank before being discharged into the approved municipal rainwater drainage system. The water must be clean, clear and free of silt before being discharged.

Grey water dust suppression will be provided by Gilbert-Ash or the nominated Subcontractor to reduce dust emissions.

Gilbert-Ash will provide Noise and Vibration monitoring to ensure compliance levels are not exceeded within the local authority limits. Sub-Contractors are required to take all suitable measure to corrective Actions as instructed by Gilbert-Ash.

Sub-Contractors must ensure that all Soil pollutants, Paints, Oils & Fuels are banded, segregated or covered to avoid spillages. All disposals must be categorised hazardous waste and disposed of site in accordance with current Legislation.

Sub-Contractors must provide with all plant and equipment's suitable drip trays or suitable protect to prevent spills into the ground.

## Sub-Contractor Prevention Rules

DO's	DON'T's
Keep surfaces swept and damp down with water at regular intervals.	Don't burn materials on site without approval from the Contracts Manager. Permission is required first from the Local Authority or relevant body.
Minimise drop heights into haulage vehicles and onto conveyors.	Don't use poorly maintained plant. Black smoke may give rise to poor health and can cause a nuisance.
Ensure cutting and grinding operations are adequately shielded or wetted and kept to a minimum.	Don't leave plant running if not in use.
Sheet lorries carrying dry materials and dampen roads and access routes	Don't ignore sources of poor air quality, notify Gilbert-Ash Site Management
Store fine, dry materials within buildings or provide adequate protection from the wind, for example by covering with other denser materials or sheets.	Don't ignore complaints.
If appropriate use a wheel-wash to prevent mud being carried onto roads – dried mud turns to dust.	Concrete: Don't use cutting saws or drilling without water suppression
Sweep access roads on a regular basis to prevent the build of mud (dust)and record in Site Diary	
Store bulk cement and bentonite in silos. Position silos and stockpiles away from residential areas or water courses.	
Clean up or damp down any spillage of dry or dusty materials.	
Use HEPA-filtered construction vacuums in place of sweeping and use the vacuums to prevent dust getting airborne	Don't ignore the need to wear a mask or the need to have proper face fit tests
All joinery tools are to have dust controls such as air vacs, industrial Hoovers or dust bags attached to the tools.  This is mandatory for all sites	Don't ignore operations that involve cutting composite boards, e.g., medium-density fibreboard (MDF) The bagging of dust from dust extraction systems is mandatory on all tools
Notify Gilbert-Ash Site Management if work activities are causing poor air quality.	

## Environmental Response Training

Sub-Contractors must ensure that adequate Environmental Response Training is delivered to all members of their workforce with responsibility for plant operations & re-fuelling activities, as a minimum requirement.

## Spill Kits

Where appropriate, Subcontractors must provide Spill Kits for use with equipment with the potential for spillages. They must provide training to their operatives in their use.

## Major Environmental Incidents

Sub-Contractors must ensure that under no circumstances, should any of the following substances be discharged into the rainwater drainage system:

- Paints
- oils & fuels
- silt & concrete run-off

Such an occurrence is classified by the Environment Agency as a Major Environmental Incident, which is reportable to the Environment Agency as an offence.

## Investigation & Reporting

Any significant incidence of Environmental Pollution / Spillage must be cleaned-up immediately and reported to GILBERT-ASH as a Major Environmental Incident.

## Non-Road Mobile Machinery (NRMM) – Emissions of Fumes & Particulates

Sub-Contractors intending to use Non-Road Mobile Machinery on Gilbert-Ash Projects must ensure that it was purchased after 2010 and/or have a 37kw – 560 kw net average power rating. NRMM used on Gilbert-Ash Projects must also comply with EU Directive 97/68 EC Standard for Nitrogen Oxide emissions (*NOx*) and Particulate Matter (*PM10*) emissions.

This will include a wide range of engine installations in machines used for various purposes for construction operations, including telehandlers, excavators, dumper trucks, mobile cranes, front loaders & back loaders etc. Guidance can be found on the website:

<http://Nrmm.london/>

## Occupational Health

There are many health risks associated with construction works and consideration of how to control these risks must be addressed at the planning stages. For all recognized health risks detailed below, the first factor to consider must be to try and source alternative methods of the task where the risk to the health hazard could be eliminated or substituted to a lower risk.

## Asbestos

The nature of our works and the properties we are working in or refurbishing means it is inevitable that asbestos will be encountered at some point – however, Gilbert-Ash will follow all guidelines to identify if asbestos is present.

Gilbert-Ash does not work on asbestos and does not expect or condone any of our partners doing so unless they are a registered asbestos Subcontractor who we have engaged for this purpose.

Our clients will be expected to provide asbestos surveys and registers for their properties or work areas in which we are working, and these will be reviewed by Gilbert-Ash to determine if actions are required in advance of our works.

Where appropriate, or if a necessity to complete our works we will engage with licensed Subcontractors to either remove the asbestos containing material or undertake appropriate preparatory works.

Specialist Asbestos Subcontractors working with asbestos-containing materials must satisfy Gilbert-Ash that they have successfully completed the following UKATA Accredited Training Courses, as appropriate:

- Non-Licensed Work with Asbestos (*including Non-Notifiable, Non-Licensed Work with Asbestos (NNLW) (Annual) Training*)
- Licensable Work with Asbestos (*Annual) Training*)
- Asbestos Awareness (*Annual) Training*)

Gilbert-Ash will ensure that information in relation to the presence and condition of asbestos will be provided to our Subcontractors for those properties they have been contracted to work on.

All our Subcontractors will be expected to have provided their staff with appropriate asbestos awareness training in line with the requirements of currently applicable HSE guidance and legislation.

For each project your company are contracted to work on we will request evidence of asbestos awareness training for all staff who will be working on the project.

If asbestos in the vicinity of our works is damaged, or previously unidentified asbestos in poor condition is identified, the following procedure must be followed; - no deviations are permitted from this procedure.

1. Stop work immediately, and the affected material/area should be cordoned off to prevent access to others.
2. The Site Manager should be notified immediately so that arrangements can be made for an organised clean up by a licensed Subcontractor
3. The Site Manager / client and others on site should be advised not to enter the affected area.



**Under no circumstance should any clean-up be undertaken by untrained or non-licensed staff.**

Sub-Contractors must read the site asbestos register prior to undertaking work in any area.

Where the works is of an intrusive nature an additional refurbishment and demolition survey will be arranged by Gilbert-Ash as appropriate.

The presence of any asbestos containing materials on site will be highlighted by Asbestos hazard warning – the area will normally be sealed or protected, and work can continue provided the asbestos material is not disturbed.

## **Dust and Fume Control**

The Subcontractor's operatives will establish suitable segregation and dust/fume seal between their area of work and the surrounding areas before commencing any works that causes dust or fumes e.g., cutting zones, welding screens.

No internal combustion or compression ignition engine may be used inside buildings unless suitable arrangements have been made to route the exhaust gases to the open air or to provide adequate ventilation sufficient to prevent a dangerous concentration of gases.

Excessive fume or solvent vapour must be vented in a controlled, in line with latest HSE guidelines regarding welding.

Tools that create dust (abrasive wheels, sanders, routers etc.) are to be fitted with local extract ventilation connected to a dust collection system.

When tidying up, the use of brooms is limited to use on large items of debris such as bricks and large fragments of wood. When clearing up dusts, a safe means of removal must be employed, such as the use of a Class M Vacuum or similar.

## **Dust**

Crystalline silica and wood dust are known to be contributory causes of respiratory health issues such as lung cancer and Chronic Obstructive Pulmonary Disease (COPD) amongst construction workers and contribute to a significant number of fatalities every year.

Dust is generated from a range of construction methods such as cutting, drilling, chasing, scabbling, crushing demolition waste, using abrasive or rotary power tools, and sweeping.

Sub-Contractors must ensure that all dust producing tools have on tool vacuum extraction or sufficient water suppression to control the production of dust. Failure to provide task specific dust extraction/suppression can result in the work task being suspended until measures are in place. Any vacuum extraction methods used must have a Class M filter.

If after engineering methods there is still a residual risk of dust becoming airborne, Respiratory Protective Equipment (RPE) such as face masks must be worn – these must have a filtering facepiece (FFP3) device as per the method statement.

**Be aware that FFP1 and FFP2 masks are banned on all Gilbert-Ash's sites.**

Any workers wearing RPE must have undergone face fit testing on the specific face mask you provide them to wear to ensure they adequately fit and protect. A copy of their face fit certificate must be always made available and issued to Gilbert-Ash management.

## **Manual Handling**

Sub-Contractors must ensure that Manual Handling Operations are planned, assessed and methods implemented to avoid or reduce manual handling e.g., the use of mechanical aids such as forklifts, genie lifts, wheelbarrows etc. A specific manual handling assessment may be required for any operations involving repetitive and substantial manual handling requirements

Every individual has different capabilities and adequate supervision must be in place to monitor and assess manual handling activities. HSE guidance L23 can be consulted for more guidance on complying with Manual Handling Operations. Your workers must be made aware through your risk assessment process of the work tasks involving manual handling and what precautions you have taken. Gilbert-Ash management reserve the right to stop any operations where manual handling operations are not controlled.

## **Noise and Vibration**

There will be various types of equipment used during your works which will by nature cause vibration and/or noise, therefore giving rise to potential long-term health conditions.

Noise will also cause an inconvenience to those living or working in the vicinity.

Supplying tools too big for the job will expose operatives to higher levels of noise and/or vibration than are necessary.

Similarly, supplying a tool too small for the job will result in the job taking longer than it would have with the right one, again exposing operatives to more risk. **Ensure the correct tool for the job is supplied.**

Consumables, such as cutting discs and drill bits should be sharp and in good condition

For both noise and vibration there are general recommended practices and/or legal requirements which Gilbert-Ash expects our contract partners to follow.

For all noise and vibration emitting equipment.

- Noise assessments should have been conducted and available for review as required by the Noise at Work Regulations 2005
- Staff should have an awareness of noise and vibration – its health effects and appropriate control measures.
- All equipment should be appropriately selected for its use with special consideration to selecting equipment with reduced noise and vibration emissions.
- All equipment should be maintained and serviced to ensure it remains in optimum condition.
- Staff job rotation should be practiced for tasks which involve noise and/or vibration exposure
- consider dampeners or mufflers on noisy equipment
- set up acoustic barriers to absorb the noise levels or create hearing protection zones

Hearing protection should be provided and worn in line with current legislation, and at the time of print this is:

- a. Above 80 dB(A) – advisory to wear hearing protection
  - b. Above 85 dB(A) – mandatory hearing protection requirement
- Staff should be advised of this and trained in the correct use of hearing protection.

The Subcontractor is expected to undertake all necessary risk assessments to reduce the risk of operatives suffering from Hand Arm Vibration (HAVs) or Whole-Body Vibration as a direct result of using vibratory tools and equipment or operating mobile plant and machinery. You will need to identify the vibration levels associated with the tools used and communicate the results to your workers – you will also need to provide the Exposure Action Value (EAV) and Exposure Limit Value (ELV) and implement controls to ensure these limits are not exceeded.

For both noise and vibration, a suitable health surveillance programme must be in place and available for review as required under legislation.

## Substances Hazardous to Health or the Environment

There are a wide range of materials that can be harmful, and these are not limited to purely chemicals in liquid form.

Substances harmful to health and/or the environment can be in liquid, paste, aerosol or powder form and no substances should be brought onto a Gilbert-Ash site without permission from the site manager who will check with Gilbert-Ash's SHE department to determine the suitability of the product.

If your works require the use of a hazardous substance, it is highly advised a safer substitute is sourced where practicable. If you bring any substances on site, then you must submit the associated Material Safety Data Sheets (MSDS), and if they are substances classified as hazardous to health, a full COSHH assessment must also be provided and submitted to Gilbert-Ash site management prior to their use. **A copy of the MSDS only for a hazardous substance will not suffice, unless supported by a CoSHH assessment.**

For approval to be granted the site manager will need to have been provided with the following:

1. Material safety data sheet (MSDS).
2. CoSHH assessment – this will need to be specific to the product, applicable to its intended use, and contain appropriately identified control measures to protect those on or near site and the environment including provisions for storage and spill control.

It is the responsibility of the Subcontractor to ensure that their workers are briefed on the contents of the MSDS and CoSHH assessments and any provisions required to adequately control exposure such as LEV or PPE are provided. Failure to provide a sufficient MSDS and CoSHH assessment or provide adequate controls will require the substance to be immediately removed and / or prohibited from site.

These requirements are in line with the Control of Substances Hazardous to Health (CoSHH) Regulations which have specific requirements for these to be completed prior to use because of the acute and chronic nature of potential ill health that can be caused.

Any product seen on site which is not approved will be requested to be removed until a suitable CoSHH assessment can be provided.

All hazardous substances must be disposed of as per local authority arrangements identified in the CoSHH assessments. It is not acceptable to dispose of hazardous substances in Gilbert-Ash's on-site waste facility without prior permission Subcontractors are expected to provide their own hazardous waste arrangements.

Nothing should be disposed of down storm or effluent drains.

**No liquid products are allowed on site in volumes of greater than 25 litres unless stored within a container with associated bund**

A risk assessment for toxic or hazardous substances must consider works in the vicinity of drains, gullies, and air in-take vents. Sub-Contractors must ensure measures are in place to contain spillages and protect Gilbert-Ash against the contamination of drains and gullies e.g., bunds and spill kits.

## **Ultraviolet (UV) Rays**

Exposure to UV rays (natural sunlight) can cause skin cancer and construction workers are identified as being at significant risk due to many roles which require working outside. Gilbert-Ash have a cover-up policy and you should remind your workers that wearing long sleeve trousers and tops will prevent skin exposure to UV Rays. If your operatives are required to work outside, Subcontractor supervisors must communicate the risk of working in natural sunlight and ensure they consider the use of sun cream for any areas which may be difficult to cover and remain exposed such as face and ears.

**The wearing of shorts is not permitted on Gilbert-Ash sites**

## **Welding Fumes**

In 2019 new scientific evidence was produced identifying that exposure to mild steel welding fumes can cause lung cancer and possibly kidney cancer in humans. Mild steel welding fumes have been reclassified as a human carcinogen by the Workplace Health Expert Committee and the HSE issued a new alert with actions now required, strengthening HSE's enforcement expectations in relation to them. The main changes affecting all welding activities including mild and stainless steels, high chrome steels, armour plating and exotic metals are:

- All Indoor welding tasks require the use of Local Exhaust Ventilation (LEV). Powered Respiratory Protective Equipment (RPE) is also required for any residue welding fumes.
- Outdoor welding requires the use of RPE and segregation Gilbert-Ash from other workers.

Sub-Contractors will need to amend their risk assessments and enhance exposure precautions to ensure they meet the new HSE expectations. Failure to do so will result in any uncontrolled welding tasks being suspended until adequate controls have been incorporated.

## **Considerate Constructors Scheme**

Gilbert-Ash sites are registered with the Considerate Constructor Scheme with the aim to improve the image of the construction industry and encourage best practice. Each site has their own individual initiatives to comply with the scheme and it is advised that all Subcontractors involved with the project will participate in any of these initiatives. Good appearance is critical to contributing to a positive image and all workers must remove PPE when leaving the site and be mindful of their behaviour and language when out in public.

## **Summary**

The standards and expected working practices detailed on the preceding pages are those adopted by Gilbert-Ash in delivering our visions and beliefs and have been adopted to ensure that not only are our staff protected from unnecessary risk, but that our customers and members of the public are also not unnecessarily exposed.

We do not consider any of these standards and expected practices to be onerous to adopt and therefore require our partners when representing Gilbert-Ash to follow the same.

Ultimately these are about protecting all those who can be exposed to risk from our operations which will also ensure Gilbert-Ash and our partners are not unnecessarily exposed to risks.

This will result in our clients and the public having a positive experience while Gilbert-Ash delivers our premises construction and refurbishment solutions, and a positive customer experience can only be a positive outcome for all, further making Gilbert-Ash the Subcontractor of choice and safeguarding our reputation and enhancing the likelihood of future works.

These working practices are designed to protect your company and all those who can be exposed to risk from our operations.

Forging partnerships for a safe and healthy environment is our vision and in doing so Gilbert-Ash and our partners can all benefit – however, Gilbert-Ash will not accept breaches of these requirements, either at individual or company level.

Any individual identified as breaching these requirements will be removed from site immediately and any company seen to be condoning breaches will be removed from our appraisal register.

Let's work together to ensure that any partnership that is forged remains a strong partnership, and between us ensure that neither individuals nor the environment are harmed through the actions of those representing us.

The logo consists of the letters 'GA' in a bold, white, sans-serif font, centered within a solid black rectangular background.

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