

Pre-qualification Questionnaire for Contractors

Return to:

Email - hollie.pay@newcourt.co.uk

Address - Newcourt Construction Ltd
46 High Street
Esher
Surrey
KT10 9QY

**YOU MUST COMPLETE / RESPOND TO ALL
QUESTIONS OF THIS PQQ AND RETURN ALL
REQUESTED DOCUMENTATION**

2.0 Company Information

- Limited Co/PLC (*please see 2a*)
- Partnership (*please see 2b*)
- Sole Trader (*please see 2c*)

2a Limited Co/PLC

2.01 Full Ltd company Name:

2.02 Full Trading Address:

2.03 Registered Office:

2.04 Company Registration No:

2.05 UTR Number:

2.05 VAT No:

2.06 Tel:

2.07 Contact Name & Job Title:

2.08 Email Address:

2.09 Ultimate Holding Company Name and Registration Number (if applicable)

2.10 Date of Commencement of Business:

2.11 Website

2b Partnership

2.01 Partnership Name:

2.02 Address:

2.03 Partnership Registered Number:

2.04 Partnership UTR Number:

2.05 Partners Full Name:

2.06 Partners UTR Number:

2.07 Partners NI Number:

2.08 VAT No:

2.09 Tel:

2.10 Contract Name & Job Title:

2.11 Email Address:

2.12 Website:

2c Sole Trader

2.01 Individuals Full Name:

2.02 Trading Name (if applicable):

2.03 Address:

2.04 Sole Traders UTR Number:

2.05 Sole Traders N.I Number:

2.06 Vat Number:

2.07 Tel:

2.08 Contact Name & Job Title:

2.09 Email Address:

2.10 Website:

3.0 Bank Details

Bank:

Account Number:

Sort Code:

Account Name:

4.0 Services

Please tick the relevant box to indicate which services your organisation offers

Asbestos Management & Removal		Kitchens	
Audio Visual & IT		Labour Supply	
Balustrading & Metalwork		Landscaping Hard	
Brickwork		Landscaping Soft	
Carpentry		Mastic & Sealing	
Cleaning		Painting & Decoration	
Demolition		Piling	
Drainage		Plastering & Drylining	
Electrical		Plumbing & Heating	
External Stone		Pre-Cast Concrete Floors	
Fencing		Rainwater Goods	
Fireplaces		Roofing	
Floor Finishes - Carpet		Scaffolding	
Floor Finishes - Tiling		Security Guards	
Floor Finishes - Wood/Parquet		Show Home & Soft Furnishings	
Garage Doors		Tanking & Waterproofing	
General Building & Maintenance		Timber Frame	
Glazing		Tree Surgery	
Groundworks		Ventilation & Air Con	
Hoarding & Temp Fencing		Wall Tiling	
Joinery		Windows & External Doors	
Other: Please specify			

5.0 Insurances

5.01 Name of Insurance Broker:

5.02 State Insured indemnity limit, of the following.

a) Public Liability	£	Exp Date:
b) Employer’s Liability	£	Exp Date:
c) Products Liability	£	Exp Date:
d) Professional Indemnity	£	Exp Date:
e) Other (specify)		

PLEASE PROVIDE COPIES OF YOUR INSURANCE DOCUMENTATION. YOU MUST COMPLETE THE ABOVE QUESTION. JUST PROVIDING YOUR INSURANCE CERTIFICATE WILL RESULT IN YOUR APPLICATION NOT BEING APPROVED

5.03 Please state if above insurances are in aggregate or for each and every claim:

5.04 Are there any restrictions that we should be aware of e.g. turnover limit? Yes / No

Detail as required:

5.05 Have any claims/proceedings been commenced again your company/employees in the last 5 years; Yes / No

if YES, please provide details:

5.06 Has the company or directors ever been declined insurance; Yes / No

if YES, please provide details:

6.00 Health & Safety

6.01 Are you an SSIP Forum Member (Do you hold a valid CHAS, Safe contractor, Construction online accreditation) If yes please specify which:

6.02 Does your company have 5 or more employees? Yes / No.

IF YOU USE DAYWORK SUB-CONTRACTORS THESE SHOULD BE CLASSED AS EMPLOYEES AND YOU MUST HAVE A H&S POLICY ACCORDINGLY

6.03 Does your company have a Health & Safety Policy? Yes/No

***Please provide your policy statement, description of health & safety responsibilities of Management and provide an index listing your general arrangements and health & safety procedures.**

6.03 Does your company have an Environmental Policy? Yes/No

***Please provide your policy statement.**

6.04 Does your company have a procedure for making Risk Assessments & Method Statements? Yes/No

***Please provide an example of completed RAMS for a recent project**

6.05 Does your company have a procedure for making COSHH Assessments? Yes/No

***Please provide an example of a completed assessment**

6.06 Does your company have a person appointed in accordance with Regulation 7 of the Management of Health & Safety at Work Regulations? Yes/No

***Please provide details & evidence of Health & Safety training & qualifications or CV**

6.07 Does your company have an accident reporting procedure? Yes/No. If yes please describe your procedure and, where applicable, provide your last 3 years accident stats detailing any reportable accidents or incidents (major, over 3 day absence or near misses)

6.08 Does your company have a plant selection & maintenance procedure? Yes/No. If yes please describe your procedure

6.09 Does your company have a training or checking procedure for your operatives are competent to carry out their work/tasks? Yes/No. If yes please describe your procedure

6.10 Does your company have a procedure for informing, discussing & consulting staff about H&S matters? Yes/No. If yes please describe your procedure

- 6.11 Does your company have access to health & safety information & legislation? Yes/No. If yes please describe how you keep upto date with any legislation changes
- 6.12 Are you aware of your responsibilities as Contractor under the The Construction (Design & Management) Regulations 2015: Yes/No
- 6.13 Has your company received any enforcement notices or prosecutions regarding Health & Safety in the last 5 years (Includes prohibition notices, improvements notices, Fee for Intervention and Prosecutions) If yes, please describe these. Newcourt Construction will check publically available records to ensure the information you provide is accurate.
- 6.14 Attached with this pre-qualification questionnaire, our Health & Safety Terms & Conditions are detailed. By signing the declaration on page 7, you are formally accepting these conditions.

Please ensure you have returned all items requested in **RED**. Failure to do this without adequate explanation will result in either a delay in processing your application or an instant fail.

List of items to be returned:

- **Insurance Certification**
- **H&S Policy – Policy Statement Only**
- **Environmental Policy**
- **RAMS example**
- **COSSH assessment example**
- **Proof of training/CV for your H&S representative or advisor**

I confirm that the information supplied is true and accurate.

NAME
SIGNED
POSITION
DATE

Sub-Contractor Health & Safety Terms & Conditions

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Introduction

Newcourt Construction is a construction company based in Surrey serving all areas of London and the Home Counties. As a Principal Contractor we have a set of legal obligations which we actively implement as set out in the Construction (Design & Management) Regulations 2007:

- To plan, manage and monitor the construction phase in liaison with all Sub-Contractors.
- To prepare, develop and implement a written construction phase plan and site rules.
- Communicate to Sub-Contractor's relevant parts of the construction phase plan.
- Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase.
- Check competence of all operatives on site.
- Ensure all operatives have site inductions, relevant training and any further information needed for the work.
- Consult with operatives on H&S issues
- Liaise with the CDM co-ordinator regarding ongoing design.
- Secure the site to prevent unauthorised access.

In fulfilling our obligations as stated above Newcourt Construction have designed these Health & Safety Terms and Conditions to assist all Sub-Contractors in fulfilling their obligations of the Construction (Designs & Management) Regulations 2007:

- Co-operate with the principal Sub-Contractor in planning and managing work, including reasonable directions and site rules.
- Provide details to the principal Sub-Contractor of any Sub-Contractor whom he engages in connection with carrying out the work.
- Provide any information needed for the health and safety file.
- Inform Newcourt Construction of any problems with the construction phase plan.
- Inform Newcourt Construction of any reportable accidents, diseases and dangerous occurrences. (RIDDOR)
- Keep up to date with the latest legislation as laid down and enforced by The Health & Safety Executive (HSE), this is enforced twice yearly.

Health & Safety Goals for Projects

“Zero Harm” is our commitment to eliminating any injuries or deaths as a result of our activities. That means no serious or disabling injuries, no long-term harm to health, and aiming for an Accident Frequency Rate (AFR) of zero.

Here's how we aim to achieve Zero Harm:

Eliminating fatal risks

- We identify fatal risks and establish Zero Harm design, management and behavioural protocols to eliminate them.

Eliminating hazards

- We identify and plan out potential hazards in all activities we undertake.

Maintaining Zero Harm day to day

- We manage, monitor, review, audit and provide assurance systems geared towards Zero Harm.

Keeping the public safe from harm

- We manage and maintain Zero Harm levels of separation, security and monitoring and to safeguard members of the public from exposure to hazards.

Working with our supply chain

- We enlist the support and co-operation of our supply chain to engage in Zero Harm practices.

Making safety personal

- Our business and the people within them understand that safety isn't simply something that is provided for them - it's a personal responsibility. On site and off, safety comes from all of us. None of us will ever walk past something we recognise unsafe.

Failure to Comply with Terms & Conditions

All terms and conditions listed within this document must be adhered to; failure to comply with such terms will result in disciplinary procedures being enforced by Newcourt Construction and may result in one of the following measures:

- Site operatives cautioned in regards to breach and warned of future consequences.
- Site operative in breach of any H&S condition or site rule to be removed from the site and instructed not to work on future Newcourt Construction sites.
- Sub-Contractor in breach of any H&S term or condition or site rule from the site and instructed that they will not work on the site in which the breach occurred.
- Sub-Contractor in breach of any H&S condition or site rule removed from site and taken off the approved Sub-Contractor list implemented by Newcourt Construction.

To this end a red card and yellow card system will be enforced, all Sub-Contractors will be sent a list of all offences on site and be made aware of these again at the induction stage.

Sub-Sub-Contracting

Every Contractor who sub-contracts works must demonstrate their assessment process of that individual contractor under the Construction (Design & Management) Regulations as part of their assessment process.

All operatives who are working for a sub-contractor to a main sub-contractor with Newcourt Construction Homes will be acting on behalf of that sub-contractor, and thus should all wear the PPE of the main sub-contractor, submit all method statements with the approval of the main subcontractor and conduct themselves in accordance with the standards laid out in this document. Any failure or non-compliance may result in all parties being removed from the Newcourt Construction approved contractor list.

Information Required Pre Start

At the pre start meeting or at least ten (10) days before works start on a Newcourt Construction site, it must be ensured that all relevant information has been provided to the Contracts Manager or Project Manager. This will need to include:

1. Site specific risk assessments for evaluation and amendment where necessary.
2. Site specific method statements for evaluation and amendment where necessary.
3. COSHH Assessments for any substances in use hazardous to health.
4. A list of proposed operatives to be employed on site along with all training certification.
5. A list of plant to be used on site along with all relevant certification E.g. PUWER / LOLER certificates.
6. A list of all access equipment to be used on site along with any relevant certification. E.g. A Mobile Elevated Work Platform to be provided with LOLER certification within the past 6 months.
7. A list of all portable equipment to be used on site along with all PAT testing records completed within the last 3 months.
8. Name of the persons with ultimate responsibility for H&S for Sub-Contractor activities on this project.
9. Name & details of competent person who will complete Sub-Contractor monthly H&S inspections.
10. Names & certificates of any first aid trained operatives.

Minimum Training / Competency Requirements

Having a competent workforce is vital in ensuring the H&S of all persons on site and in complying with The Health & Safety at Work Act 1974 & Management of Health & Safety at Work Regulations 1999. The following training is required as detailed below:

All operatives

1. Newcourt Construction requires that all operatives working on construction sites are in possession of a CSCS card relevant to their position.



Supervisors

1. Every Sub-Contractor must have one supervisor in place on site who has received the two- day Site Supervisors Safety Training Scheme (SSSTS) qualification.

Specific training requirements

1. All Sub-Contractors who may come into contact with asbestos when carrying out works must have received asbestos awareness training within the last 12 months. (E.g. Demolition Sub-Contractors)
2. All Sub-Contractors who are responsible for the erection, altering or dismantling of tower scaffolding, podium steps or platforms are required to have at least one operative who has received the relevant training. (E.g. PASMA)
3. All Sub-Contractors who use abrasive wheels within their working operations are required to have at least one operative trained in the “safe use of abrasive wheels”

4. All Sub-Contractors who are to operate plant and machinery on Newcourt Construction sites are required to have a CPCS trained operator (Red) card as a minimum or ideally a competent operator (Blue) card.



5. All Sub-Contractors to ensure that their operatives have received a formal tool-box talk on safe manual handling techniques within the past 6 months.
6. Any Sub-Contractors who work from any powered access equipment will be required to have an IPAF PAL card (Powered Access Licence)



7. Scaffolding Sub-Contractors - As a minimum requirement, every scaffold gang should contain an appropriately qualified scaffolder for the type and complexity of the scaffold to be erected, altered or dismantled. This may be an individual who has received training under an industry recognised training scheme, e.g. CISRS, and has been awarded the scaffolder card. Alternatively it could be someone who has received training under a recognised manufacturer/supplier scheme, to the limit of the configuration(s) involved. Trainee scaffolders should always work under the direct supervision of a qualified scaffolder (i.e. a working foreman). Scaffolders are classed as 'trainees' until they have completed the approved training and assessment required to be deemed qualified



Prior to starting work on site for the first time

Before any works can start on site, Sub-Contractors and their operatives are required to complete the following:

Site induction

- The site induction will be delivered by the project manager / project manager; this will last approximately 30 minutes and include all pertinent H&S information including site specific details.
- Site inductions will be held daily at 08.00am twice a week (Specific days to be confirmed)
- CSCS cards will be requested at the induction stage, if you cannot provide CSCS card then you will be required to answer 10 questions to demonstrate that you have a basic level of H&S awareness. If this test is failed you will be refused entry onto site.
- All Sub-Contractors PPE will be inspected at the time of the induction, if the project manager is not satisfied with the equipment he will not allow work to start until suitable PPE is presented. Newcourt Construction can supply PPE at a cost (This will be defined in the sub-Sub-Contractor order)
- A form to sign to say they have received the induction and copies to be handed to the project manager.

Sub-Contractor RAMS

- No works are permitted to start on site without the Sub-Contractor's supervisor having completed a tool box talk on the RAMS for their work activities.
- Tool box talk attendance sheet and RAMS acknowledgement sheet to be handed into the project manager before starting works on site for proof that Sub-Contractors have read and understood all relevant information.

The Friday Pack

It is a condition of working with Newcourt Construction that all Sub-Contractors are required to complete a weekly record of various H&S checks, tests and inspections; we call this our Friday Pack. As the name suggests, we require this information to be handed into our project managers on a Friday @ 12.00hrs.

The contents of the Friday Pack which must be completed on a weekly basis are as follows:

1. Weekly tool box talk to be completed with an attendance sheet and course content information provided.
2. All work equipment should be visually inspected on a weekly basis and the records entered onto a PUWER register. A list of the inspections required will be provided.
3. All lifting equipment & Lifting accessories should be visually inspected on a weekly basis and the records entered onto a LOLER register. A list of the inspections required will be provided.
4. All access equipment should be visually inspected on a weekly basis and the records entered onto a register. This includes ladders, stepladders, towers, podiums, pop ups etc.
5. Any hand-arm vibration log sheets which are required to be completed for use of vibration generating equipment to be handed in on a weekly basis.
6. Any harness / safety restraints systems to be inspected weekly by “competent person” and records made.

Newcourt Construction will provide the necessary forms for all Sub-Contractors to complete. All information must be completed and handed in every Friday by 12.00hrs; failure to do so will result in disciplinary procedures (Yellow card / red card)

Sub-Contractor Health & Safety Inspections

Newcourt Construction expects all Sub-Contractors to have a monthly Health & Safety inspection completed by a competent individual. Newcourt Construction do not insist on this inspection having to be via an external organisation; however, it is expected that the inspection is to be recorded and highlight any areas where Sub-Contractors are not performing in line with the various regulations and site rules that they are subject to.

Once complete a copy of the H&S inspection is to be handed into the project manager to review.

Sub-Contractor H&S Meetings

Fortnightly safety / co-ordination meetings will be facilitated and led by Newcourt Construction. A representative of each contracting company (preferably) of supervisor status as a minimum must attend. An agenda will be drawn up by the project manager where any safety critical leads will be given priority, minutes will be recorded and distributed to all involved to allow sufficient actions to be taken to achieve the common goal of zero accidents/incidents.

The main objective behind these fortnightly meetings is not to hear petty moaning of one Sub-Contractor against another, but to hopefully encourage Sub-Contractor participation with respect to advanced planning of the works.

Project manager Open Door Policy

Newcourt Construction utilises an open door policy to project managers meaning that any issue can be discussed. If any Sub-Contractor / operatives had any concerns then they are to be instructed to contact the project manager who will be able to assist.

General Site Safety Rules

Alcohol & Drugs

- Alcohol and drug use / possession is strictly prohibited on any Newcourt Construction sites. Anyone who is suspected of being under the influence of alcohol or drugs or in possession will be removed from site immediately and their employer notified.
- It is the responsibility of Sub-Contractors to ensure that all operatives under their control notify them of the use of any prescription drugs which could affect their H&S whilst at work.

Accident & Near Miss Reporting

- Any accident which occurs on a Newcourt Construction site must be reported to site management as soon as possible after the event. An accident is "An unplanned, uncontrolled event which has led to or could have led to injury to people, damage to plant, machinery or the environment and/or some other loss."
- Any near misses which occur on site which had the potential to cause an injury must be reported to site management as soon as possible after the event. A near miss is an unplanned event that did not result in injury, illness or damage – but had the potential to do so.

Control of Substances Hazardous to Health (COSHH)

- Sub-Contractors to provide a list of all substances that they are planning on using on site.
- All substances in use to have a material safety data sheet held (MSDS)
- All substances that are hazardous to health to have a COSHH assessment completed and all operatives to receive a tool box talk on this.
- Any substances which have the potential to cause big spillages or environmental damage are to have spill kits provided nearby.

Confined spaces

- Any works which are likely to take a Sub-Contractor into a confined space must be risk assessed prior to any works starting.
- Any works in a confined space will be carried out under a "Confined Space" permit which will be issued by site management. Permits to be issued from duplicate pads meaning two copies can be issued one to the Sub-Contractor and one held within the office.

Electrical safety

- All tools on site are required to be 110 volt and no higher (Unless under a “permit to work”)
- All portable electrical tools are required to be PAT Tested every 6 months and records to be provided to Newcourt Construction.
- All Sub-Contractors to ensure task lighting is provided in any areas which are not adequately lit by natural or artificial lighting.

Excavation safety

- Sub-Contractors must ensure they gather all pertinent details to the ground conditions prior to starting any excavation works. This includes underground service locations, ground conditions & structural drawings.
- Sub-Contractors who are required to excavate or work in trenches must fully risk assess this task prior to works starting.
- Sub-Contractors who are required to work with excavations and trenches on site must have a daily visual inspection completed and weekly records maintained by a “competent individual” to ensure the highest level of safety is maintained at all times.
- All excavation or trenches must be battered or shored to prevent collapse.
- All excavations or trenches must be suitably protected to avoid falls from height.
- All excavations on site to be carried out under a “Permit to dig”. Permits to be issued from duplicate pads meaning two copies can be issued one to the Sub-Contractor and one held within the office.

Exposure to UV radiation

- Newcourt Construction will ensure that a ready supply of sun cream is provided within the toilet facility and all operatives are advised to protect themselves when working outside.

Fire Safety

- Any hot works required to be completed on site must be carried out under a “Hot Works Permit” which will be issued by the project manager. Permits to be issued from duplicate pads meaning two copies can be issued one to the Sub-Contractor and one held within the office.
- All Sub-Contractors will be required to maintain the highest level of housekeeping at all times when on site, meaning all debris must be cleared up regularly with all escape routes and fire equipment unobstructed at all times.

- Any works which involve the introduction of LPG or flammable gases on site must be risk assessed and the findings discussed with the project manager during the RAMS evaluation period.
- All Sub-Contractors will be expected to adhere to all fire safety instructions / signals that may be enforced by site management.
- No smoking is permitted on site apart from designated smoking areas.
- All substances in use which are classified as highly flammable are to be stored in a flammable storage box to offer one hour fire protection.
- No burning of debris permitted on site.

General housekeeping

- All Sub-Contractors to ensure their working areas are kept clean at all times and have debris regularly removed. Sub-Contractors who do not tidy materials away will be issued with a “clean up notice” where this does not work Newcourt Construction will clear the materials away and charge Sub-Contractors for this service.
- All work with cutting equipment to be carried out in designated areas away from main thoroughfares.
- All Sub-Contractors are encouraged to report any instances of poor housekeeping to the project manager who will deal with this issue accordingly.
- No trailing cables are permitted on site. Where possible, all cables should be rerouted above head height or suitable protected to prevent trips and falls.
- Fire exit routes to be kept clear at all times and fire equipment to be left unobstructed.
- All rubbish to be placed in the correctly labelled skips nightly.
- No municipal waste to go in site skips, instead place in wheelie bins provided

General site equipment

- All equipment in use by Sub-Contractors to be the right tool for the job.
- All portable electric equipment requires PAT Testing every 3 months.
- All equipment to be inspected weekly in a PUWER log.
- Specific PPE to be selected as required which will be deemed necessary by a risk assessment.

- Abrasive wheels must only be changed by an operative who has received a suitable training in this operation.
- All equipment producing dust is to be fitted with dust extraction bags which are regularly cleared. Failure to fit an extraction bag which creates mess may result in a clean-up notice being issued.

Management of foreign nationals

- All operatives who work on a Newcourt Construction site are required to hold a basic understanding of the English language as a minimum

Mobile Phone Use

- Mobile phones only to be used for business purposes only on the site
- No headphones / hands free kits linked to mobile phone use are permitted at any times.

Noise at Work

- If Sub-Contractors are working in an area where noise exposure is likely to be over 85 dBA they must inform the project manager who will signpost the area as a “Noise Exclusion Zone” where hearing protection must be worn at all times.
- Where Sub-Contractors are likely to cause noise over the upper exposure action value of 85 dBA or the exposure limit value of 87dBA then hearing protection must be worn. Hearing protection to either be ear defenders or ear plugs with the correct attenuation protection.

Personal Protective Equipment

- Newcourt Construction operate a minimum requirement of the 3 point PPE plan. This means that the following must be worn at all times on site:
 - High visibility vest or jacket compliant to BS EN471 standard
 - Hard hat complaint to BS EN397
 - Safety boots with toe protection and mid soles to EN ISO 20345 (previously BS EN 345)
- Additional task specific PPE will be required to be worn as deemed necessary by Sub-Contractor RAMS. E.g.
 - Safety glasses to EN166-2002, (General purpose)
 - Hand protection to BS EN 1651 (General purpose)
- High visibility vests must be clean and display the sub-Sub-Contractor logo. (This is for identification purposes)
- No shorts are required to be worn on site at any time or rolled up trousers.

- All Sub-Contractors must wear tops at all times when on site even in high heat. No vests are permitted to be worn.

Personal stereo use

- Operatives are not permitted to use personal stereos when on the construction site; such equipment may be used within welfare areas during breaks.
- No radios are permitted on site.

Respirable Crystalline Silica

- Where Sub-Contractors are likely to be exposed to silica dust through cutting of bricks / concrete and stonework, this task must be risk assessed to ensure the works place exposure limit of 0.1mg/m³ averaged over an 8 hour period is not exceeded.
- For this reason Newcourt Construction insist on wet cutting only on site.

Scaffolding safety

- All Sub-Contractors who are employed to provide scaffolding services must complete a full risk assessment for the work to be carried out. Unless a scaffold is of a basic configuration described in recognised guidance e.g. NASC Technical Guidance TG20 for tube and fitting scaffolds or manufacturers' guidance for system scaffolds, the scaffold should be designed by calculation, by a competent person, to ensure it will have adequate strength and stability.
- All scaffolding should be erected, dismantled and altered in accordance with either NASC guidance document SG4 for tube and fitting scaffolds or the manufacturers' erection guide for system scaffolds.
- Handover certificates should refer to relevant drawings, permitted working platform loadings and any specific restrictions on use.
- Scaffolding will require an inspection to be completed by a competent person every 7 days
- As a minimum requirement, every scaffold gang should contain an appropriately qualified scaffolder for the type and complexity of the scaffold to be erected, altered or dismantled. This may be an individual who has received training under an industry recognised training scheme, e.g. CISRS, and has been awarded the scaffolder card or someone who has received training under a recognised manufacturer/supplier scheme, to the limit of the configuration(s) involved.
- Trainee scaffolders should always work under the direct supervision of a qualified scaffolder (i.e. a working foreman). Scaffolders are classed as 'trainees' until they have completed the approved training and assessment required to be deemed qualified.
- Erection, alteration and dismantling of complex designed scaffolding (e.g. suspended scaffolds, shoring, temporary roofs etc) should be completed under the direct supervision of a competent

person. This may be a qualified Advanced scaffolder, a design engineer providing they possess the necessary industry experience or alternatively an individual who has received training under a recognised manufacturer/supplier scheme to the limit of the configuration(s) involved.

- All scaffolders will be required to work at height safely and are expected to be wear harness systems which are clipped on. Any non-conformances of such a rule will result in immediate dismissal from site.
- Scaffolding is required to be kept clean at all times, failure to comply may result in the issuing of a clean-up notice.

Traffic management

- All Sub-Contractors must adhere to the traffic management measures as introduced by Newcourt Construction. This includes adhering to segregation methods to keep vehicles and pedestrians separate so much as possible.
- All deliveries to the site must be pre booked with the project manager to avoid congestion and deliveries at inconvenient times.
- Deliveries which require vehicles to reverse must only be carried out with a trained banksman in attendance. No banksman means no reversing.
- Site speed restrictions to be adhered to at all times.

Use of plant

- All plant to be used on site must have a relevant risk assessment completed.
- All plant must have all the necessary certificates and logs prior to being used on site. E.g. A LOLER certificate to be in place for a telehandler which is to be utilised on site.
- All plant operators must be in possession of a CPCS (Red) card as a minimum.
- All plant to be inspected daily and records made weekly in a PUWER or LOLER logs.
- All plant to have keys removed from the ignition when not in use.
- All operators to ensure that they wear all required restraining methods installed on the item of plant in question.
- Site speed limits to be adhered to at all times.
- Any diesel / oil which is to be stored on site should be contained in drums which are placed on spill trays / bunds.
- All plant to be located in the dedicated plant lay down areas as defined by Newcourt Construction.

Use of sub-Sub-Contractors

- Use of sub-Sub-Contractors on site must be authorised in writing by Newcourt Construction prior to any works taking place on site.
- Any sub-Sub-Contractors who are to be used by a Sub-Contractor must be deemed competent for their area of skill by the named Sub-Contractor.
- As a minimum, all Sub-Sub-Contractors are to have CSCS card for their area of skill or face a H&S awareness test at the induction stage, be inducted by Newcourt Construction, adhere to the site rules in respect of 5 points of PPE, read and sign to say they have understood relevant Sub-Contractor RAMS and be in possession of any other safety related certificate that they require in order to fulfil their job function safely in respect of themselves and all others on site.

Vibration generating equipment

- If Sub-Contractors are likely to be working with equipment that creates vibration which could give rise to Hand Arm Vibration Syndrome (HAVS) then this must be suitably risk assessed and suitable control measures introduced.
- HAVS log sheets will be expected to be fully completed and rotation schedules adhered to. Friday pack to contain HAVS logs for completion.

Welfare facilities

- Newcourt Construction provide all the necessary welfare facilities as deemed necessary by the Construction (Design & Management) Regulations 2007, such areas are designated as safe areas and the use of PPE in such areas is not required.
- Welfare facilities are to be kept tidy at all times with due regard for all other persons who have to use such facilities.

Working at Height

- The Working at Height hierarchy of controls must be followed in accordance with The Work at Height Regulations 2005.
- Every employer should ensure that work at height is properly planned, appropriately supervised and carried out in a manner which, so far as is reasonably practicable, is safe.
- All work at height to be risk assessed to reduce the risk to the lowest possible level.
- See sections on working from tower scaffolds / podiums and pop ups and working from standard step-ladders for further information.

Working from standard step –ladders

- The use of standard step-ladders are to be prohibited on site unless a risk assessment is completed which states that a step ladder is the only form of access equipment which is suitable for the task. It will be for the project manager to decide on the suitability of the risk assessment.

Working from tower scaffolds / podiums / pop ups

- Working at height activities shall be carried out using suitable access equipment which fully protects operators. Example of such equipment are mobile tower scaffolds, podiums and pop ups.
- All equipment used to work at height must have a tag in place which states who the equipment belongs to and when it was last inspected. No tag in place on the equipment means no work to be carried out from the equipment.
- Sub-Contractors should not share access equipment.
- All equipment to be erected, altered and dismantled by suitably trained operatives.
- Any Sub-Contractors observed using unprotected platforms, bandstands, man-made steps etc may be disciplined accordingly by Newcourt Construction.

Appendix 1

Newcourt Construction Disciplinary Procedures

Introduction

Newcourt Construction are committed to eliminating any injuries or deaths as a result of activities carried out throughout our organisation and on our many construction sites. This forms our “Zero Harm” Commitment.

To ensure this commitment is met Newcourt Construction have designed and will implement a strict disciplinary code which all sub-contractors and their operatives must adhere to when on a Newcourt Construction site. This procedure follows a Red Card and Yellow Card system which is explained below.

Disciplinary procedure explained

Card Type	Red Card
Action that results from issuing of this card	<p>Instant removal of the individual or sub-contracting company from the site.</p> <p>Investigation to take place into the offence with a decision taken by Newcourt Construction on whether such a persons should be allowed to return to the site the offence occurred at or any other Newcourt Construction sites.</p> <p>Newcourt Construction may prohibit a site operative from working on a Newcourt Construction site in the future</p> <p>Newcourt Construction reserve the right to cancel the contract with the sub-contractor where offences persist and exclude them from tendering for work with the organisation.</p>
Examples of offences	<ul style="list-style-type: none"> • Knowingly putting yourself or others at risk on site • Smoking in any area on site which is not a designated smoking area. • Interfering with any safety equipment. (Fire alarms, extinguishers, hand rails, scaffolding, guarding etc) • Horseplay or malicious behaviour that could lead to injury. • Consumption of alcohol, illegal drugs and / or misuse of substances whilst at work. • Turning up to work under the influence of alcohol, illegal drugs and substances. • Stealing equipment or other person’s personal possessions. • Urinating or defecating in any non-welfare areas.

Card Type	Yellow Card
Action that results from issuing of this card	<p>Issuing of card is a warning and the action observed must not be repeated again.</p> <p>The issuing of two yellow cards for differing offences within a two week period will result in the issuing of a red card and removal from site as detailed above.</p> <p>The issuing of two yellow cards for the same offence will result in the issuing of a red card and removal from site as detailed above.</p>
Examples of offences	<ul style="list-style-type: none"> • Persistent failure to comply with agreed safe working practises as detailed in the contractor RAMS. • Not wearing one of the 5 points of PPE required on all sites. • Working on high risk activities without a permit to work. • Operating plant without authorisation or suitable training • Failure to use defined site traffic / pedestrian routes. • Ignoring site rules. • Not adhering to the site speed limit. • Causing offence to the public.

What happens if I have been issued with a card?

1. If you have carried out an action which is identified by Newcourt Construction management as warranting a card you will be instructed to stop any works and immediately attend the Newcourt Construction Site Office.
2. Your site supervisor or another colleague will be permitted to attend the site office with you if you wish.
3. A Newcourt Construction project manager will explain the noted offence observed and give you an opportunity to explain your actions.
4. If the Newcourt Construction project manager is of the opinion that your action has warranted either a red or yellow card you will then be issued with a disciplinary notification form which must be completed by both parties.
5. If a yellow card or red has been issued, this will be sent immediately to the member of staff in your organisation with overall responsibility for H&S on the project.
6. Where a yellow card has been issued it will be the responsibility of the sub-contractor to respond formally in writing to Newcourt Construction to state what actions have been taken as a result of the incident to ensure no repeat will be carried out.
7. Where a red card has been issued Newcourt Construction will request a meeting with the member of staff in your organisation with overall responsibility for H&S on the project. During this meeting Newcourt Construction will state their position / thoughts and discuss next steps to be taken.
8. Where it is deemed that sub-contractors are observed receiving too many disciplinary proceedings it will be at the discretion of Newcourt Construction whether the contract / order should continue.
9. Where it is deemed that sub-contractors are observed receiving too many disciplinary proceedings it will be at the discretion of Newcourt Construction as to if they remain on our approved sub-contractor list. This could also affect future orders which have been awarded.