



# SUPERVISORS ONBOARDING / TRAINING MODULES

For new supervisors or upskilling  
existing operatives

# WELCOME

## Getting off to the right start

- The following pages have been produced to provide supervisors a general overview of expectations on KpH projects
- They aim to provide you with an insight into daily activities, responsibilities and requirements
- The following pages reference other documents, policies and procedures, and these shall be read in conjunction with these training modules
- Upon completion of your online induction, you shall read this document and the documents it references to develop your understanding of the company, its policies, procedures and processes and to ensure that your site / project remains compliant with our standards and expectations
- We operate to high standards at KpH and this is what sets us apart from our competitors
- We expect those standards to be met and maintained on all of our projects, including those where we work as Principal Contractor or carry out works as a sub-contractor



The following pages detail completing your induction and inducting operatives onto the project



## INDUCTION

# INDUCTION

## Getting off to the right start

- The first task to complete is your online induction at <https://www.kphinductions.co.uk/>
- Upon completion of your induction, refer to the training videos and the topics located in the 'more' section
- These will provide you with a greater understanding of our processes and procedures
- You must provide copies of all your relevant training and competency if it has not already been taken
- These will be checked against the issuers database for validity, authenticity and expiry
- If there is any training you require for your role, this should be discussed with your line manager
- Ensure that you complete all sections, complete and submit all forms and questionnaires and provide copies of all relevant training certification

# INDUCTION

## Inducting operatives and visitors

- All operatives and visitors must be inducted onto the project prior to being allowed to commence any works or walk around the project
- At the induction, copies of their competency and any relevant certificates, such as face fit test, etc. should be copied and checked against the issuing company (CCS etc.)
- All visitors to the project must receive a visitor's induction. This includes clients, KpH employees and managers, members of the H&S team, suppliers, third parties such as building management and so on. No one is permitted to walk the site without receiving a visitors induction.
- Where asbestos is present on your project, operatives shall also be briefed on the asbestos induction after they have completed the site induction. Both inductions should be displayed in the welfare areas for reference purposes
- Inductions must be completed in full, and all questions answered. If an operatives fails to complete the induction in full, gets the questions wrong or cannot supply a valid, in date CSCS / CCDO card for their role, they cannot work and should be sent away from the site



The following pages detail how to set up the project to the required standard



## SITE SET UP

# SITE SET UP

## Setting up the site to the right standard

- All sites should be set up to the same standard as described in the site set up book.
- This includes PC sites, MC sites and sites registered with CCS as well as those that are not.
- The Site set up book has been developed for this purpose and shall be referred to for all projects being set up. Some areas may not be applicable if working for a main contractor.
- It's important to set up the site correctly and to the right standard within the first couple of days on site. No works should be undertaken at this time without first having suitable welfare in place.
- This includes external presentation, internal access / egress routes, reception areas, segregation around waste and storage or work areas and ensuring that the welfare provided meets the companies' standards. Examples have been included within the site set up book for reference.
- A pre-condition survey also requires completion ahead of ANY works being completed, this can be done using the template on our auditing app. If you do not have access to this, contact a member of the H&S team who shall add you to the system.
- Not all items contained within the set-up book may be achievable due to space constraints or project duration. This should be discussed with your manager or a member of the H&S team



The following pages detail how to set up and ensure sufficient welfare is provided



## WELFARE

# SITE SET UP

## Setting up the site to the right standard

- Welfare shall be set up to a high standard
- This should include male, female and visitors' toilets
- Suitable number of tables and chairs to comfortably accommodate the expected number of operatives due on site
- Drying room, furnished with benches, chairs, lockers and heaters, separate facilities for females
- All areas adequately lit and heated
- Clean, ready to use equipment, such as kettles, microwaves, toasters and fridge / freezers
- Visitors PPE and changing facilities
- Dedicated first aid room
- Separate multi-faith room with suitable provisions such as washing facilities



## PROJECT DOCUMENTATION

The following pages detail how to set up and complete the project documentation to the required standard

# DOCUMENTS AND PAPERWORK

## Starting the day

- We always start the day with a morning briefing, these shall be made specific to the work being conducted and delivered to all operatives, who must sign on to them at the end of each briefing.
- Once the briefing has been delivered, it's time to walk the floors and ensure that the working areas are set up and ready to go with safe access / egress routes, lighting, dust / fume extraction, fire points, exclusion zones and anything else identified within the RAMS.
- Once the working areas have been inspected, and are deemed safe, operatives may be sent to work.
- Works shall be supervised at regular intervals to ensure PPE compliance remains strong and works are being conducted in a safe a methodical manner.
- The daily diary and other daily paper-work should also be completed and preparations for tomorrow should start to be made with regards to documentation, paperwork, hiring, off hiring, collections and deliveries etc. More information on how to do this appears later in this document.
- This may also include hiring or off hiring tools and equipment, ensuring sufficient operatives are available, arranging waste collections and bringing anything that's required to ensure that the project runs smoothly and efficiently to the attention of the management.

# DOCUMENTS AND PAPERWORK

## Daily paperwork

A variety of daily paperwork requires completion and uploading to the project file or issued to the client on a weekly basis. This includes the following items which shall be completed in full, daily, prior to the end of each shift:

- Site Diary
- Pre-Task / daily briefings
- Permits (As required)
- Daily Activity Briefings (where held)
- Pre-use checks and inspections
- HAVS registers
- Inductions and visitors inductions
- PPE registers (As required)
- Sub-contractor RAMS review (As required)

# DOCUMENTS AND PAPERWORK

## Weekly paperwork

- In addition to the daily paperwork, a variety of weekly paperwork is also required. Not all of this would be relevant for projects where we are not acting as the Principal Contractor. Weekly paperwork includes the following documents:
- Toolbox talks – On a topic relevant to the works being undertaken
- Issue & Collection of subcontractors forms and paperwork
- LOLER
- PUWER
- Fire Point Checks
- Recorded site inspection / Hazard spotting report
- Permits (as required)
- Temporary works (where required)
- Safety signage / Displayed information – Checked for accuracy in the event routes have changed
- Waste note compliance checks – A sample exercise to ensure that they are being completed correctly and in full
- Monitoring report reviews (where installed) for noise, dust and vibration etc.
- Hilti on-track stock checks with report sent to the yard

# DOCUMENTS AND PAPERWORK

## Quarterly and PC documents

When KpH act as Principal Contractor, there are some key project documents that require review and update, this includes the following items:

- Construction Phase Plan – Reviewed and updated every 3 months
- Site Waste Management Plan – Reviewed and updated every 3 months
- Traffic Management Plan – Reviewed and updated every 3 months
- Fire Plans – Reviewed and updated when routes change
- Fire Risk Assessment – Reviewed and updated every 3 months
- Fire Drill (every three months)
- SSOWs for current works – Reviewed and updated every 3 months
- COSHH Assessments (must be reviewed on site and briefed to operatives using or exposed to the item)
- Risk Assessments
- Lifting Plans
- Emergency Response plans
- Materials Management Plans (where applicable)
- PAT registers / equipment checks – Conducted every three months for 110v equipment and tools, annually for welfare and office equipment

# COMPLETION OF PROJECT AND HAND OVER

## Handing back to the client / PC

Upon completion and handover of the project, we need to prepare a Health and Safety and handover file. This includes:

- A residual risk register – This can be completed using the template on our inspection app.
- Pictures of completed areas including any protections, listed, retained or heritage items, live services, lighting, fire points and escape routes.
- Pictures of any retained / protected items
- Subcontractor documents from any works they may have carried out.

In addition to this, tools and equipment need to be scheduled for collection, remaining waste requires removal and on the last day, welfare equipment, fire points, lighting and extraction etc. also requires off hiring or sending back to head office or supplier.



## **ORDERING, TOOL HIRE, OFF HIRE, WEEKLY CHECKS AND PRE-USE INSPECTIONS**

The following pages detail ordering and the arrangements in place for hiring tools and equipment.

# ORDERING

## Ordering from the yard for delivery to site

When ordering from the yard you must be clear in what you want.

- Full address
- Full names and correct contact number of the person that the delivery
- the date and time you require the items to be delivered
- Any additional delivery instructions that will help the driver find your site
- Yard contact - Alex Terinte - [alex.terinte@kph.co.uk](mailto:alex.terinte@kph.co.uk)
- Yard contact – Neil Greasy - [neil.creasey@kph.co.uk](mailto:neil.creasey@kph.co.uk)

# TOOL HIRE

## Hiring from third parties

When hiring from a third party you must set out your email as follows.

1. What equipment you are in need of along with how many of each item and any required hights.
2. Full address with any additional details for delivery
3. Date and time you require these items to be delivered
4. Job number ( ST )
5. Site contact number
6. Request Gill - [gill.thornton@kph.co.uk](mailto:gill.thornton@kph.co.uk) to provide an order number
7. When equipment has been delivered to site you must inspect all items and take photos of all items that have damage.

# TOOL HIRE

## Off-hire of tools and equipment

When off-hiring from a third party you must set out your email as follows.

1. Provide the date and rough time you require the collection
2. The order number provided by Gill and the ST number
3. The site contact number that will be there for the collection
4. Any additional collection information that will help them find your site
5. You must take photos of the equipment when it is getting collected to show proof that it has been collected



The following pages detail how to undertake peruse checks and recorded weekly inspections



## PRE-USE AND WEEKLY CHECKS

# PRE-USE CHECKS

## Pre-Use checks & Tool issue

All tools and equipment must be checked prior to use and again weekly with a recorded inspection being made.

- All tools and equipment shall be placed on the relevant register
- This shall be updated weekly and given to the storeman to check and update as necessary
- Prior to issue, all tools should be visually inspected, checking for damage, cracks, loose, frayed and damaged wires or wire casing, guards are in place and attachments, such as blades, discs dust capture bags etc are in good working order and ready for use
- All tools and equipment must have a recorded weekly inspection, with results placed on the relevant register
- All completed documentation must be uploaded to the projects folder, and where we are working as a sub-contractor, issued to the PC as part of the weekly pack

# WEEKLY CHECKS

## Weekly recorded checks

When recording weekly inspections, ensure that the following areas are reviewed:

- Tool is good working order
- Free from damage and defect
- Leads and cables free from damage
- Valid, in date PAT test and certificate is in place
- Guards, accessories, such as dust capture bags, blades, discs etc. are fitted correctly where required and free from defect
- Breaking attachments, for breakers, such as chisels etc. are in good working order, not rounded off, damaged or unable to fulfil the requirements of their expected task



The following pages detail creating, requesting, reviewing and accepting RAMS.



## **ADDENDUM RAMS & RAMS REQUESTS, REVIEWING AND ACCEPTING SUBCONTRACTOR RAMS**

# ADDENDUM RAMS

## Creating addendum RAMS

- Not all works may be covered by your existing RAMS.
- Review your issue RAMS prior to undertaking any works to ensure that they are compliant
- RAMS may need to be updated to facilitate changes to works, waste storage, transfer routes etc.
- Changes can be made by hand, on site and briefed to the operatives
- Addendum RAMS can be created for any additional works or works not covered by the existing RAMS by the site supervisor / manager and submitted to the H&S Team for review. A template has been created for this and must be used for all addendum RAMS
- Remember to clearly identify the process and sequence as well as pictures / drawings of the area / works
- Never conduct ANY works on site that are not covered by RAMS under any circumstances. These are our only form of defence in the event of an incident, accident or injury.

# RAMS REQUESTS

## Reviewing and checking the RAMS

- If you're starting a new project and require a set of RAMS, these can be requested via PowerApps. This will usually be done by the Project Manager or a senior member of the team
- Once you receive the RAMS, these should be reviewed against the scope of works, and any amendments requested immediately prior to works starting
- No works can be undertaken without RAMS in place, this includes setting up site or carrying out any kind of physical works on a project

# SUBCONTRACTOR RAMS

## Reviewing and accepting subcontractor RAMS

- All RAMS submitted to you by subcontractors must be reviewed and accepted prior to works being under-taken
- Using the template review form provided, ensure that subcontractor RAMS meet our minimum requirements.
- Where areas fail to pass the review process, this shall be communicated to the subcontractor who shall be informed to amend the RAMS to cover the required areas prior to resubmitting
- Once RAMS have been reviewed, accepted and documentation completed, works may begin by the subcontractor
- Ensure that any changes are captured, and RAMS updated frequently and briefed as required



The following pages detail how to use the PowerApps system



# POWERAPPS

# ACCESSING AND USING POWERAPPS

All documents must be completed and submitted weekly

- Comprehensive training videos have been created for each element of PowerApps that we use
- These can be viewed in the team's area using this link:
- If there is an element of PowerApps that you do not understand that is not covered by a training video, please contact your manager so that additional training can be arranged
- Within the PowerApps area there is also a H&S hub where you can find COSHH assessments, H&S Bulletins and other information that may be beneficial to you and the project
- These should be reviewed regularly as updates are made frequently



## SETTING UP WORKING FLOORS

The following pages detail how to set up a working floor, including viewing areas, access / egress and emergency routes, fire points, communicated and displayed information



# SETTING UP WORKING FLOORS

- All working areas shall be set up with a viewing area, signed with the hazards/ risks and works present in that area and any other displayed information that may be required
- This may include signage detailing PPE requirements, works being undertaken, hearing protection or exclusion zone as well as asbestos locations where present
- Exclusion zones and designated waste storage, material storage, bin storage and tool and equipment storage areas shall also be set up
- Dedicated walkways and access routes also need to be established and signed
- Examples of how these should be implemented can be found in the site set up book
- All routes shall be kept free from obstructions and arising's, including stored materials at all times



The following pages detail what displayed information should be placed where



## DISPLAYED INFORMATION

# DISPLAYED INFORMATION

## Communicating the risks

- The site set up book shall be used to set up all projects to the same standard
- This details the minimum expectations for site
- Ensure that displayed information is in date and relevant to the works being undertaken, season and risks present on site
- Review displayed information at regular intervals and ensure that it remains up to date and correct
- Update contact details, newsletters and other externally displayed information frequently so that it remains up to date and relevant
- All floors and working areas shall have signage displayed warning or no unauthorised entry, contact details for first aiders and other key personnel as well as risks present, including hearing protection zones or other risk areas



## ASBESTOS MANAGEMENT AND COMMUNICATION

The following pages detail how to communicate and display asbestos information to operatives, visitors and other contractors

# ASBESTOS MANAGEMENT

## Communication prevents misunderstands and mistakes

- If you have asbestos on your project, all operatives, subcontractors and visitors must be briefed accordingly using the briefing template.
- This forms part of the induction process and must be completed at the same time as the induction
- The asbestos induction briefing must be delivered and signed by operatives in attendance
- This shall also be displayed on site for ease of reference
- Each working floor that has asbestos present shall be signed accordingly, this includes access to surveys, drawings and locations identified on the drawings
- The emergency response plan regarding asbestos discovery / disturbance shall also be made available at the work face and communicated to all operatives



The following pages detail the minimum standards of housekeeping that must be maintained on our projects



## GENERAL HOUSEKEEPING

# HOUSEKEEPING

## Maintaining high standards prevents injuries

- Housekeeping must be kept to a high standard
- Designated walkways, access / egress routes, emergency routes and waste storage areas must be set up, segregated and signed
- These are to be checked frequently and ensure that they are kept clear of arisings, obstructions and stored materials
- All access / egress routes must be suitably illuminated
- Emergency escape routes must have emergency lighting in place and not festoons, flood or task lights
- All waste must be placed directly into bin and not stored on floors
- Double handling waste and arisings shall be avoided to reduce the risk of a manual handling injury
- All cables, low level hangers etc. shall be suitably managed and highlighted or removed



The following pages detail the requirements of CCS projects and what additional measures are used when operating on one of these projects



## CCS PROJECTS

# CCS PROJECTS

## Maintaining high standards prevents injuries

- All our projects are set up to the same standard
- For projects registered with Considerate Contractors, additional displayed information and welfare equipment may be required
- When working as a considerate contractor site, you will be audited by an external third party
- All visitors / auditors to site must receive a visitors induction as a minimum
- You will be informed if your site is a CCS project
- Prior to a CCS audit, conduct your own audit / inspection using the audit criteria and ensure that everything is in place and up to date and in good working order
- The minimum expectations for a CCS audit are 38 – Performance beyond compliance
- Refer to the site set-up book for details on how to set up the project to the required standard



## DOCUMENT LOCATIONS AND ACCESS

The following pages detail the storage and access locations of the most frequently used documents

# DOCUMENT LOCATIONS

Use the documents that are on the system as these are the most recent versions

- All relevant documents can be found using the internal network
- Avoid using documents that are sent via email or saved to desktops as these may not contain the most recent updates
- When using a document from the shared folders, always 'save as' to avoid overwriting the existing template versions
- To access project documents, open the shared folder, then Health and Safety Documents, next open Site Managers paperwork, from there choose the relevant folder, Site Forms for example for everything site and project related
- All documents are templated and completing them should be self-explanatory, however, should you require assistance completing any of the documents to the required standard, please get in touch with your manager



## SAFETY CULTURE / AUDITING

The following pages detail how to undertake audits / inspections and how to raise or close out any actions

# SAFETY CULTURE

## Maintaining high standards prevents injuries

- You will need to download the SafetyCulture App on your phone / tablet to undertake inspections
- You will be registered as a new user by a member of the H&S team. If you have not received an email from SafetyCulture with your username and password, contact a member of the H&S team who will add you to the system
- To conduct inspections, you will need to log in to the supervisors account. Username: [Supervisor@KpH.co.uk](mailto:Supervisor@KpH.co.uk) Password: KpHDeconstruction!
- Once logged into the app, you will have a range of templates to choose from
- Choose the one that you need e.g Weekly supervisors inspection, lift removal competency assessment, pre-condition survey, residual risk register and so on
- Start inspection
- Complete the questions ensuring that suitable evidence is pictured and used
- Assign actions / close outs where necessary
- Complete and issue the report to the H&S team and to your line manager / relevant person/s.
- Remember to log out once you have completed your inspection
- To close out actions assigned to you, you will need to be logged into your own account with you own email and password

# SAFETY CULTURE

## Maintaining high standards prevents injuries

- Any actions assigned to you will be done so via your account / dashboard area
- These must be closed out within the agreed timescale
- Pictures must be used to evidence suitable close outs
- All closed out actions are reviewed by the H&S team and your direct manager
- Repeat failures of the same areas / raising the same close out actions will result in additional training being provided for certain activities or a competency assessment being undertaken on you / your team
- Where near misses are identified, these shall be reported to the H&S team within 24 hours
- At KpH we use near miss reporting as a key performance indicator and expect all sites and their teams to submit near miss reports weekly as a minimum
- Near miss reports can be completed on site using the QR codes provided or the by placing a card in the suggestions / comments box



## WORK AT HEIGHT EQUIPMENT

The following pages detail how to undertake inspections / audits on work at height equipment

# WORK AT HEIGHT

## Maintaining high standards prevents injuries

- KpH do not allow the use of ladders on any of their project at any time without a permit
- All work at height equipment (towers, podiums etc) shall be erected as per the manufacturers guidance and inspected prior to use by the competent person, who shall sign and date the scaff tag
- ALL work at height equipment, including any ladders must be placed on the relevant register and undergo the pre-use and weekly inspection process
- Any ladder work, must last less than 30 minutes, with the ladder being footed and supported by a third party whilst in use, with an exclusion zone established around it
- Any work at height being undertaken must be correctly assessed, signed, exclusion zone placed around the equipment and monitored to prevent unauthorised access



The following pages detail how to issue and close permits



## ISSUING & CLOSING PERMITS

# PERMIT TO WORK

## Maintaining high standards prevents injuries

- KpH have a dedicated suite of standard operating procedures for a variety of common tasks
- Permits is one of those activities
- Certain activities require a permit being issued to the high-risk nature of the works
- The site supervisor / manager is the only person on the project authorised to issue and close out permits
- Read the SOP for Permit to work for full details and ensure that the process is followed to avoid unnecessary risk
- Permits may only be issued by a site supervisor / manager
- Permits may only be used by the person they were issued to and not transferred to any other operative



## REPORTING, ACCIDENTS, INCIDENTS AND NEAR MISSES

The following pages detail how to undertake audits / inspections and how to raise or close out any actions

# ACCIDENTS / INCIDENTS AND NEAR MISS REPORTING

## Maintaining high standards prevents injuries

- KpH have a dedicated suite of standard operating procedures for a variety of common tasks
- Accident / Incident reporting and investigating is one of those activities
- Certain injuries, incidents, and near misses require an investigation being undertaken
- Report ALL accidents, incidents and near misses within 24 hours to the H&S Team via the correct process as outlined in the SOP
- Where you are required to undertake an investigation into the incident, use the tier 1 report template and complete the relevant sections in full prior to issue to the H&S team for review
- Whenever an incident, accident or near miss occurs or is reported, ensure that pictures are taken of the area and any injuries sustained as these may be required at a later date

# ACCIDENTS / INCIDENTS AND NEAR MISS REPORTING

## Maintaining high standards prevents injuries

- When reporting near misses, accident and incident sufficient detail must be provided
- Start with the time, date,
- Identify what works were being undertaken, by whom and where (Floor/ area)
- Identify what happened and how, be factual and avoid speculation
- Obtain witness statements from those involved in the event as well as those who may have witnessed the event
- Ensure that works and RAMS are reviewed, and additional control measures are implemented, and briefed, where required to prevent recurrence
- Ensure that any required evidence is copied and included, such as inductions, briefings, training, toolbox talks etc.



## WORKING AS A SUB- CONTRACTOR

The following pages detail how we maintain our standards when working for a main contractor and comply with their requirements

# WORKING FOR A MAIN CONTRACTOR

## Maintaining high standards prevents injuries

- Ensure that we maintain our standards
- Never lower our standards to meet those of the PC (5 point PPE etc.)
- Always complete and upload weekly documents to both systems, theirs and ours
- When using their templates for daily / weekly paperwork, this must contain the same information as our own or ours will also need to be completed
- WDI, ISG, CBRE, MACE, and other Principal Contractors we work with have certain standards on PPE such as chin straps on hardhats, tool tethers and lanyards and certain dust masks which must be used on their projects
- Weekly supervisors / managers reports and inspections must be completed on our template as well as any RiskWise, YellowJacket etc. requirements.
- Ensure that you attend all daily activity briefings (DABS) and that any concerns, actions or important items are communicated to the senior management or H&S team

# WORKING FOR A MAIN CONTRACTOR

## Maintaining high standards prevents injuries

- When working for Tier 1 or main contractors, ensure that you familiarise yourself with the additional PPE requirements.
- This includes tool tethers,
- Hard hat chin straps,
- Long sleeves and trousers,
- Face fitted non-disposable dust masks (Filter type half masks)
- Others that may be relevant to the company's policy or procedures.



## PROJECT COMPLETION

The following pages detail how to complete handover documents undertake a residual risk register and prepare the site for handover back to the client, PC or on to the follow-on contractor.



# PROJECT COMPLETION

- All areas must be fully inspected and made safe prior to handover
- This includes using signs, barriers, protections and void coverings where risks remain present
- A residual risk register must be completed using the correct template
- All documents and paperwork must be completed in full and up to date prior to vacating site
- All subcontractor documents must be requested and collated ready for the H&S handover file
- All tools, equipment and materials must be removed from site, including waste, welfare equipment and company signage / documents
- The pre-condition survey that was undertaken prior to works starting must be supplied with the completed records / documents

# COMPANY CONTACTS AND STATS

# THE KPH STANDARD

## Investment in people



At KpH we pride ourselves on upskilling our operatives in order for them to reach their full potential.

If you or anyone in your team requires any training, raise this with your manager so that options can be explored

## Growing company



KpH Deconstruction is a sustainable growth company. We invest in our teams and grow our departments to meet the demands of our growth in sustainable way. We have had growth year on year and continue this upwards trend

## Ideas



We're an ideas company. If you can think of a better, safer, more efficient or cost-effective way of doing a particular task, let us know via the comments / suggestions box on site or speak with your manager. Financial incentives are available for ideas that we use an implement on our projects

BOARD OF DIRECTORS - Decides the direction the group will take and oversees its running



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Lyndsey West  
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SENIOR LEADERSHIP TEAM - Informs strategy, advises the board of directors, runs the company



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Finance Director  
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OPERATIONS      PRE CON      LOGISTICS      SHEQ      FINANCE

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Operations Manager



Danny Huggins  
Operations Manager



James Wrest  
Project Manager



Flavio Spahiu  
Assistant Project Manager



Jo Scheepers  
Assistant Project Manager



Phil Dunt  
Site Manager



Megan McDonald  
Team Leader



Mario Viggor  
Estimator



Omar Younis  
Estimator



Hannah Mortlock  
Bus Dev Coordinator



Grace Colley  
Document Controller



Neil Creasey  
Yard Manager



Alex Terinte  
Logistics Coordinator



Tracy Millis  
Labour Coordinator



Cage Drivers

Mei Speller  
H&S Administrator



Arjun Ramachandran  
H&S Advisor



Marta Popescu  
Training & Development



Charlie Morris  
Sustainability & Social Value Co-Ordinator



Steve Dellaway  
Commercial Manager



Gill Thornton  
Accounts Manager



Sarah Molla  
Accounts Administrator



Lorraine Rodrigues  
Waste/Reuse Administrator



Donna Taylor  
Personal Assistant



KEVIN POTTER  
FOUNDING DIRECTOR:



**UNDER REVIEW**

This document will be updated at regular intervals to captures any changes to existing processes or the adoption of new ones. Be sure to review it in order to stay up to date and compliant with company processes and procedures.

# CURRENT HEALTH AND SAFETY TRENDS

We monitor our H&S data closely to identify trends, prevent incidents and provide training in areas where issues have been identified.

Our current top 5 risks are shown here. When on site, look at these areas closely and ensure that your site does not contribute to this data.



PROJECT PAPERWORK

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DISPLAYED INFORMATION

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HOUSEKEEPING

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ACCESS AND EGRESS

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PPE

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**EXAMPLES OF 'WHAT GOOD LOOKS LIKE'**



The following pages show examples of ‘what good looks like’. All sites and projects are different, and certain examples shown here may not be able to be implemented due to size, time or cost constraints.



## MINIMUM STANDARDS

# EXAMPLES OF BEST PRACTICE

Maintaining standards and presenting the company in the right image



- Void / shaft coverings.
- Fixed and secured into position
- Made of 18mm ply
- Sprayed and signed highlighting the risk present
- Suitable height and cover to prevent falling materials / debris

# EXAMPLES OF BEST PRACTICE

Maintaining standards and presenting the company in the right image



- Scaffold protections
- Capped and covered with end caps and bolt caps
- Double railed and toe board
- Tagged, signed and inspected weekly
- Placed on register with design / installation drawings and subcontractors install RAMS.

# EXAMPLES OF BEST PRACTICE

Maintaining standards and presenting the company in the right image



- Retained item protections
- Protections cut to size and installed securely
- Free from trip hazards
- Existing controls, key access points unobstructed
- Free from bunching, sagging or loose sections



# EXAMPLES OF BEST PRACTICE

Maintaining standards and presenting the company in the right image



- Working floor / viewing area set up
- Cones, barriers and tape used to form a viewing area / entrance point
- Boards set up with displayed signage on communicating the risks present on the floor, the works being undertaken and asbestos locations
- A copy of the RAMS available for reference along with any certificates of thorough examination for lifting equipment, plant and machinery, such as skid steers, lifting hoists, gin wheels etc.

# EXAMPLES OF BEST PRACTICE

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- Stored materials palletized, banded, secured and placed behind tape, barriers, cones
- Signage in place warning or dedicated storage areas
- Access / Egress routes kept clear of stored items and obstructions

# EXAMPLES OF BEST PRACTICE

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- Live service identification
- Live services tagged and identified
- Existing smoke detectors fitted to board after ceiling tile removal, secured into position and covered with dust caps during working hours
- Live services communicated and shown to operatives working in the area prior to being permitted to conduct any works



# EXAMPLES OF BEST PRACTICE

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- Removed upstands and adhesive dots
- Sprayed uneven surfaces or changes in level
- Arisings swept and removed from site
- Removed floor tile adhesive, with voids covered with ply, sprayed and highlighted



# TASK TRAINING VIDEOS

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- Use the QR codes below to access a range of task training videos, examples of best practice and further information and guidance on some of the tasks covered in this presentation.



Glass Partition Removal



Live Services



Protections



Void Coverings



Glass Processing video



Plasterboard removal



RAF removal