Construction Environmental Management Plan

Bowland Meadows, Chipping Lane, Longridge, Phase 2 & 3.

BDW Trading Ltd (Trading as Barratt Homes Manchester)

Ref: H7533-BAH-XX-XX-HS-CL-321300

Revision	Date	Prepared By	Revision Notes
A			Wheel Wash facility Added. Site Execution Plan updated to incorporate Traffic Management for Deliveries
B			Hours of operation amended in line with Ribble Valley policy
C04	12.01.2024	SPG	Updated to now include Phase 2 & 3 development due to completion of Phase 1. Site Execution Plan for Ph2 & 3 Added. Updated Waste management Plan added. BGS' added.
C05	22.01.2024	SPG	Further notes added re noise, dust, and vibration

Contents

Introduction

Objectives

The purpose of this construction environmental management plan is to outline how the project will avoid, minimise or mitigate damaging effects on the environment, surrounding areas, and the local community.

Structure of the Document

This document will look at Barratt group policy with respect to environmental protection and controls. It will also consider the site specific environmental issues and demonstrate what steps are being implemented to avoid, minimize or mitigate against those effects.

Where a particular environmental issue or control measures is reported in greater detail in a specific report, the document will refer to that report for further detail. The report will not be reproduced in this document, due to the size of the document(s).

Where a particular environmental issue or control measure is demonstrated via a drawing, a brief description will be provided in this document with the drawing number referenced in the text of this document and the drawing provided in the Appendices.

Where a particular environmental issue or control measure is covered by the Group Safety Health and Environmental Management System or a Barratt Group Standard (BGS), the BGS will be provided in the appendices to this document.

Environmental Policy Statement

In order to achieve the objectives in terms of environmental controls, the Barratt Group is committed to striving to:

- Prevent pollution, reduce waste and to ensure the efficient use of materials and energy and water.
- Use sustainable, reusable or recyclable products.
- Ensure that all wastes, particularly hazardous or contaminated wastes, are tested, transported and disposed of in an environmentally acceptable manner, in accordance with statutory duty of care requirements.
- Minimise noise levels, traffic movements, emission of pollutants and disturbance to the public and local ecosystems, wildlife habitats and preserve heritage.
- Review its activities and identify issues, which could have a significant impact on the environment.
- Minimise the risks of environmental incidents through the formulation of and adoption of appropriate risk management procedures and, in conjunction with the appropriate authorities, to maintain an emergency response capability to deal with accidental pollution.
- Engage with our supply chain to ensure compliance with this policy.
- Provide the necessary awareness and training to enable staff at all levels to understand and contribute to the implementation of this policy.
- Ensure each development has a robust plan in place for the management of waste, from inception through the duration of its construction.

Barratt Group Management System

The Group standards are set out in the Occupational Safety, Health and Environmental Management System (SHE Management System). The SHE Management System is managed by the Group SHE team.

The SHE Management System will be reviewed at least every two years or when changes in Legislation or other statutory requirements have been introduced**.**

The following are mandatory procedures, known as Barratt Group Standards (BGS). The BGS's relate to specific processes or work activities and are mandatory requirements to be implemented in the Group, and can be found in Appendix B

BGS 00 Group SHE Policies and Procedures
BGS 01 Pre-Commencement
BGS 02 Risk Assessment
BGS 05 Accident, Incident Reporting & Environmental Reporting
BGS 06 Monitoring, Reporting & Auditing of Safety, Health & Environmental Standards
BGS 07 Development, Induction & Safety, Health & Environmental Briefings (SHEBs)
BGS 26 Safety Health and Environmental Aspects and Impacts Register
BGS 27 Trees, Plants and Animals
BGS 28 Chemical Storage, Discharge and Spillage
BGS 29 Waste Management
BGS 31 Crisis Management Response Plan
BGS 33 Asbestos
BGS 38 Excavating/Driving Piles/Digging
BGS 41 Development Security and Signage
Form 10 Site Water Management Inspection

Planning Context

Outline planning permission for residential development on the site at Chippings Lane, Longridge was approved on 29th October 2015. This document seeks to provide information regarding the actions to counter the LPA environmental concerns, inform the Site Team of their obligations, and discharge conditions.

Condition 11 of Application 3/2017/0232, Ribble Valley BC required a Construction Method Statement to be submitted prior to development commencing. Partial Discharge of Condition 11 was provided for Phase 1 development under application 3/2019/0870. This document has been updated to reflect the subsequent Phase 2 & 3 of the development.

Control Measures

Hours of Work and Deliveries

Working times and deliveries for the project are stipulated in the outline planning consent and are as follows:

Mon-Fri 8am-6pm
Sat 8am-2pm
No working on Sundays or Bank Holidays

If any work in necessary outside the above hours of work, this will only be done with prior written agreement from the local planning authority.

Control of Noise & Vibration.

It is important to consider the impact of the construction site on the local environment. This will include understanding where the nearest sensitive source or residential receptor is, the general ambient noise level in the area and having an understanding of what the impacts will be, given the duration, scale and type of construction and demolition required.

In order to minimise the impact of noise and vibration on the local community, wildlife habitats and any other sensitive receptor, the following principles should be applied, wherever practicable.

Working will only be permitted within the approved working hours as set out above. Vehicles deliveries and plant movements will not be permitted outside of these hours, unless by prior agreement with the LA Environmental Health Officer.

Locate the site access and the material storage away from sensitive receptors. Hoardings to the site boundary should be used for security and to reduce the impact of noise escaping the site.

Circulatory routes will be provided where practicable in order to avoid the need to reverse, and thus reducing the noise from reverse warning systems. Where reversing is unavoidable, designated turning areas should be provided as far from the sensitive receptor as practicable.
Delivery routes and vehicle holding areas will be chosen to avoid built up occupied areas, where practicable. Refer to the Site Execution 456/ED/34 plan for traffic management routes.

Where a generator is required, they should be timed to operate only within required hours, where practicable. The generators should also be “Super Silent” type, and stored within a hoarding or screened compound to reduce the impact on the local environment.

Ensure adequate planning within the project to prevent noise generating from double handling of materials and overlapping of high noise activities.

Large concrete pours to be started as early as possible, within normal working hours, to avoid overruns.

When working within a building, wherever possible ensure all openings (i.e. windows and doors) are sealed.

Before works commence, the site workforce will be fully briefed on the need to keep all noise

generated to a minimum. Shouting and raised voices are not permitted other than in cases where warnings of danger must be given. Radios will not be played at a volume that is likely to disturb local residents.

It is the Site Manager's responsibility to ensure that good practice is being adhered to. Where excessive noise or vibration is being experienced, the activity should be stopped immediately, until an improved method can be employed, or screening measures can be implemented.

Where existing properties are expected to be impacted by noise and vibration, a letter drop will be provided prior to the works to inform of start dates, expected duration of the operation, and providing contact details for queries.

All noise and vibration complaints will be recorded and where possible the cause(s) will be, identified. Appropriate measures to reduce noise or vibration will be undertaken in a timely manner, and recorded.

A log book to be kept of all complaints, together with details of any action taken to deal with the complaint and made available to the local authority when asked.

Site Lighting during Construction Period

Low Energy Security Lighting with PIR Sensors are provided to the compound area only, the locations of which can be seen on the Standard compound details within Appendix B

Contact Details.

Divisional Office Contact Details

BDW Trading Ltd – Barratt Manchester Division.
4 Brindley Road
Manchester
M16 9HQ

(Office Hours 9am to 5pm Monday to Friday)
0161 872 0161

Out of Hours Contact Details
0345 601 6084

Email: manchester@newhomecare.co.uk

Other Useful numbers

Emergency Services
999 or 112 (Emergency)
101 (Non Emergency)

Environment Agency – General Enquiries
03708 506 506

Environment Agency
Floodline 0845 988 1188

Driven Piling Operations

An estimated 7No plots on the site are to be founded on pile and ground beam foundations.

Piling will not take place outside of the approved working hours above. There will be no piling on Saturdays, Sundays or Bank Holidays. These restrictions will be briefed out to contractors and suppliers when orders are placed, during site inductions and in toolbox talks. The site manager will be present during operations to ensure compliance.

Pre-commencement, specific dates cannot be given as to when piling will occur because the speed of build on any speculative housing site is dictated by the rate of sale. If sales are good, a fast rate of build is achieved and the reverse is true is sales are poor. However, at this stage the following can be assumed;

During the piling operations, vibration monitoring will be undertaken in accordance with British Standard 5228-2:2009: *Code of practice for noise and vibration control on construction and open sites:* Part 2*: Vibration*. It is proposed that vibration measurements be undertaken at positions considered to be representative of the properties closest to the driven piling operations. The results of these measurements will be used to quantify and correlate the levels of vibration at the neighbouring premises with a log of operations on the construction site.

Control of Dust.

The development shall include dust suppression measures and the methods to monitor emissions of dust arising from the development. The approved dust suppression measures shall be maintained in a fully functional condition for the duration of the construction phase.

This plan will be monitored by the Site Manager to ensure compliance throughout the development programme.

Visual dust monitoring will be undertaken continually, on-site and off-site. Particular attention to should be paid to sensitive areas, such as near existing properties, public parks, or wildlife habitats. Weekly Monitoring of dust is to be carried out by the Site Manager and logged in SHE form 16.

Forward planning for dust mitigation measures should be considered throughout the year, but particularly in periods of dry weather.

If excavations are carried out in dry weather, increased water spraying will be required to ensure that the surface material remains damp. In wetter weather, greater attention will be required to ensure that mud does not leave the site through vehicle cleaning, which if deposited on roads, will produce dust when dry.

Roads should be surfaced as soon as possible during the construction programme, to minimise mud collected on vehicle wheels. Completed roads on the site are to be regularly cleaned by Water Assisted Road Sweepers, at regular intervals, AND upon request of the site manager.

Speed limits of 10mph will be introduced for all construction and site traffic.

Throughout the construction process, care will be taken to ensure that dust produced from vehicles delivering and removing materials to and from the site is minimised. This will be achieved by

ensuring that drop heights are kept to a minimum and that dusty loads are sheeted. Vehicles entering and leaving sites will also be covered to prevent escape of materials during transport.

Material storage compounds will be screened by hoardings, where practicable.

Excavations and Earthworks should be damped down during prolonged dry weather to minimise dust.

Topsoil should be left unstripped as long as possible in order to minimize potential for dust. Where topsoil has been stripped, it should be re-vegetated as soon as practicably possible.

Stockpiles of soils should be sealed in bunds or mounds and not allowed to dry out. Steep side slopes and sharp changes in direction should be avoided. Stockpiles should be covered, seeded, or fenced, where practicable. Stockpiles should be away from site boundaries as far as practicable. Stockpiles should be damped down during dry weather to minimise dust.

The grinding, sawing and cutting of materials shall be carried out using suitable dust suppression techniques such as water sprays or local extraction.

Skips and Chutes should be covered where practicable. Drop height into skips and chutes should be kept to a minimum. Damping down of skip contents with water should be used if required.

Should any demolition be required, separate risk assessments and method statements will be requested which will include the requirements for minimising dust. These may include Soft stripping inside buildings before demolition, and the use of water suppression where required.

The burning of waste on site is strictly prohibited. All waste material is to be re- used or safely removed from site in accordance with relevant legislation.

All dust and air quality complaints will be recorded and where possible the cause(s) will be, identify. Appropriate measures to reduce emissions will be undertaken in a timely manner, and record.

A log book to be kept of all complaints, together with details of any action taken to deal with the complaint and made available to the local authority when asked.

Wheel Washing Facilities.

During the demolition and remediation phase, and where vehicles are expected to be leaving the site boundary, a dedicated wheel wash will be provided for the duration of the import/export operations. This may also be supplemented by a Jet Wash and operative manually cleaning vehicles.

During the house build phase, it is not practicable to provide a dedicated wheel wash at the site boundary, as the site boundary is continually moving positions, therefore, a mobile industrial jet wash and operative will be provided in a designated wheel wash area, particularly during earthworks imports and exports.

To minimise the impact on the adjacent highways, roads should be surfaced as soon as possible to minimise mud collected on vehicle wheels. Roads on the site and existing adopted highways are to be regularly cleaned by Water Assisted Road Sweepers, at regular intervals, AND upon request of the site manager.

Erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate.

Open site boundaries will be secured using 1.8m Heras fence panels fixed to timer posts. This will be one of the first activities on site. As the posts are concreted in, this provides a secure perimeter around the site for the duration of the works.

The boundary onto Chippings Lane will be secured with Heras fence panels on rubber feet until the widening works are complete. At this point, this boundary will also be secured using 1.8m Heras fence panels fixed to timer posts.

It is not proposed to secure a solid face or marketing materials onto the Heras fencing around the perimeter of the site.

Recycling/disposal of waste resulting from construction works.

As part of Barratt's Safety, Health and Environment (SHE) policy, each site has a Waste Management Plan. This document splits waste types into streams and sets target for waste reduction. The document covering this site is attached in Appendix C.

Barratt employ a third-party supplier, Reconomy, to report on waste recycling. Over 90% of waste from Barratt sites is currently reused on-site or recycled.

Details of protection measures to boundaries and features of ecological value.

The following outlines the environmental receptors within - or close to - the site boundary and any protection measures;

Open Section of Watercourse

All open watercourses are to remain open during the development programme. Throughout the development the watercourse will be protected by temporary demarcation fencing. This fencing will be of 1.8m high Heras-type. This will protect the watercourse from debris blowing from the site and incursion from operatives or plant who may bring mud and debris with them.
If required, sand bags will be placed between construction zones and the watercourse to reduce the risk of silt runoff. However, roads are to be tarmacked early in the development programme and are to be regularly scrapped and swept as required.

All road gully pots are to be trapped and have temporary grilles fitted to stop debris and silt entering the surface water system.

The watercourse will be inspected by the site manager as part of his daily check on site boundary fencing. Should any debris be discovered, it will be removed. Should any silt be discovered groundworks activities will cease until the source of the silt is discovered and remedial action taken.

All contractors and site visitors will be made aware of the function of the protective fencing as part of the site induction.

Mature Trees

Prior to any development taking place on site, tree protection fencing is to be erected around any tree to be retained. This will be in accordance with the Arboricultural Method Statement prepared

by Tyler Grange and submitted with the application to discharge condition 16 of the outline planning conditions.

Bats

Protection for bats during construction is dealt with in a separate report prepared by Tyler Grange and will be submitted to Ribble Valley BC in order to discharge condition 19 of outline planning conditions.

Birds

Removal of woody vegetation including trees and scrub will occur outside the bird breeding season (March to August inclusive). If this is not possible, a suitably qualified ecologist will check such vegetation before work starts.

Communications Strategy

Where existing properties are expected to be impacted by noise and vibration, a letter drop will be provided in accordance with the strategy set out in the “Control of Noise and Vibration” section above.

Where existing properties are expected to be impacted by noise and vibration due to Driven Piling, a letter drop will be provided in accordance with the strategy set out in the “Driven Piling Works” section above.

Appendix A

Phasing Plan

Site Execution Plan

Phase 1

Phase 2

Phase 3

LAND RETAINED IN AGRICULTURE

LAND RETAINED IN AGRICULTURE

CHIPPING LANE

Track

1.22m FC

0.91m FC

0.91m FC

SP

0.91m RH

Def

FW

0.91m RH

Ward Bdy

0.91m FC

Ward Bdy

Ward Bdy

FW

FW

Ward Bdy

205.2m

1.22m FC

Alston Arms (PH)

GP

LB

Und

Guide Post

FW

Greystocks

107.3m

El Sub Sta

Garage

Superstore

PHASE 1

LEAP

LEAP

POS

Balancing

Footpath / cycleway connection to phase 1

Pedestrian connection to phase 3

Land allocated for school provision

Indicative school service access

Indicative school main access

Informal footpath

Footpath / cycleway

Willows Farm

Path

Path

Oicote

Play Area

Barnacre Road Primary School

Longridge Hall & Longridge Lodge (care home)

The Old Farmhouse

Crumpax Farm Cottage

Scale Bar

0 10 20 30 40 50 60 70 80 90 100

SCALE Scale Bar

0 10 20 30 40 50 60 70 80 90 100

North

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Rev	Description	Date	Drawn	Ch'k'd

BARRATT
HOMES
MANCHESTER

Barratt Homes Manchester
(A division of BDW Trading Ltd)
4 Brindley Road
City Park
Manchester
M16 9HQ
Tel: 0161 872 0161
Fax: 0161 855 2020

Job: CHIPPING LANE LONGRIDGE			
Title: PHASING PLAN			
Design By: AA	Date: 12/01/2024	Drawing Number: 459-PHP01	Rev: -
Drawn By: GB	Scale @ A0: 1:1000		

8m Buffer Zone to Watercourse

8m Buffer Zone to Watercourse

8m Buffer Zone to Watercourse

8m Buffer Zone to Watercourse

Phase 1

Occupied Plots

Superstore

Play Area

The Old Farmhouse

CONSTRUCTION TRAFFIC

PROTECTION FENCING

SITE EXECUTION KEY

- Sales Area
- Compound
- Contractor Parking
- Brick Store
- Waste Store
- Temporary Spoil Stockpile
- Temporary Haul Road
- SUDS/Watercourse
- Primary Pedestrian Walkways
- Construction Access
- Site Boundary Fence
- Build Route and Build Phase
- Occupied. No Construction Traffic.
- Existing Tree Constraints
- Watercourse Standoff/Buffer Zone

REV	DESCRIPTION	DATE	DRAWN
B	Latest site execution plan information received from site added.	21.11.23	RB
A	Title block revised for full signatures	03.10.22	CD

BARRATT HOMES

MANCHESTER

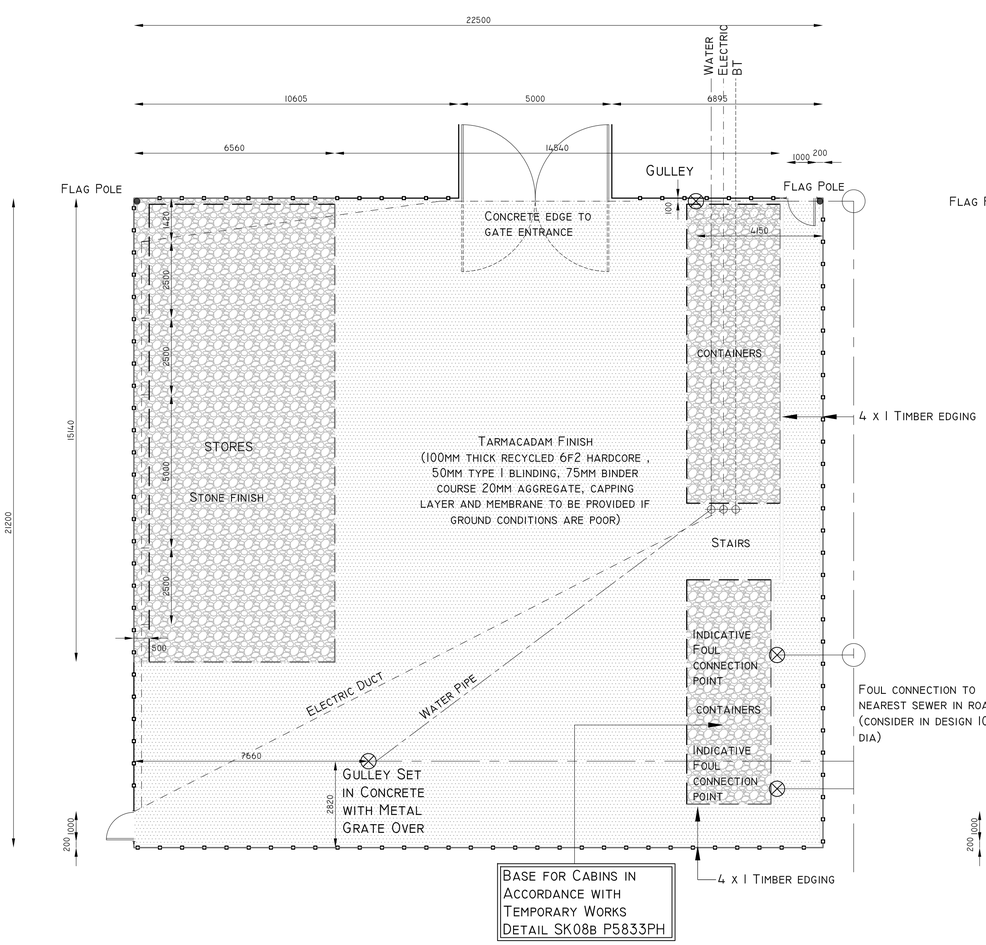
Barratt Homes Manchester
(A division of BDW Trading Ltd)
1st Floor, Adamson House
106 Wilmslow Road
Didsbury
Manchester
M20 2YY
Tel: 0161 872 0161

Job	Chipping Lane Longridge Phase 2 & 3
Title	Sheet 2 of 2
Technical Director	
Land Director	
Construction Director	
Commercial Director	
Finance Director	
Sales Director	
SHE Manager	
Managing Director	

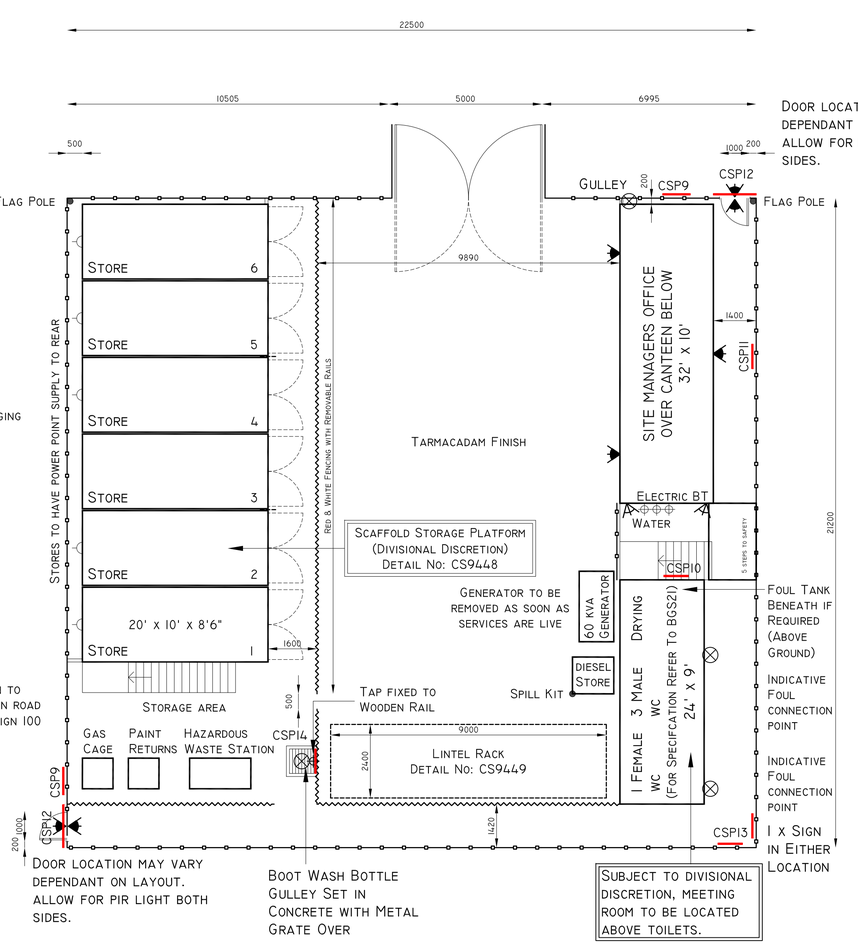
Design By: CD	Date: May 2021	Drawing Number: 459/ED/152	Rev: B
C.A.D By: FB	Scale @ A0: 1:500		

Appendix B

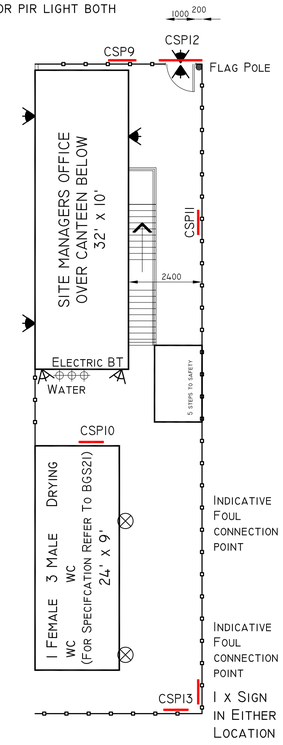
Barratt Standard Compound Plan



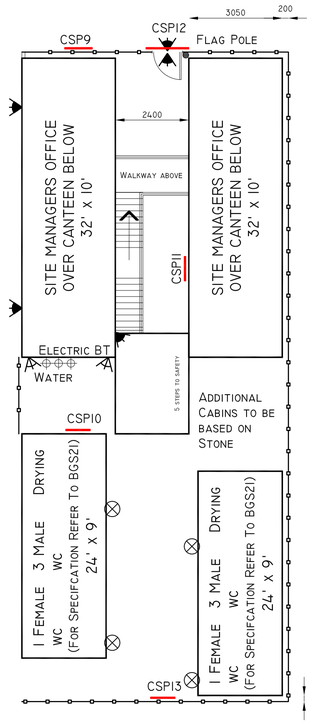
GROUNDWORKS LAYOUT



STANDARD COMPOUND



MODIFIED COMPOUND FOR STRAIGHT STAIRCASE (ADDITIONAL 1M WIDTH)



MODIFIED COMPOUND FOR SITES ACHIEVING >50 LEGAL COMPLETIONS PER YEAR (ADDITIONAL 4.25M WIDTH) (REFER TO BGS21)

PARTS LIST:

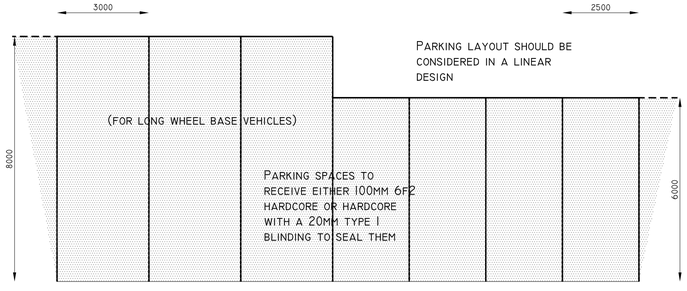
- 6 X STEEL CONTAINERS
- 1 X OFFICE
- 1 X MEETING ROOM (IF REQUIRED)
- 1 X CANTEEN
- 1 X TOILET BLOCK
- 1 X STAIR
- 1 X HAZARDOUS WASTE STATION
- 1 X GAS CAGE
- 1 X PAINT TIN RETURN STATION
- 1 X DIESEL TANK AND SPILL KIT

KEY

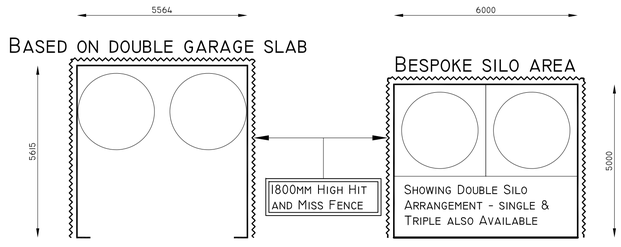
- 2M HIGH STEEL HOARDING, SURROUNDING WELFARE AND MATERIALS STORE AREAS, COLOUR TO MATCH CORPORATE COLOURS, SIGNAGE TO BE AGREED ON SITE (AS SHOWN). SIZES MAY INCREASE FROM SHOWN AS FULL PANELS MUST BE USED AND NOT CUT.
- MINIMUM 1.2M HIGH TIMBER POST AND 2 RAIL FENCING, AS SHOWN.
- 100MM 6F2 / HARDCORE WITH 50MM TYPE 1 BINDING WITH 75MM TARMACADM 20MM AGGREGATE. (CAPPING LAYER MAY BE REQUIRED IF GROUND CONDITIONS ARE INSULATED)
- STONE BASE
- CAR PARK SPACES TO RECEIVE EITHER 100MM 6F2 HARDCORE OR HARDCORE WITH A 20MM TYPE 1 BLINDING TO SEAL THEM
- SECURITY LIGHTING WITH PIR SENSORS MOUNTED SPECIFICATION TO BE CONFIRMED
- CCTV - REAL / FAKE

NOTE- ADDITIONAL SAFETY AND WARNING SIGNAGE MAY BE REQUIRED DEPENDANT OF LOCAL CONDITIONS.

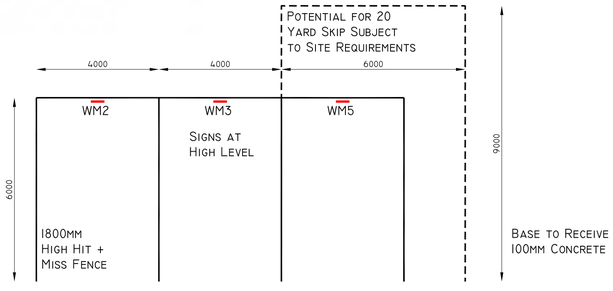
ALL EXTERNAL DOORS TO CABINS TO BE FITTED WITH SELF CLOSING MECHANISM.



CARPARK LAYOUT



SILO AREA LAYOUT



WASTE AREA LAYOUT

EXTERNAL REFERENCE :

DAVID WILSON HOMES
BARRATT DEVELOPMENTS PLC

Date:	Description:	Rev:

Brand: **BARRATT / DAVID WILSON HOMES**
Range: **2010 / 2016 & -5 / -7**
Title: **Generic Standard (External) Site Compound**
Detail No: **DB-SD13-008** Scale: **1:100** Date: **Feb 17**
Drawn: **GDT** Checked: **GDT**

Appendix C

Waste Management Plan

Waste Management Plan

Development	Chippings Lane, Longridge.
Divisional Office	Manchester Division
Client	Barratt Homes (Manchester Division)
Principal Contractor	John McNulty Barratt Homes (Manchester Division)
Principal Designer	Kevin Furey Barratt Homes (Manchester Division)
Lead Designer	Jon Partington – Planning, Sean Hodson – Architectural, Richard Browne - Engineering
Location	Chipping Lane, Longridge
Description of Development	Construction of 1, 2, and 2.5 Storey Dwellings.
Development Start	TBC
Development Finish	TBC

Date	Signature	Amendments
12/01/2024	SPG	Client & Lead Designer Names updated.

Waste Management

The controls for waste management are defined in **Part A** of this plan and outline our measures to comply with statutory provisions for site waste management planning. Our policy is to reduce where practicable the creation of waste on site, recycling more and increasing the use of recycled and recovered materials. Waste reduction, increased recovery and greater use of recovered materials will deliver significant environmental benefits through diverting materials to landfill and reducing our carbon footprint, as well as improving efficiencies and cutting costs.

Waste management controls on the development are reviewed by our Contracts Manager. In addition, monitoring of their effectiveness are included in site monitoring arrangements detailed above in 'Monitoring of SHE Standards.

The group employs a Waste Management Contractor on a national basis to manage our waste requirements, contribute to our strategy to reduce waste to landfill and monitor our developments.

Part A - The Waste Management Strategy for the Development

(i) Environmental Objectives

Objectives	Current levels (where applicable)
Reduce total volume of waste generated during construction by 10%	37.3 m³ per unit legally completed
Increase waste segregated on site for recycling by 10%	58%

Targets for reduction of identified waste types/groups are set and recorded in the table 2 below.

I.a - Key methods identified during the design process and those to by used for waste reduction during the construction works.
In accordance with our Group Performance indicators, we are driving to reduce global total waste by 10%. The majority of this reduction is through refined manufacturing processes and positive ordering sequences. The materials identified within the waste streams have been discussed with our waste management contractor (Reconomy). As such they have specifically chosen a system to transfer generated waste to appropriate re-cycling plants.

I.b - Segregation and Control of Waste on site (Arrangements for reducing waste i.e. waste segregation)
Each waste stream has a designated and labelled tipping skip to transfer the waste to the onsite waster station. Each transfer skip is fully labelled in accordance with Barratt's Group Policy. During the induction of all trades, they are made aware of the waste management plan and their duties in relation to the same. The Waste Station is incorporated within the Site Traffic Management Plan. This is also reviewed weekly by the site manager and monthly by the contracts manager. All actions are recorded on the SHE Form 29 and actioned accordingly.

1 - Waste Streams Estimates, Options and Targets

This section of the plan sets out the waste types/groups that have been identified for reduction, reuse, recycling, diversion from landfill or to go to landfill and the options for managing each waste group/type. Once the waste and options have been identified targets are set for reduction, reuse and recycling.

Targets for reduction/reuse/recycling are set based on percentage improvement compared to waste arising on previous contracts with similar construction methodologies on a waste volume per 100m2 floor area.

2 - Waste Options

(i) Waste Streams

Material on Site						
		Reuse and Recycling				
Expected Waste Material	**Stage and Estimated Volume**	***On-site*** **Specify proposed reuse or on-site recycling methods**	**Estimated/Target Volume (%)**	***Off-site*** **Specify how and what method**	**Estimated/Target Volume (%)**	**Specify who to remove**
Insulation	Stage 2/0.1T produced per plot	None, Place in segregated skip	0% Reused	To be removed via the Waste Management contractor and recycled/ reused as per the SWMP	100% recycled off site	Reconomy
Electrical and electronic equipment	Stage 7/0.05T produced per plot	None, Place in segregated skip	0% Reused	To be removed via the Waste Management contractor and recycled/ reused as per the SWMP.	100% recycled off site	Reconomy

Material on Site						
		Reuse and Recycling				
Expected Waste Material	**Stage and Estimated Volume**	***On-site*** **Specify proposed reuse or on-site recycling methods**	**Estimated/Target Volume (%)**	***Off-site*** **Specify how and what method**	**Estimated/Target Volume (%)**	**Specify who to remove**
Asphalt & Tar	Stage 8/0.5T produced per plot	To be utilised for hard standings as applicable around the site, including temporary onsite car parking.	100% reused		0%	
Tiles and ceramics	Stage 7/0.1T produced per plot	To be broken up and used under car parking.	100% reused		0%	
Plastics	Stage 7/0.2T produced per plot	None, Place in segregated skip	0% reused	To be removed via the Waste Management contractor and recycled/ reused as per the SWMP.	95% recycled off site	Reconomy
Architectural features (except bricks)	Stage 4/0.1T per produced per plot	To be broken up and utilised for hard standings as applicable around the site, including temporary onsite car parking.	100% reused		0%	
Excavated Material	Stage 1/320T produced per plot	Inert material to be bunded and stockpiled on site for use as in-fill or subsoil where applicable	75% reused	Consideration for other development usage prior to being removed from site.	25% exported to other sites	Arranged for via our Procurement Department and Site Engineers. Typically, Clive Hurt or O'Gara

Material on Site						
		Reuse and Recycling				
Expected Waste Material	**Stage and Estimated Volume**	***On-site*** **Specify proposed reuse or on-site recycling methods**	**Estimated/Target Volume (%)**	***Off-site*** **Specify how and what method**	**Estimated/Target Volume (%)**	**Specify who to remove**
Green Waste	Stage 1/30T produced per plot	Stockpiled and reused as mulch on landscaped areas.	100% reused		0%	
Bricks	Stage 3/0.4T produced per plot	Use for fill below garages	100% reused		0%	
Concrete	Stage 1/0.5T produced per plot.	No on site mixing facilities so generally no wastage generated. Overspill to be utilised under drives	100% reused	None	0%	
Packaging	Stage 8/2.9T produced per plot	None, Place in segregated skip	0% reused	To be removed via the Waste Management contractor and recycled/ reused as per the SWMP.	100% recycled off site.	Reconomy
Timber	Stage 7/1.4T produced per plot	Any adequately sized off cuts etc are to be reused for head/cill protection and excavation pegs etc.	25% reused	To be removed via the Waste Management contractor and recycled/ reused as per the SWMP.	75% recycled off site	Reconomy
Gypsum/ Plasterboard	Stage 6/1.3T produced per plot	None. Place in segregated skip	0% reused	To be removed via the Waste Management contractor and recycled/ reused as per the SWMP.	100% recycled off site	Reconomy

Material on Site						
		Reuse and Recycling				
Expected Waste Material	**Stage and Estimated Volume**	***On-site*** **Specify proposed reuse or on-site recycling methods**	**Estimated/Target Volume (%)**	***Off-site*** **Specify how and what method**	**Estimated/Target Volume (%)**	**Specify who to remove**
Canteen/Office (general waste)	Throughout build process/0.6T produced per plot	None. Place in segregated skip	0% reused	Removed via Ribble Valley BC and so is subject to their own recycling commitments	100% diverted to landfill	Ribble Valley BC
Hazardous	Stage 8/0.01T produced per plot	None. Placed in segregated hazardous waste skip	0% reused	To be removed via the Waste Management contractor and recycled/ reused as per the SWMP.	100% diverted to licenced tip	Reconomy
Hazardous Liquids and Oils	Stage 1/1L produced per plot	None	0% reused	To be removed via the maintenance/service provider and recycled/ reused as per the SWMP.	100% diverted to licenced tip	Reconomy

- Approximate volumes removed from site and diverted from landfill have been calculated on information received from Reconomy

Build Stages;

Stage 1 – Start Foundations

Stage 2 – Start Super Structure

Stage 3 – Finish Super Structure

Stage 4 – Finish Roof Tile

Stage 5 – Finish First Fixes

Stage 6 – finish Plastering

Stage 7 – Finish Second Fixes

Stage 8 – Finish Painting

Stage 9 – Build Complete

(ii) Identify key methods for waste reduction during the construction works and those identified during the design process.

All sub-contractors to be inducted to ensure that they are fully compliant with the Barratt waste reduction strategy.

A waste recycling point is to be identified and adequately secured to prevent possible vandalism and/or general access for the public. The waste recycling point will also ensure no cross-contamination of waste materials.

Materials pre-packed and manufactured off site where applicable and bundled together to enable delivery on a per plot basis. This includes:

- Roof Trusses
- First Fix Timber
- Stairs
- Internal Doors
- Second Fix Materials
- White Goods

(iii)Segregation and Control of Waste on site (Arrangements for reducing waste i.e. waste segregation)

A waste station will be erected in order to segregate waste. Identified mini-skips will be available during the construction of the site for different waste streams.

Tool box talks and SHE briefings will be undertaken with operatives when required. Posters will be visible to all operatives to clearly define examples of typical waste streams.

Ordering of materials is to be done in positive sequence to minimise waste.

(iv) Controls for Hazardous Waste

Hazardous waste station will be erected (lockable units) close to the compound. Amounts will be measured regularly in an effort to put actions in place to reduce this type of waste product.

All procedures to be discussed on induction with follow up tool box talks as necessary.

(v) Identify methods of monitoring waste produced and disposed of from the site

Monthly league tables and Reconomy monthly report will be used to monitor progress. Short-term monitoring of waste will be conducted through analysis of weekly KPI reports.

(vi) Waste activities requiring Environmental Permits

- Removal of spoil from site
- Contaminated ground materials
- Gypsum waste
- Waste transfer certificate displayed on site

(vi) Identify how waste effluent is removed from site i.e. waste from offices/site accommodation

Waste is connected to the local drainage system and removed via this Local Authority drainage system.

(vii) Confirm who has been contracted to control waste movement on site, and include copies of licences or registration documents

Reconomy: certificates held in SHE Management System.

Appendix D

Barratt Group Standards

Group Policy Document

BGS00 GROUP SAFETY, HEALTH & ENVIRONMENTAL (SHE) POLICIES & PROCEDURES

Version Control	Date
V5.0	June 2022

Approval and sign-off	Name	Confirmation & date
Sponsor	Steven Boyes, Chief Operating Officer	27.05.2022
Owner	Vince Coyle, Group Construction and SHE Director	27.05.2022
Author	Vince Coyle, Group Construction and SHE Director	27.05.2022

2. Purpose

Health and Safety

The objectives are to:

- Identify and minimise the risk of injury and health hazards of all persons affected by the Group's activities, including our workforce, customers and members of the public.
- Continuously improve standards of health, safety and welfare across the Group.
- Promote the health, safety and welfare of our workforce as an integral responsibility of management and leadership in appropriate working environments.
- Ensure that the legal obligations of the Group and its employees are observed.

Environmental

The objectives are to:

- Identify and minimise the risks to the environment from the Group's activities.
- Comply with current environmental legislation and act in anticipation of future requirements.
- Set targets to deliver continuous improvement in the management of environmental issues across the Group.

Occupational Health

The principal objective is the prevention of ill-health in the workplace through:

- Assisting with the identification and management of health risks.
- Supporting staff who are ill to remain at or return to work, as appropriate.
- Improving work opportunities for those with disabilities.
- Managing work-related aspects of illness.
- The promotion of good health to better equip staff to do their work well and also to make informed lifestyle choices.

3. Policy Statements

Health and Safety Policy Statement

In order to achieve the objectives in terms of health and safety, the Group is committed to striving to:

- Provide a safe and healthy working environment for all its employees and ensuring that work carried out does not adversely affect the health, safety and welfare of others.
- Ensure suitable information, instruction and training are provided to employees in respect of health, safety and welfare.

- Make appropriate advice and resources available to ensure employee awareness of the risks associated with the Group's activities, and the relevant precautions required.
- Put in place suitable arrangements to ensure that the requirements of all Acts, Regulations and Approved Codes of Practice are implemented as appropriate throughout its undertakings.
- Require all employees to be aware of their safety responsibilities as detailed in the Group Occupational Safety, Health and Environmental Management System.
- Consult with our employees and supply chain to enable the effective implementation of this policy.
- Ensure that this policy is brought to the attention of all employees and is reviewed regularly.

The Group reminds all employees that we all have a responsibility not only for our own health and safety but that of anyone else affected by our operations and sites.

Environmental Policy Statement

In order to achieve the objectives in terms of environmental controls, the Group is committed to striving to:

- Prevent pollution, reduce waste and to ensure the efficient use of materials and energy and water.
- Use sustainable, reusable or recyclable products in line with our Sustainable Procurement Policy.
- Ensure that all wastes, particularly hazardous or contaminated wastes, are tested, transported and disposed of in an environmentally acceptable manner, in accordance with statutory duty of care requirements.
- Minimise noise levels, traffic movements, emission of pollutants and disturbance to the public and local ecosystems, wildlife habitats and preserve heritage
- Review its activities and identify issues, which could have a significant impact on the environment.
- Minimise the risks of environmental incidents through the formulation of and adoption of appropriate risk management procedures and, in conjunction with the appropriate authorities, to maintain an emergency response capability to deal with accidental pollution.
- Engage with our supply chain to ensure compliance with this policy.
- Provide the necessary awareness and training to enable staff at all levels to understand and contribute to the implementation of this policy.
- Ensure each development has a robust plan in place for the management of waste, from inception through the duration of its construction.

Occupational Health Policy Statement

In order to achieve the objectives in terms of Occupational Health, the Group is committed to striving to:

- Ensure that the potential for ill-health arising from Group's activities is minimised so as far as is reasonably practicable.
- Identifying the health risks arising from the Group's activities so as to enable the implementation of the necessary control measures and as necessary appropriate occupational health interventions, e.g. health surveillance.

- Encourage a culture where managers take an active interest in the health and wellbeing of their staff.
- Ensure the early identification and management of work-related ill-health.
- Enable staff to raise, discuss and resolve individual work-related ill-health issues.

Ensure that staff who are identified as particularly at risk of ill-health from their work or whose health affects their work, are provided with appropriate advice and support.

Barratt Group Standards (BGS)

The Group standards are set out in the Occupational Safety, Health and Environmental Management System (SHE Management System). The SHE Management System is managed by the Group SHE team and the control of update and issue is via the formats detailed in section 7.

The SHE Management System will be reviewed at least every two years or when changes in legislation or other statutory requirements have been introduced.

The following are mandatory procedures, known as Barratt Group Standards. The BGSs relate to specific processes or work activities and are mandatory requirements to be implemented in the Group.

! Policy	✓ Controls	△ References
BGS 01 Pre-commencement		
Technical Director is to ensure a Pre-Construction Pack is compiled and issued to all involved in the project.	SHE Form 04 to be completed	BGS 01
Technical Director to ensure notification of project to the Health and Safety Executive is undertaken	HSE Form F10	
The Construction Director is responsible for ensuring that a Construction Phase SHE Plan is developed prior to commencement.	SHE Form 05 to be completed and approved for all developments where Barratt are Principal Contractor	
The Managing Director is responsible for approving the Construction Phase SHE Plan and Welfare facilities before contractors acting as Principal Contractor are permitted to commence construction works	SHE Form 18 – Approval for external Principal Contractors to commence work	

! Policy	✓ Controls	△ References
BGS 02 Risk Assessment		
All work activities must have a risk assessment that is undertaken.	SHE Form 73 is required to be populated with the details of all risk assessments. Risk assessments should be recorded on SHE Form 54 or SHE Form 15 (high risk activities) for activities undertaken by persons directly employed by the Group.	BGS 02
Contractors Safe Systems at work must be reviewed before commencement of work on site All workers to be briefed by their Supervisor on the content of the safe system of work	SHE Form 14 is required to be completed and approved by Site Management prior to work commencing. Evidence of briefing must be available for review prior to workers commencing on site Safe Systems of Work should be reviewed every 12 months by the site management to ensure the controls remain relevant. SHE Form 73 completed to confirm contractor's safe systems of work have been reviewed.	
BGS 03 Appointment of Contractors		
The Technical/Commercial Director is responsible for ensuring that an evaluation of the Contractors competency is undertaken i.e. whether they have been approved by an accredited scheme or internally.	The Technical/Commercial Director is responsible for ensuring that an evaluation of the Contractors competency is undertaken, before commencement on site.	BGS 03
On an annual basis a review of the contractor's performance must be performed.	The Contracts Manager is required to review Contractor's performance every 12 months for continuation and future developments. This review must be evidenced and retained by using SHE	BGS 03

! Policy	✓ Controls	△ References
	Form 59.	
BGS 04 Consortium Agreement		
Where BDW Trading are Lead Consortium member we are required to develop a Consortium Agreement for the development. Where we are part of a consortium but not the lead member we must contribute to the overall controls on the site	SHE Form 94 (Consortium Agreement) must be developed. Site Management are responsible for ensuring actions from meetings are closed out in agreed time frames. The Contracts Manager is responsible for ensuring regular review (minimum of quarterly) of consortium arrangements with consultation with other members of the consortium.	BGS 04
BGS 05 Accident, Incident and Environmental Reporting		
All Health and Safety and environmental related incidents on site must be recorded on Logincident. SHE Form 11 is required to be completed by the Site/Sales/Office Manager	A record of all accidents recorded is maintained on Logincident Portal. The SHE Administrator will review and maintain the information. Group Head of SHE to evaluate and ensure records are closed as required. The Divisional SHE Manager (or other appointed member of the SHE team) will be responsible for ensuring an investigation and report is completed for all reportable incidents and any incidents where a significant failure or near miss has occurred.	BGS 05

! Policy	✓ Controls	△ References
	At the end of each financial year the reportable incidents per Division will be provided to the Divisional Managing Director and Divisional SHE Manager to provide verification that it is an accurate record, as far as they are aware, of the incidents that have occurred. The verification process will be managed by the Group Head of SHE.	
BGS 06 Monitoring, Reporting and Auditing of Safety, Health & Environmental Standards		
Group Head of SHE is responsible for ensure a robust monitoring and compliance programme is in place.	SHE Governance Overall Group performance is reviewed at the SHE Board Committee twice per year and implementation of the continuous improvement strategy is managed by the SHE Operations Committee which is held at least quarterly.	BGS 06
	SHE Inspections Divisional Safety, Health & Environmental Managers conduct monitoring visits, at least every four weeks, to each development site. This comprises: • Review of documentation i.e. the records to be maintained. • Site based activities such as visual inspection of the development. Preparation of a report based on that visit.	
	Internal Audits Annual internal audit of the SHE standards across all operational units by the in-house Safety, Health & Environmental team.	

! Policy	✓ Controls	△ References
	External Audits Each Division reviewed every three years by external accreditors of the Occupational Safety, Health and Environmental Management System and its application in all operational units against the recognised international standards, listed below. An annual external review will be undertaken at Group level. • ISO 14001 • ISO 45001 (OHSAS 18001)	
BGS 07 Development Induction and Safety, Health and Environmental Briefings (SHEBs)		
Depending on the type of personnel that attend sites (Barratt Development PLC Site Management, All personnel, and visitors), the Site Manager is responsible for ensuring that they are all appropriately inducted in accordance with the procedure.	Monitoring All site based inductions are to be recorded on the induction manager platform. Site Management is responsible for completing SHE Form 29 weekly, which requires performing a check of 3 randomly selected people to confirm that they have been inducted as per the policy. The Contracts Manager is responsible for completing a SHE Form 18 monthly, which requires performing a check of 3 randomly selected people to confirm that they have been inducted as per the policy. Documentation behind the induction is all retained electronically on the Induction Manager App.	BGS 07

! Policy	✓ Controls	△ References
BGS 08 Manual Handling Operations		
Manual handling assessments are undertaken and control measures are implemented where required by the risk assessment of work activities.	SHE form 79 (Manual Handling Assessment) to be undertaken for all manual handling activities for employees	BGS 02 BGS 08
	Contractors must undertake their own Manual Handling Assessments and include within their Safe System of Work Documentation	
BGS 09 Confined Spaces		
This document provides guidance on the different classifications of confined spaces and the control measures to be implemented under each classification. The Site Manager is responsible for ensuring that a method statement/risk assessment is approved for entry into a confined space. They are also responsible for issuing a Permit to Enter once approval has been granted.	SHE form 48 must be completed for work in confined spaces. The Permit Issuer is responsible for ensuring that the confined space is monitored and controls are being applied as per the approved safe system of work.	BGS 09
BGS 10 Control of Substances Hazardous to Health (COSHH)		
A COSHH assessment of A substance is required to be undertaken by the Site Manager/Subcontractor, to determine whether a substance can be substituted by one that is less hazardous COSHH products and packaging must be disposed of in accordance with the guidance within the data sheet.	SHE Form 72 completed for all products used by employees. Contractors to provide assessment as part of safe systems of work. Contractors must undertake their own assessments and include within their Safe System of Work Documentation	BGS 10
BGS 11 Display Screen Equipment (DSE)		
Line Managers, must ensure that the user undertakes assessments of the workstation	SHE Form 23 (DSE Assessment) completed every	BGS 11

! Policy	✓ Controls	△ References
every two years, or where a significant change occurs to the workstation or employee. A separate assessment must be completed for each workstation.	2 years for office based workstations. SHE Form 74 completed every 2 years for home workstations. Assessments reviewed by line Managers and actions taken where required. Assessments reviewed annually as part of office inspection/audit.	
BGS 12 Content of Health and Safety Files		
Health and Safety Files are required to be completed by the Principal Designer for Freehold Sale, Leasehold Sale and Development for a Third Party projects. Health and Safety Files are required to be passed onto the end user upon completion of the development.	Compliance reviewed via QA forms 30-32 as part of the process of handover of a structure to a management company.	BGS 12
BGS 13 Hand / Arm Vibration (HAV)		
Management are responsible for ensuring an assessment on vibration has been undertaken and the appropriate control measures have been implemented.	The Site Team are required to review subcontractors proposed safe system of work and ensure HAV has been suitably Risk Assessed by completing SHE Form 14. Site management are responsible for ensuring affected personnel are briefed on the control measures detailed within the HAV assessment. A Daily Exposure Log (SHE Form 76 or contractors equivalent) is also required to be completed that includes whether this assessment has been undertaken.	BGS 13

! Policy	✓ Controls	△ References
BGS 14 Mobile Cranes		
The Commercial Director is responsible for ensuring that a competent Contractor/Crane Supplier is appointed to undertake a Contract or Hired Lift and issuing conditions for the supply of mobile cranes. A competent appointed Person is appointed and responsible for ensuring that a lifting plan is completed.	SHE Form 36 (Conditions for Supply of Mobile Cranes) Lifting plans must be provided and reviewed by site management (SHE Form 38 for Barratt controlled lifts) Lifting activities must not commence until SHE form 39 (mobile crane pre commencement) has been satisfactorily completed.	BGS 14
BGS 15 Self-Erecting / Pedestrian Operated Tower Cranes		
The Commercial Director is responsible for ensuring that a competent Contractor/Crane Supplier is appointed to undertake a Contract/Hired Lift. A competent Appointed Person is appointed and responsible for ensuring that a lifting plan is completed.	Lifting plans must be provided and reviewed by site management (SHE Form 38 for Barratt controlled lifts) Lifting activities must not commence until SHE Form 39 (mobile crane pre commencement) has been satisfactorily completed.	BGS 15
BGS 16 Tower Cranes		
The Technical/Commercial Department are responsible for selecting suppliers based on their competency to provide appropriate plant and service. They are also responsible for executing any licences/permissions that are required prior to commencing erection of cranes and issue these to an appointed person for review. Competent Appointed Person to be appointed for all tower cranes and responsible for developing a suitable lift plan Appointed Person is to monitor application of the lifting plan at least monthly for all tower	SHE Form 37 (Conditions of supply for Tower Cranes) Crane base are reviewed by structural engineers and recorded on SHE Form 35. Lifting Plan developed for Tower cranes using SHE Form 40 and monitored by appointed person. Erection and dismantling must not commence until SHE Form	BGS 16 BGS 14

! Policy	✓ Controls	△ References
cranes erected Competent crane operators and slinger/signallers to be appointed	39 (mobile crane pre commencement) has been satisfactorily completed.	
BGS 17 Supply and Installation of Pre-Cast Concrete Units		
The Technical Department must review the competency of designers/ suppliers of precast concrete units (BGS03). Commercial team to appoint competent contractors and designers.	Safe systems of work to be provided by contractor which is assessed by site management (SHE form 14).	BGS 03 BGS 17
BGS 18 Temporary Works Classification and Control		
A pre-commencement Temporary Works Assessment must be completed by the Technical Director for all sites based on specific classifications of temporary works. A competent Temporary Works Coordinator must be appointed Temporary Works brief to be developed to include data relevant to the design A register of Temporary Works to be developed and maintained by the Divisional Technical Team and provided to the Site team A Safe System of Work must be provided for the work which is reviewed by Site Management A permit must be issued prior to loads being applied to the temporary works and also prior to any temporary works being struck	SHE Form 95 (Temporary Works Assessment) RR29 and appointment via SHE Form 98 or other contract documentation SHE Form 97 (Temporary Works Design Brief) SHE Form 43 (Temporary Works Register) SHE Form 14 SHE Form 45 (Permit to Load) SHE Form 46 (Permit to Strike) or contractors equivalent	BGS 18

! Policy	✓ Controls	△ References
BGS 19 - Traffic / Pedestrian Management		
An assessment of the controls required for pedestrian and traffic management must be undertaken prior to the commencement of a site, which clearly defines the controls that will be put in place. A traffic/pedestrian management plan must be developed by the Contracts Manager, prior to commencement on site. The traffic/pedestrian plan must be completed independently of the site execution plan.	Assessment is recorded on SHE Form 05. The traffic /pedestrian plan is displayed in the site offices. Plan to be displayed in Site Offices All those working on site inducted on requirements of the plan at the site induction.	BGS 19
BGS 20 Supervision for Construction / Building Operations		
Appropriate levels of Site Management must be maintained on all sites by the Construction Director A responsible person can be designated for emergency or training cover etc. Contractors Supervision must be available on site and be full time for high risk trades Review of controls applied by high risk contractors to be completed weekly Regular reviews to be held with contractors supervision	Site Management to be detailed in SHE Form 05 The Contracts Manager is responsible for reviewing each requirement at least monthly SHE Form 87 to be completed if an Appointed Person is to be utilised for emergency cover on site i.e. if the Site Manager is called away for meetings or short-term training (no more than 1 working day) with restrictions as detailed within. Site Management review supervisor daily and record a full inspection of the site at least every 10 days (SHE Form 29) SHE Form 06 SHE Form 62	BGS 20 BGS 06

! Policy	✓ Controls	△ References
BGS 21 Site Welfare facilities		
Where practicable, all site compounds and facilities must conform to the Group standard layout designs. Deviation from the Group approved layout is by exception only and due to factors such as increased output from the site. This must be approved by the Regional Managing Director.	The controls for ensuring compliance with this procedure are outlined in BGS 06.	BGS 21
BGS 22 Young persons		
An assessment must be undertaken or the work activities of those designated as Young Persons employed by Barratt. Contractors must provide an assessment for an young persons they employ	The line manager for all young persons employed by Barratt Developments PLC, below the age of 18, is required to complete the SHE Form 25. SHE Form 25's are required to be retained on personnel file at the Divisional office. All young persons must attend a site induction and work under agreed supervision. Induction Manager portal highlights up on all young persons marked as under 18 – and where a SHE Form 25 is undertaken.	BGS 22
BGS 23 Sales		
A Sales Office risk assessment must be undertaken prior to being opened to the public. The assessment must review the risk to Sales staff who will be working alone and include control arrangements which are appropriate to the local environment	The Sales Manager is responsible for completing SHE form 07(sales office risk assessment) and for undertaking a review of the SHE Form 07 assessment every six months or following significant alterations or modifications to the Sales Office. A record of assessments must be maintained within the Sales SHE file and the controls	BGS 23

! Policy	✓ Controls	△ References
	identified reviewed with appropriate staff.	
BGS 24 – Customer Service		
All work undertaken by Customer Care teams must be risk assessed and the customer care technicians briefed on the controls detailed All work undertaken by contractors must be subject to an appropriate risk assessment or method statement depending on the risk associated with the work All work where the CDM Regulations will apply will be subject to a Construction Phase Plan being put in place Communications must be maintained with Customer Service Technicians and a lone working policy applied where required All Customer Care teams using company vehicles / private vehicles must comply with the requirements of the Company Car Policy and Procedures	RA 06 and SHE Form 21 SHE Form 14 Communication must be maintained on a daily basis by ringing in and out after each job or at agreed intervals during the day	BGS 24
BGS 25 Group and Divisional Offices		
The management of SHE in the Group Office is the responsibility of the designated Office Manager. The Management of SHE in the Divisional office is the responsibility of the Managing Director's appointed representative (Office Manager), e.g. Divisional Finance Manager/Director	A Fire Assessment and Plan to be completed for all offices – SHE Form 200 and 201 Fire Evacuations tested at least annually – SHE Form 26 Fire Marshals and First Aiders appointed All working in offices to be inducted and this recorded on SHE Form 208	BGS 25

! Policy	✓ Controls	△ References
	Inspections of the Group and Divisional Office are undertaken annually (SHE Form 85) by the SHE Manager/Office Manager.	
BGS 26 Safety, Health and Environmental Aspects and Impacts Register		
A register of the environmental impacts of the group and legislation affecting its operation to be maintained	Assessment undertaken every 2 years and managed by the Group Head of SHE	BGS 26
BGS27 Trees, Plants and Animals		
A land feasibility review is required to be undertaken by the Land Director, which forms a part of the SHE information pack. The protection required for trees, plants and animals during construction must be detailed in the Construction Phase Safety, Health & Environmental Plan, which is required to be developed by the Contracts Manager.	Controls are to be detailed in the SHE Forms 05 (construction phase SHE plan). A weekly inspections is required to be undertaken by the Site Manager (SHE Form 29) to assess compliance to the trees, plants and animals procedure. A monthly inspection is also undertaken by the Contracts Manager (SHE Form 18).	BGS 27
BGS28 Chemical Storage, Discharge and Spillage		
Oil must be stored in either an integrally bunded tank with an integral secondary containment that can hold a minimum of 110%. The chemical products to be utilised on site must be detailed in the Construction Phase Safety, Health & Environmental Plan and their storage and use reviewed via an appropriate assessment. All chemical products must be stored in a lockable container to prevent authorised discharge and use.	The chemical products to be utilised on site must be detailed in the Construction Phase Safety, Health & Environmental Plan and their storage and use reviewed via an appropriate assessment. The location of the spill kit must be clearly identified on the Traffic Management Plan and the controls for spills detailed in the Construction Phase Safety, Health & Environmental Plan. Training for employees must be in accordance with the Group SHE Training Matrix.	BGS 28

! Policy	✓ Controls	△ References
BGS 29 Waste Management		
A review of all opportunities for waste minimisation via the Group procurement process must be undertaken for all suppliers and each challenged to reduce waste through the construction process. All waste disposal companies used must be permitted or licensed by the EA and SEPA respectively. In England and Wales they will be covered by an Environmental Permit or an Exemption and in Scotland they will be covered by a WML or an Exemption.	All sites must have appropriate colour coded signage for each waste stream. Tipper skips to be labelled with appropriate waste stickers to ensure segregation at source. Segregation / compound area to have appropriate signage to ensure the area is clearly visible.	BGS 29
	All sites to ensure contractors adhere to the Segregation at source instruction utilising tipper skips/bins to eliminate cross contamination of waste streams.	
	Divisional Construction Director and Commercial Director to meet on at least a quarterly basis with the Waste Management Provider to discuss and improve waste management.	
	Site Manager must perform periodic reviews must be undertaken to review that waste from site is being handled correctly and transferred to the final point of disposal or recovery as detailed on the SWMP and as per waste transfer note/Consignment note.	
BGS 30 Electrical Safety		
Prior to any electrical supply being commissioned, it must be tested. The person undertaking the test must a competent "tester". A competent tester must be qualified to a minimum of City & Guilds 2377 for Portable Appliance Testing (PAT) and 2391 for fixed installations.	Prior to the compound electrical supply being used a completed periodic inspection report for an electrical installation must be completed and handed over to the Site Manager.	BGS 30
	Work in substations and on distribution boards must be undertaken under the control of an electrical permit system SHE Form 65. Where this is	

! Policy	✓ Controls	△ References
	internal work, this must be controlled by a permit to work. If this work is undertaken externally i.e. a utility contractor then their own permit system is acceptable.	
BGS 31 Crisis Management Response Plan		
Crisis management plan to be implemented for incidents/accidents is defined within the procedure and agreed with the Chief Operating officer, RMD or Group Construction and SHE Director.	Plan to be implemented and a full record maintained.	BGS 31
BGS 32 Fire and Emergency Arrangements		
The initial requirements for the fire controls on a specific Category of development are listed in Section 1 – Table 1. Respective Fire Risk Assessments and Fire Plans are the fundamental documents produced to assess and control the risk of fires during construction. Information for the basic elements for the completion of the Fire Plans are integral within the Plan, the sections attached to this BGS are for information regarding more complex elements of the Plans.	Site Specific Fire plan required. For Timber frame construction SHE Form 100/101 must be completed. For traditional masonry construction SHE Form 93 must be completed. Fire Plan needs to be reviewed at 3 monthly intervals by the Contracts Manager.	BGS 32
BGS 33 Asbestos		
Any organisation(s) employed by Barratt Developments PLC must demonstrate they are technically competent to undertaken surveys for Asbestos Containing Materials (ACMs) through accreditation to ISO/IEC 17020 UKAS Any contractors employed to undertake the work must	Site Management should obtain safe systems of work information from licenced contractors and review via SHE form 14. The relevant SHE Manager for the development should review all plans of work submitted by licensed contractors.	BGS 33

! Policy	✓ Controls	△ References
produce a detailed plan of work and assessment of exposure prior to commencing work. The intention to remove the material must be notified to the Enforcing authority by the contractor at least 14 days prior to work commencing.	The SHE Manager is responsible for ensuring that organisations employed are vetted appropriately i.e. are competent and accredited.	
BGS 34 Plant and Work Equipment		
All plant and Work equipment must be periodically inspected and recorded. All ride-on plant must be inspected by the Contractors Supervisor prior to being used on site to ensure it meets minimum standards including all around visibility and seat belt being worn (Green) and operating (Amber) indicators. All telehandlers utilised on site must comply with the tele handler specification SHE Form 68.	All plant arriving onto site must be reviewed and assessed to ensure minimum standards are met – SHE Form 55. Lifting plan to be developed for telehandlers using SHE form 28. All plant operators must be competent and hold relevant certificates for the plant being operated. Contractors to confirm plant is safe and statutory inspection are completed – SHE Form 06.	BGS 34
BGS 35 Work at Height / Prevention of Falls		
All work at height must be undertaken in such a manner that operatives are protected from falling by means of a physical restraint as defined in the hierarchy of control. The control measures must be detailed in the Risk Assessment/Method Statement for the work.	Risk Assessments/method statements are assessed via SHE Form 14. Scaffolding and tower scaffolding must be inspected before use, following adverse weather or modification and at intervals not exceeding 7 days, SHE Form 49. Working Platforms / Edge Protection must be inspected in accordance with the table detailed in the procedure.	BGS 35
BGS36 Safe System of Work		
All work activities must have an assessment undertaken. The responsibility for reviewing the	Site Management are responsible for reviewing the Safe Systems of Work if	BGS 36

! Policy	✓ Controls	△ References
risk assessment or method statement is the responsibility of Site Management.	changes to the process or altered or not exceeding a period of 12 months via the completion of SHE Form 73. All persons working under the control of the Safe System of Work are required to have been briefed on its content, with a record of the briefing also being in place.	
BGS37 Safety Guidelines for Outdoor Play Equipment and Public Open Spaces		
The Technical Director is responsible for ensuring that a competent playground installation company is employed to install any play equipment. The Technical Director is also responsible for ensuring that all play areas are independently checked post installation and prior to opening by either RoSPA or an Individual or company on the Register of Play Inspectors International (RPII)	Inspection frequencies must be as manufacturer's instructions, however in all cases the following must be in place by the Technical Director until the area is handed over to a third party: • Operational Inspections at least every 2 months; and • Full Certified Inspection every 12 months. The following records must be maintained of the following for each location which remains under the control of the Company: • Certificates for the installation and any tests or compliance with standards, a copy of these must be held on site in the Construction Phase Safety Health and Environmental Plan • Post Installation Inspection record • Inspection and maintenance instructions • Operating instructions from any supplier • Inspection and maintenance records • Design and tender documentation Records of any incidents or accidents	BGS 37

! Policy	✓ Controls	△ References
BGS 38 Excavating / Driving Piles / Digging		
Prior to any work involving the breaking of the ground a survey must be undertaken using a cable avoidance tool (CAT) by a suitably trained person Work must be controlled by a Permit to dig / excavate / drive piles and a copy of the service drawing for the dig area must be available for review in the excavator, or be held by the operatives in the work area.	Statutory inspections /Examinations of excavations must be made by competent personnel and a record maintained by the subcontractor, which must be available on site. SHE Form 50 can be used if required.	BGS 38
BGS 40 Hoists, Mast Climbers and Temporary Suspended Access Equipment		
SHE Form 05 needs completing that confirms the formal appointment must be made by the Barratt Contracts Manager and Projects Director and this appointment should be made in writing. The Temporary Works Coordinator will in conjunction with the project team ensure a design brief is prepared for each element of temporary works that is identified via SHE Form 97. A method statement review must be completed in order to ensure that suitable control measures have been considered via SHE Form 14.	**Method Statement Briefings** Hoist operators must receive a RA07 Hoist Operators risk assessment/method statement briefing prior to commencing work on site. At the beginning of each shift or working day, the hoist or mast-climber must be checked by the operator to ensure that it is in a fit condition. Operators must keep a record of the checks undertaken, which must be provided to Barratt site management at least weekly. Operators must only access areas of the hoist and mast-climbers that are provided with adequate fall protection. **Maintenance Work Sheets** Following any work undertaken on the construction hoist, mast-climber or suspended cradles, a record of the work completed must be provided to Barratt Site Management and/or the statutory register on site completed to confirm the crane is safe to use. **Weekly Inspections** - A	BGS 40

! Policy	✓ Controls	△ References
	maintenance/service programme must be agreed prior to the hoist, mast climber or suspended cradle being put into service that enables the equipment to be inspected by the supplier on a weekly basis. Record of maintenance must be provided the Barratt Site Manager on completion of the work in order to confirm the plant is safe to use.	
	Monthly Independent Through Inspections - Hoists and mast climbers must be thoroughly examined prior to being put in service on site and every six months thereafter.	
BGS 41 Development Security and Signage		
The specific controls for the prevention of unauthorised access to the development must be assessed and detailed in the Construction Phase Safety, Health and Environmental Plan. As part of the assessment, consideration must be given to what levels of security are needed.	SHE Form 05. A weekly inspection of the perimeter fencing must be undertaken	BGS 41
BGS 42 Overhead Services		
Identification of overhead power lines, either within the site perimeter or anticipated interface at the perimeter Assessment undertaken in accordance with HSE Guidance note GS6	Controls for prevention of contact with services put in place and monitored by site management. She Form 05	BGS 42
BGS 43 Management, Installation and Inspection of Fire Stopping and Cavity Barriers		
Installation of fire stopping and cavity barriers are to be controlled in accordance with procedure.	QA forms to be completed to demonstrate compliance depending on type of build being undertaken.	BGS 43

! Policy	✓ Controls	△ References
	All inspections and reports submitted to the homebuilder portal are tracked on a compliance tracker. This must be reviewed regularly and included in the Divisional Board pack.	

4. Scope

The scope covers:

- SHE standards to be applied across Barratt Developments PLC.
- All site based operations, protection of the public and Divisional/Group offices.
- SHE control of all suppliers and subcontractors.
- SHE information provided to management companies and external bodies.
- The controls required to satisfy all UK Health, Safety and Environmental legislation and other requirements.
- The minimum levels of SHE training to be provided to all staff.
- The monitoring, auditing and reporting of SHE standards.
- Investigation and reporting of accidents, incidents and SHE related complaints.

5. Monitoring and Compliance

Monitoring, reporting and auditing of SHE standards is contained within Group Standard BGS 06, and a summary of which is set out below.

- Overall Group performance is reviewed at the SHE Board Committee twice per year and implementation of the continuous improvement strategy is managed by the SHE Operations Committee which is held at least quarterly.

- Divisional Safety, Health & Environmental Managers conduct monitoring visits, at least every four weeks, to each development site. This comprises:

    - Review of documentation i.e. the records to be maintained.
    - Site based activities such as visual inspection of the development.
    - Preparation of a report based on that visit.

- Annual internal audit of the SHE standards across all operational units by the in-house Safety, Health & Environmental team.

- Review every three years by external accreditors of the Occupational Safety, Health and Environmental Management System and its application in all operational units against the recognised international standards, listed below. An annual external review will be undertaken at Group level.

    o ISO 14001 o ISO 45001 (OHSAS 18001)

6. Relevant Regulation(s)/Legislation

Health and Safety

Health and Safety at Work etc Act
Corporate Manslaughter and Corporate Homicide Act
Management of Health and Safety at Work Regulations
Provision and Use of Work Equipment Regulations
Manual Handling Operations Regulations
Construction (Design & Management) Regulations
Work at Height Regulations
Control of Vibration at Work Regulations

Regulatory Reform (Fire Safety) Order
Fire (Scotland) Act
Control of Noise at Work Regulations
Control of Substances Hazardous to Health Regulations
Control of Lead at Work Regulations
Control of Asbestos at Work Regulations
Confined Spaces Regulations
Lifting Operations and Lifting Equipment Regulations
Health and Safety at Work (Offences) Act
Reporting of Injury, Diseases & Dangerous Occurrences Regulations
First Aid at Work Regulations
Electricity at Work Regulations
Personal Protective Equipment at Work Regulations
Health and Safety (Display Screen Equipment) Regulations
Gas Safety (Installation & Use) Regulations
Health and Safety (Consultation with Employees) Regulations
Health and Safety (Fees) Regulations
Workplace (Health, Safety and Welfare) Regulations
Health and Safety (Safety Signs and Signals) Regulations
Health and Safety (Information for Employees) Regulations

Environmental

Carbon Reduction Commitment (CRC) Energy Efficiency Scheme
Clean Air Act
Climate Control Act
Climate Control (Scotland) Act
Conservation (Natural Habitats) (Amendment) (Scotland) Regulations
Conservation of Habitats and Species Regulations
Contaminated Land (England) Regulations
Contaminated Land (Scotland) Regulations
Contaminated Land (Wales) Regulations
Control of Asbestos Regulations
Control of Noise (Code of Practice for Construction and Open Sites) Order
Control of Pollution (Amendment) Act
Control of Pollution (Oil Storage) (England) Regulations
Controlled Waste (England and Wales) Regulations
Controlled Waste Regulations
Environment Act
Environment (Wales) Act
Environmental Permitting (England and Wales) Regulations
Environmental Permitting (England and Wales) Regulations
Environmental Protection (Duty of Care) (Scotland) Regulations
Environmental Protection Act
Environmental Protection Act
Finance Act

Groundwater (England & Wales) Regulations
Hazardous Waste (England & Wales) Regulations
Hazardous Waste (Wales) Regulations
Hedgerows Regulations

Highways Act
Land Drainage Act
Landfill Tax (Qualifying Materials) Order
Landfill (Scotland) Regulations
List of Wastes (England) Regulations
List of Wastes (Wales) Regulations
Natural Environment and Rural Communities Act (NERC)
Natural Conservation (Scotland) Act
Protection of Badgers Act
The Hazardous Waste (Wales) Regulations
Town and Country Planning Act
Waste (England and Wales) Regulations
Waste (Scotland) Regulations
Waste Electrical and Electronic Equipment Regulations
Waste Information (Scotland) Regulations
Waste Management Licensing (Scotland) Regulations
Water Act
Water Environment (Controlled Activities) (Scotland) Regulations
Water Environment (Oil Storage) (Scotland) Regulations
Water Environment and Water Services (Scotland) Act
Water Resources Act
Wildlife and Countryside Act
Wildlife and Natural Environment (Scotland) Act
Scottish Landfill Tax (Qualifying Materials) Order
Town and Country Planning (Environmental Impact Assessment) Regulations

7. Key Contacts and Responsibilities

Area of responsibility	Name	Job Title	Contact Phone / Email
Policy Owner / Sponsor	Steven Boyes	Chief Operating Officer	steven.boyes@barrattplc.co.uk
Approval of Policy Amendments	Steven Boyes	Chief Operating Officer	steven.boyes@barrattplc.co.uk
Policy Author / Lead / Champion	Vince Coyle	Group Construction and SHE Director	01604 664500 vince.coyle@barrattplc.co.uk
Breach Reporting	Vince Coyle	Group Construction and SHE Director	01604 664500 vince.coyle@barrattplc.co.uk
General Policy Queries	Vince Coyle	Group Construction and SHE Director	01604 664500 vince.coyle@barrattplc.co.uk

8. Safety, Health and Environmental Information

The Group Standards are set out in the Occupational Safety, Health and Environmental Management System which is available in electronic format, as detailed below:

- Docushare – The Barratt Group Document management system. Available on all desktops and SHE documents can be located under the heading of Group Support Centre → Safety Health and Environmental.
- Natural Forms – Electronic SHE Forms, which enable users to complete forms and submit for automatic filing on the Barratt Group servers. Storage is provided for each individual development and by the relevant form reference number. Documents held electronically are backed up via the Barratt Group data protocols

OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL PROCESSES AND PROCEDURES MANUAL (PPM)

BARRATT GROUP STANDARD (BGS)

01 PRE-COMMENCEMENT – June 2022

Version Control	Date
V1.0	June 2022

Approval and sign-off	Name	Confirmation & date
Sponsor	Steven Boyes, Chief Operating Officer	27.05.2022
Owner	Vince Coyle, Group Construction and SHE Director	27.05.2022
Author	Vince Coyle, Group Construction and SHE Director	27.05.2022

Contents

1. Introduction and Scope

1.1 *Introduction*

Barratt Developments PLC (the Group) is fully committed to achieving high standards of health, safety and welfare, creating a safe working environment at all times.

This document sets out the Group's processes and procedures for Safety, Health and Environmental (SHE). It must be read in conjunction with the SHE policy document located on DocuShare.

The SHE policy is denoted at the start of the section to which it relates by the exclamation mark symbol and text noting what must be complied with, for example:

> **The SHE Policy states:**
>
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This policy provides the narrative as to 'what' must be complied with, within the business and the control around the policy refers to 'how' the policy is to be complied with through these procedures; the control elements are denoted by the tick symbol and text, for example:

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Additionally, where the SHE PPM has a close relationship to other departmental policies and procedures, these are referenced by the warning symbol and text, for example:

> **The SHE Relationship states:**
>
> Reference should be made to the following procedure documents.

The Group Safety, Health & Environmental Director, Group Safety, Health & Environment (or Delegate of Authority where appropriate) is responsible for ensuring that all SHE team members have access to and comply with this information, providing:

- A reference point in the event of any query on policy or procedure
- A standard and consistent operating procedure across the Barratt Group
- An auditable trail of process to enable the Group to inspect the SHE operation and carry out checks on a Division's efficiency and compliance
- Best practice across the Group, by being subject to review and the adoption of regular updates to capture continuing improvements within the business.

It is vitally important that all members of the SHE department are fully conversant with these policies and procedures. The adoption of, compliance with and ongoing review of these policies and procedures will support the department in achieving its objectives.

By following these policies and procedures Divisions will be able to self-audit their processes, this will be backed-up by Group audits on a regular basis for compliance.

1.2 *Scope of the SHE Barratt Groups Standards that must be followed*

This document covers:

- Pre-commencement.

2. SHE Policy and Controls

2.1 *Table of Policy and Controls*

The following table provides details of the SHE Policy statements and the Controls in place to ensure compliance. Additional hyperlinks are provided to sections within this document and to process flow charts for reference.

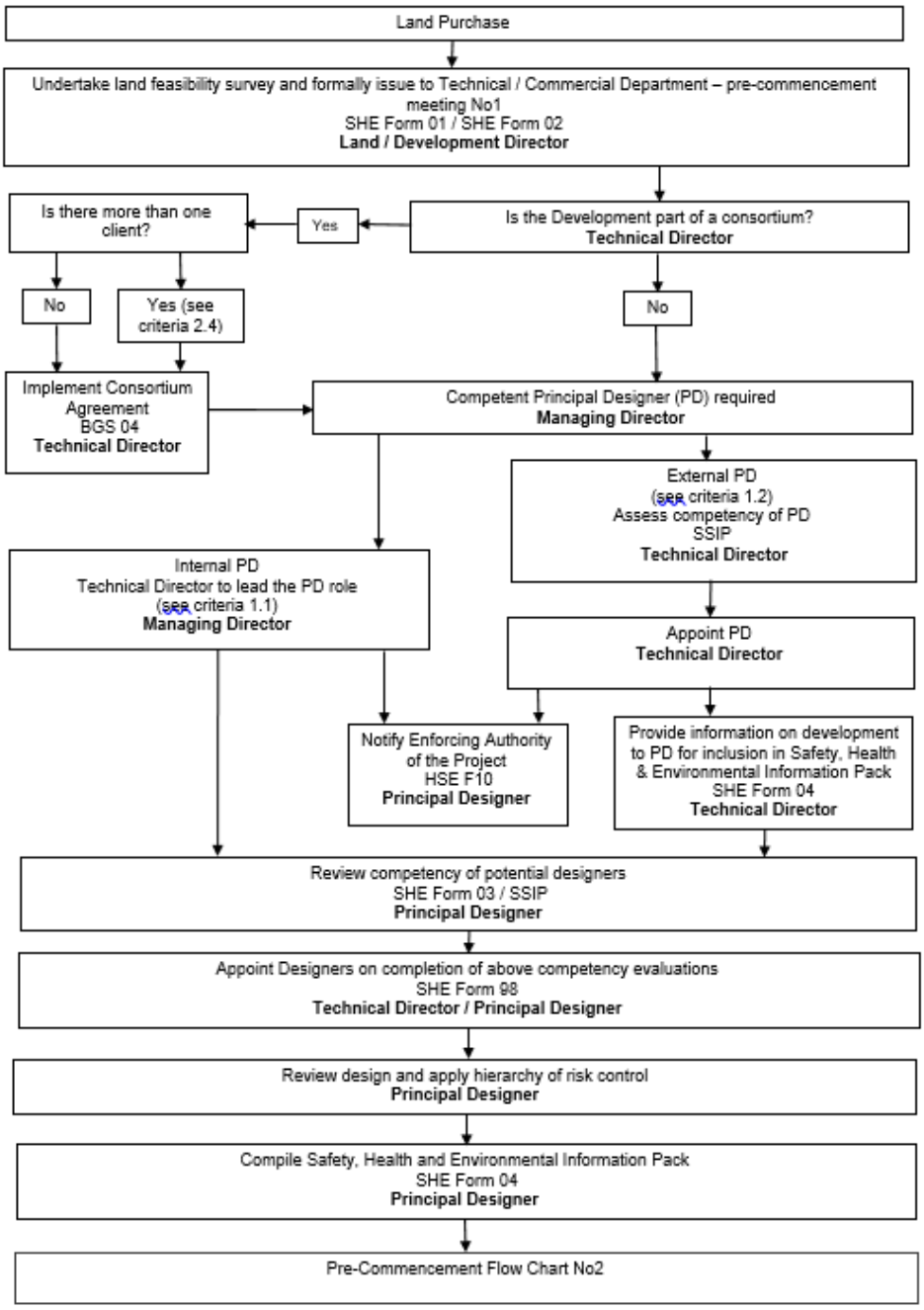
! Policy	✓ Controls	△ References
Pre-Commencement	**Pre-commencement**	Pre-Commencement
Technical Director is to ensure a Pre-Construction Pack is compiled and issued to all involved in the project.	SHE Form 04 to be completed	BGS 06 SHE Form 04 SHE Form 05 SHE Form 10 SHE Form 18
Technical Director to ensure notification of project to the Health and Safety Executive is undertaken.	HSE Form F10	
The Construction Director is responsible for ensuring that a Construction Phase SHE Plan is developed prior to commencement.	SHE Form 05 to be completed and approved for all developments where Barratt are Principal Contractor	
The Managing Director is responsible for approving the Construction Phase SHE Plan and Welfare facilities before contractors acting as Principal Contractor are permitted to commence construction works	SHE Form 18 – Approval for external Principal Contractors to commence work	

3. Pre-Commencement

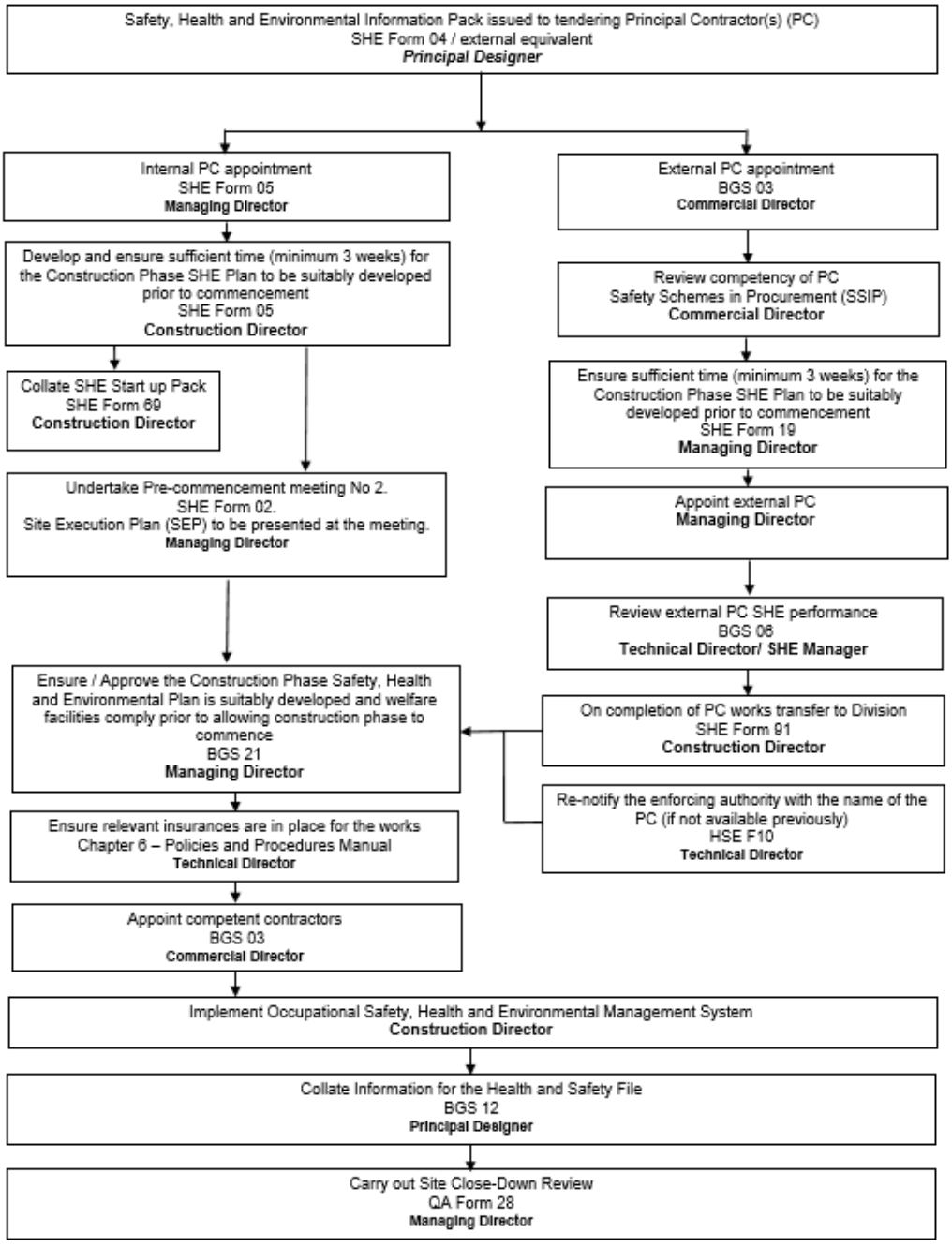
Overview

This document provides guidance on the control measures required to be undertaken (i.e. potential hazards on site) by the land, technical and construction departments prior to the actual construction starting on site.

Pre-Commencement Flowchart No1



Pre-Commencement Flowchart No2



The SHE Policy states:

Pre-Commencement

- Technical Director is to ensure a Pre-Construction Pack is compiled and issued to all involved in the project.

- Technical Director to ensure notification of project to the Health and Safety Executive is undertaken
- The Construction Director is responsible for ensuring that a Construction Phase SHE Plan is developed prior to commencement.
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The SHE Control states:

Pre-Commencement

- SHE Form 04 to be completed
- HSE Form F10
- SHE Form 05 to be completed and approved for all developments where Barratt are Principal Contractor
- SHE Form 18 – Approval for external Principal Contractors to commence work

1.0	**Principal Designer (PD)** The Principal Designer must be appointed as soon as working drawings are commissioned and must be the first formal appointment made for the pre-construction phase of a development.		Managing Director/ Technical Director
1.1	**Internal appointment** Where the PD role is to be undertaken by the Division, this must only be on: • Developments up to and including 4 storeys high • Standard house type schemes		Managing Director
	In addition, the PD role can be undertaken on developments other than those listed above where the Division can demonstrate that there is sufficient competency available to discharge the role. This will need to be reviewed, in conjunction with the SHE Manager, and will not be standard procedure.		Managing Director
	In this case a Principal Designer must be appointed from within the Division.	Email	Managing Director
	Principal Designers must attend an approved training course that enables a clear understanding of the role. In addition, they must have sufficient knowledge and experience of the design process and be able to coordinate aspects of construction		Managing Director

	design. Training must be in accordance with the SHE Training Matrix.		
	The PD role must be undertaken by a team of individuals to enable all aspects of health and safety to be considered.		Managing Director
	It is the PD's responsibility to ensure the duties associated with the role are discharged including compiling the Pre-Construction SHE Information Pack, coordinate the activities of designers, notify the project to the enforcement authority and prepare the health and safety file(s).	SHE Form 04	Technical Director/ Principal Designer
	Appointment of PD by the Division can be confirmed via the notification form to the enforcing authority.	HSE F10	Managing Director
1.2	**External Principal Designer (PD)**		
	External PD must be appointed for all complex projects and apartment developments (structures 5 storeys and above).		Managing Director
	Where external PDs are appointed, the competency of the organisation must be evaluated via one of the Safety Schemes in Procurement (SSIP) annually.	SSIP	Technical Director
	A formal appointment of the PD must be undertaken, outlining the scope of service to be provided.	Commercial Procedures	Technical Director
	All relevant SHE information known about the development must be forwarded to the PD for inclusion in the Pre-Construction SHE Information Pack.	SHE Form 01	Technical Director
	In all cases, the Division, as Client for the development, must appoint the PD and this must be a separate appointment to that of the PC, even if the contractual conditions are design and build.	HSE F10	Technical Director
2.0	**Notification of the Project**		
2.1	The PD of the Division must ensure that the project is appropriately notified to the enforcing authority and declare that the Division is Client for the development where the following applies:	HSE F10	Technical Director

	• Construction work is scheduled to last longer than 30 working days and have more than 20 workers on site at any point • Construction work is scheduled to exceed 500 person days Any date on which construction work is undertaken must be counted, even if the work on that day is short duration. This includes holidays and weekends.		
2.2	Notification of the project must be undertaken as soon as the PD is appointed. This must be undertaken even if the PC has not been appointed.	HSE F10	Technical Director
2.3	Re-notification of the project must be undertaken when the appointment of a PC has been made, and if the start/end date notified moves by a month or more.		Technical Director
2.4	If there is more than one designated Client (Consortium developments), an agreement must be made in writing between the Clients.	BGS 04/ SHE Form 94	Technical Director
2.5	If a Division is fulfilling any of the roles detailed in the CDM Regulations, the name notified must be BDW Trading Ltd (Name of Division).		Technical Director
2.6	The F10 form can be completed electronically at https://www.hse.gov.uk/forms/notification/f10.htm. The form will be sent to the email of the person identified and a record be maintained in the Division. The form will need to be provided to the Construction team for display on site.		Technical Director
3.0	**Appointment of external Principal Contractors**		
3.1	Pre-construction archaeological investigations are not subject to the CDM Regulations when undertaken as a stand-alone element prior to the construction phase of a project. This does not initiate the construction phase of the project. Archaeological investigations or activities that are undertaken during the construction phase of a project will be governed by the requirements of CDM – but archaeologists and their activities will be considered to be contractors. In this case, a competent Principal Contractor must be appointed.	Commercial Procedures	Technical Director

3.2	Appointed PC must be assessed for competency prior to contracts being placed. This can be achieved by confirmation that the contractor has satisfied the criteria for a registered Safety Schemes in Procurement (SSIP), and that the contractor has successfully undertaken the type of work previously.	SSIP	Managing Director
3.3	If the PC is appointed on a design and build form of contract, the Division must satisfy themselves that the organisation is competent to discharge the designer's duties or have employed a designer(s) who fulfils the competency criteria.		Technical Director
3.4	Appointment must be formal and be confirmed by issue of contract documentation or letter of intent.		Commercial Director
3.5	All PCs appointed are responsible for the management of SHE for the construction phase of the development and have systems and procedures, which are monitored by a designated competent person (either employed or consultant). The results of any monitoring must be provided to the Division.		Technical Director
3.6	A review of the PC's performance must be undertaken, which will include a review of monitoring of SHE standards on site, and Construction Phase Safety, Health and Environmental Plan.	BGS 06	Technical Director / SHE Manager
3.7	There must only be one PC for a project at any one time. However, if there are two truly independent, unrelated packages of work (i.e. a demolition element, which is truly independent of the remaining development), which do not rely upon one-another for their viability or completion then these can be procured as separate contracts and procedures applied accordingly. These projects must be truly independent with separate welfare facilities (where possible) and clearly defined site boundaries.		Technical Director
3.8	In the appointment of an external PC for any work, the Division must ensure that a suitable Construction Phase Safety, Health and Environmental Plan is in place and welfare facilities are appropriate prior to allowing construction work to commence. This applies to any defect works, and the content of the plan must be proportionate to the work to be undertaken.	SHE Form 19	Managing Director

3.9	On completion of the external PC works/transfer of the PC role to Barratt Developments PLC, a review of transfer arrangements must be undertaken between the external PC and Division.	SHE Form 91	Construction Director
4.0	**Division Appointed as Principal Contractor**		
4.1	A suitable and sufficient Construction Phase Safety, Health and Environmental plan must be in place, which is provided in the standard folder and is signed off by the Managing Director before any work commences. This will include a fully developed Site Execution Plan, which is agreed with all Divisional Directors and is reviewed at least every three months.	SHE Form 05/ Appendix A	Managing Director/Construction Director
4.2	Suitable welfare provision must be in place prior to any work commencing on site.	BGS 21	Managing Director
4.3	The development must be appropriately resourced with competent site management to plan, monitor and coordinate the construction phase. The competent person must meet the specified training requirements and also have the appropriate knowledge and experience to monitor and coordinate the activities on site.	BGS 20	Construction Director
5.0	**Appointment of Designers and their duties**		
5.1	The competency of all external Designers appointed to undertake roles on the development must be evaluated via one of the Safety Schemes in Procurement (SSIP) annually, or via SHE Form 03, which must be undertaken every two years.	SSIP/SHE Form 03	Technical/ Commercial Director
5.2	Appointment of Designers must be made in writing in the form of a contract or letter of intent.		Principal Designer
5.3	Designers must provide information on residual risk, which must be specific to the development. Information must relate to hazards/risks that a competent contractor would find unusual or likely to be difficult to manage. Information must also consider future maintenance of the structures.		Technical Director/ Principal Designer/ Designers
5.4	Hazard information must be provided using clear notes on drawings. Alternatively reference must be made to other development specific documents where the information can be found.		Technical Director

6.0	**Land Feasibility Survey**		
6.1	The land feasibility survey must be completed as part of the process for final purchase of a site. It is designed to highlight SHE hazards / risks that could affect the purchase, and to highlight hazards / risks that must be evaluated as part of planning process and construction phase.	SHE Form 01	Land/Development Director
7.0	**Pre-Start Meeting(s)**		
7.1	Two pre-start meetings must be undertaken to ensure all relevant information is available and notifications are in place prior to commencement of a development. Final revision of SEP to be in place.	SHE Form 02 / Appendix A	Managing Director/ Departmental Heads
8.0	**Site Execution Plan**		
8.1	A detailed Site Execution Plan must be in place prior to a site commencing. The SEP shall be displayed in a flip chart format, with a page for each phase/layer of build, requiring each phase/zone of build to be signed off during the construction phase of the development. This process is described in Appendix B and an example is shown in Appendix C. A checklist is provided in Appendix D	Appendix A, B, C and D	Managing Director
8.2	The sequence of build routes and occupation programme must be detailed (dates when plots are due to be occupied) on the Site Execution Plan to ensure there is a safe buffer and minimal interaction between construction works and occupied areas. The plan must also identify when permanent roads/sewers will be completed, where haulage roads are required to complete the works, and the location of welfare facilities. The Site Execution Plan must be supplemented by the Site Traffic/Pedestrian Management Plan. This must reduce plant interaction with the workforce and customers. Where this cannot be avoided, adjacent to occupied plots, safe access and segregation must be provided for occupied areas.	BGS 41	Managing Director
8.3	The plan must be agreed and signed off by the Divisional Management team prior to the development commencing.		Managing Director
8.4	The plan must be reviewed at least quarterly on every development.	SHE Form 35	Contracts Manager / SHE Manager

8.5	For any significant changes in the route of build, sales or occupation strategy, the plan must be reviewed/revised and agreed by the Divisional Management.		Managing Director
9.0	**Sustainable Drainage System**		
9.1	An assessment of the controls required for any Sustainable Drainage System (SuDS) must be undertaken. The assessment must be in the format approved by the Barratt Developments PLC but can be undertaken by the scheme designers as part of their management system, as long as the content / detail is at least equivalent to that detailed in SHE Form. The control measures to prevent injury or otherwise from the scheme must be detailed.	SHE Form 86	Technical Director
9.2	A review of the assessment and the implementation of the control measures during the construction of the development must be undertaken on a six monthly basis.	SHE Form 86	Technical Director
10.0	**Review of Water Containment on Site**		
10.1	A review of the controls in place to prevent contamination of any watercourse must be undertaken monthly on all sites.	SHE Form 10	Technical Director
11.0	**Site Start-up Park**		
11.1	A site start-up pack must be collated for all new developments by the respective Division and stocks maintained. The pack must be available on site prior to work commencing.	SHE Form 69	Construction Director
12.0	**Site Safety Health and Environmental Records**		
12.1	SHE Forms, which are completed via Natural Forms, are stored electronically on the Homebuilder Portal. Hard copies of the following must be maintained on site. • **SHE Form 05** • Subcontractors Risk Assessments/Method Statements (each with a copy of the relevant SHE Form 14) • **Existing Services Location Drawings** • Construction / Sales Meetings • Noise Assessment Records (SHE Form 56) • Site Visitors Record (SHE Form 60)		Site Manager

	• **Concrete Cube Register (SHE Form 61)** • Hand Arm Vibration Records (SHE Form 76) • Fire Extinguisher Annual Service Certification • Electrical Test Inspection Certification – Welfare 12 Monthly • Electrical Test Inspection Certification – Silos 6 Monthly • Electrical Test Inspection – Portable Tools 12 Monthly • Considerate Constructors Reports • **Permit to Pour (SHE Form 45)** • **Permit to Strike (SHE Form 46)** • Permit to Enter Confined Spaces (SHE Form 48) • Electrical permit (SHE Form 65) • Working Platform Handover Record • Plant Service Records • Lifting Plan – Telehandler (SHE Form 28) • Lifting Plan – Mobile Cranes (SHE Form 38) • Crane Pre Commencement (SHE Form 39) • Method Statements for Directly Controlled Works (SHE Form 15) • Risk Assessments for Directly Controlled Works • COSHH Assessments (SHE Form 72) • **Asbestos Monitoring Certificates/Reports**		
12.2	Electronic SHE Forms will be archived via the Homebuilder Portal for a period of six years. All documents highlighted above need to be electronically stored as per the Group policy.		Construction/Project Director
12.3	All other forms/documentation can be shredded/disposed of when the development has been completed.		Construction/Project Director
13.0	**Development Close Down Review**		
13.1	A Site Closure Meeting must be held on site approximately 3 months prior to scheduled completion of the last plot. This meeting is to identify and schedule any outstanding adoptable works.	QA Form 28	Managing Director

OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL PROCESSES AND PROCEDURES MANUAL (PPM)

BARRATT GROUP STANDARD (BGS)

02 RISK ASSESSMENT – June 2022

Version Control	Date
V1.0	June 2022

Approval and sign-off	Name	Confirmation & date
Sponsor	Steven Boyes, Chief Operating Officer	27.05.2022
Owner	Vince Coyle, Group Construction and SHE Director	27.05.2022
Author	Vince Coyle, Group Construction and SHE Director	27.05.2022

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By following these policies and procedures Divisions will be able to self-audit their processes, this will be backed-up by Group audits on a regular basis for compliance.

1.2 *Scope of the SHE Barratt Groups Standards that must be followed*

This document covers:

- Risk assessment.

2. SHE Policy and Controls

2.1 Table of Policy and Controls

The following table provides details of the SHE Policy statements and the Controls in place to ensure compliance. Additional hyperlinks are provided to sections within this document and to process flow charts for reference.

! Policy	✓ Controls	△ References
Risk Assessment All work activities must have a risk assessment that is undertaken.	**Risk Assessment** SHE Form 73 is required to be populated with the details of all risk assessments. Risk assessments should be recorded on SHE Form 54 or SHE Form 15 (high risk activities) for activities undertaken by persons directly employed by the Group.	SHE Form 73 SHE Form 54 SHE Form 15
Risk Assessments Contractors Safe Systems at work must be reviewed before commencement of work on site All workers to be briefed by their Supervisor on the content of the safe system of work.	**Risk Assessments** SHE Form 14 is required to be completed and approved by Site Management prior to work commencing. Evidence of briefing must be available for review prior to workers commencing on site Safe Systems of Work should be reviewed every 12 months by the site management to ensure the controls remain relevant. SHE Form 73 completed to confirm contractor's safe systems of work have been reviewed.	SHE Form 14 SHE Form 73

3. Risk Assessment

The SHE Policy states:

Risk Assessment

- All work activities must have a risk assessment that is undertaken.

The SHE Control states:

Risk Assessment

- SHE Form 73 is required to be populated with the details of all risk assessments.
- Risk assessments should be recorded on SHE Form 54 or SHE Form 15 (high risk activities) for activities undertaken by persons directly employed by the Group.

The SHE Policy states:

Risk Assessment

- Contractors Safe Systems at work must be reviewed before commencement of work on site.
- All workers to be briefed by their Supervisor on the content of the safe system of work

The SHE Control states:

Risk Assessment

- SHE Form 14 is required to be completed and approved by Site Management prior to work commencing.
- Evidence of briefing must be available for review prior to workers commencing on site
- Safe Systems of Work should be reviewed every 12 months by the site management to ensure the controls remain relevant.
- SHE Form 73 completed to confirm contractor's safe systems of work have been reviewed.

The SHE Relationship states:

Risk Assessment

- SHE Form 73
- SHE Form 54
- SHE Form 15
- SHE Form 14

1.0 Introduction

Risk assessment is a legal requirement under the Management of Health and Safety at Work Regulations. In addition, topic specific assessments are required by associated legislation such as; fire, manual handling, display screen equipment, substances hazardous to health, noise, young persons, new and expectant mothers and provision and use of work equipment.

Risk assessments do not have to be complicated; the level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to the clarification and documenting of procedures that are often already in place. The analytical process involved with risk assessment and control can also result in efficiencies in existing processes being identified.

Risk assessments can also assist in the identification of requirements for, and levels of, instruction, information, training and supervision that may be required for the activity.

2.0 Specific Risk Assessments

The Occupational Safety, Health and Environmental system contains references and requirements for risk assessment. Policies for control of specific risks have been evaluated and where reasonably practicable control measures required by the Group have been detailed in the relevant Barratt Group Standard associated with the function or activity. Where controls have not been detailed risk assessments will be required.

Topic specific risk assessments are detailed as follows:

Topic	Barratt Group Standard (BGS)	SHE Form
Manual Handling	BGS 08	SHE Form 79
Control of Hazardous Substances	BGS 10	SHE Form 72
Display Screen Equipment	BGS 11	SHE Form 23
Temporary Works	BGS 18	SHE Form 95
Young Persons	BGS 22	SHE Form 25
Sales Centres	BGS 23	SHE Form 07
Customer Services	BGS 24	RA 06
New and Expectant Mothers	BGS 25	SHE Form 82
Fire	BGS 32	SHE Form 92 / 93 / 94
Contractors Safe Systems of Work	BGS 36	SHE Form 14
Sustainable Drainage	BGS 01	SHE Form 86
General Risk	various	SHE Form 54
High risk or complex activities	BGS 36	SHE Form 15
Noise		SHE Form 56
Home Workers	HR Procedure	SHE Form 74

3.0 Group Specific Risk Assessments

The Group has provided assessments on SHE Form 54 and SHE Form 15 for activities undertaken by persons directly employed by the Group. These should be reviewed and adopted by the site or function by the Site/Line Manager and briefed to those who are directly affected.

These assessments can be located on Docushare.

4.0 Definitions

For the purpose of this policy the following definitions apply:

- **Hazard:** Something with the potential to cause harm
- **Risk Rating:** The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence
- **Control Measures:** Method used to reduce or control risks arising from identified hazards
- **Residual Risk:** The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable

5.0 SHE Form 54 – Risk Assessment

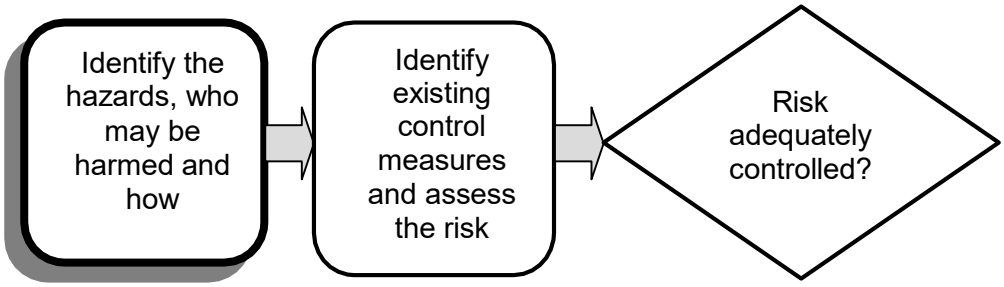
5.1 Introduction

This assessment form **(SHE Form 54)** can be utilised to assess work activities of employees which are not considered to be high risk or complex or which would require a significant degree of sequencing. Where this is the case a review should be undertaken via SHE Form 15 – Method Statement Pro-forma.

However, the process detailed below will assist with the identification of hazards and evaluation of risk for all work activities.

5.2 Hazard Identification

Whenever possible adopt an approach to risk assessment that involves employees who have practical experience of the activity being assessed, as they often have the best awareness and understanding of the hazards involved with the activity and know how the activity is actually carried out.



All hazards associated with each activity and all groups of persons which may be exposed to those hazards should be identified. Hazards can arise from the use of materials, substances, equipment and the location that the activity is carried out in.

To assist in hazard identification:

- Observe the task to be assessed and the environment that it is to be carried out in, to identify what actually occurs.
- Speak to and involve the persons who undertake the task
- Refer to any existing risk assessments.
- Review incident and ill-health records relevant to the activity.

Refer to legislation, supporting approved codes of practice and Health and Safety Executive (HSE) guidance documents, British Standards, industry / trade association guidance, manufacturers / supplier information

Persons who may be exposed to the hazards can include employees, contractors, delivery drivers, visitors and members of the public etc.

A list of hazards with the potential to cause harm has been provided on the form. This is not an exhaustive list but can be added to expand upon in order to ensure that the risk have been adequately addressed.

5.3 Risk Evaluation and Estimation

Once hazards associated with activities have been identified, it becomes necessary to establish what the potential hazardous outcomes or events could be associated with the hazard.

When identifying who could be harmed, identify how they could be harmed.

Consider: **Who** could be harmed? **By What**? and **How**?

The next stage is to examine **the likelihood** of a hazardous event occurring.

Once likelihood has been determined the probable **severity** of the hazardous event, should be considered. Consequences can be considered in terms of severity of potential injury.

Likelihood	
Rating 1	Very Unlikely
Rating 2	Unlikely
Rating 3	Likely
Rating 4	Very Likely
Rating 5	Almost Certain

Severity	
Rating 1	No injury
Rating 2	Minor injury or illness
Rating 3	7 day injury or illness
Rating 4	Major injury or illness
Rating 5	Fatality

This risk evaluation process helps to determine the significance of the risks associated with the hazards. The number of people who may be affected by a hazard is a relevant consideration during risk estimation.

Severity						
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5
	Likelihood				

The matrix above should be utilised to evaluate the level of risk

Risk assessment is the overall judgement of the level of risk arising from the hazard, based upon the **likelihood** of the hazard occurring and the potential severity of the **severity**, taking into account existing risk control measures that are already established to be place to reduce / control the risk. Using the risk matrix as a guide, the level of risk should be assessed to identify the **risk rating**.

The table below provides additional guidance on the categories detailed in the tables above.

Likelihood	**Description**
Almost certain	Expected to occur in most circumstances.
Very Likely	Will probably occur in most circumstances.
Likely	Might occur at some time.
Unlikely	Not expected but conceivable, could occur sometime.
Very Unlikely	Not expected and would only occur in exceptional circumstances.
Severity	**Description**
Fatality	Fatality or multiple fatalities due to injuries. Severe illness which may prove fatal.
Major injury or illness	Probable specified (major) injury as defined in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations.
7 day injury or illness	An >7 day injury, dangerous occurrence or reportable disease as defined in RIDDOR.
Minor	Injury resulting in an absence from work or being unable to undertake normal duties for <7days.
No Injury	No potential injury

Once the matrix has been used to determine the risk rating it is then possible to use the table below to establish the appropriate actions required.

Risk Rating		
11 - 25	Unacceptable	Element of the work should not be started or continued until the risk has been reduced. Additional risk control measures required.
5 -10	Further Review	Often risks can be reduced by improving controls. Risks may be acceptable in situations where consequences are potentially medium but the likelihood of incidence has been reduced significantly.
1 - 4	Low	Low risks are acceptable unless there are low cost solutions which removes the risk and improves the working environment.

5.4 Risk Control Measures

Suitable and sufficient risk control measures should be identified and implemented to ensure that all risks are appropriately controlled in order to prevent injury, ill health and to comply with legislative requirements. All risk control measures will follow the hierarchy of risk control stated in 5.5.

Risk control measures are methods used which reduce/control risks arising from the hazard.

Control measures must take into account any relevant legal requirements which establish the minimum levels of risk control. Where additional control measures are required to reduce the risk, they should be considered according to the order in the following hierarchy of risk control which, as well as being in order of effectiveness to control risks, is also in order of the minimum amount of managerial effort required to maintain them.

5.5 Hierarchy of risk control

When considering control measures consider the hierarchy of control as follows.

Hierarchy of risk control	
Eliminate the risk	Avoid the risk altogether by removing the hazard or no longer undertaking the activity.
Substitute the risk	Reduce the risk by replacing the hazard or activity with one which entails a lower risk.
Control the risk (physical)	Control the risk by physical isolation or separation of people from the hazard.
Control the risk (procedural)	Control the risk by procedural methods which are understood and effectively implemented; safe systems of work, information, training, instruction, supervision, etc.

Protect the Individual	Protect the individual by the provision of personal protective equipment.

When considering additional control measures it should be ensured that they will not introduce any new hazards.

When the control measures have been identified and agreed they should be implemented and monitored to ensure they are effective.

OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL PROCESSES AND PROCEDURES MANUAL (PPM)

BARRATT GROUP STANDARD (BGS)

05 ACCIDENT, INCIDENT & ENVIRONMENTAL REPORTING

Version Control	Date
V2	April 2023

Approval and sign-off	Name	Confirmation & date
Sponsor	Steven Boyes, Chief Operating Officer	14.04.2023
Owner	Vince Coyle, Group Construction and SHE Director	14.04.2023
Author	Vince Coyle, Group Construction and SHE Director	14.04.2023

Contents

1. Introduction and Scope

1.1 Introduction

Barratt Developments PLC (the Group) is fully committed to achieving high standards of health, safety and welfare, creating a safe working environment at all times.

This document sets out the Group's processes and procedures for Safety, Health and Environmental (SHE). It must be read in conjunction with the SHE policy document located on DocuShare.

The SHE policy is denoted at the start of the section to which it relates by the exclamation mark symbol and text noting what must be complied with, for example:

> **The SHE Policy states:**
>
> The policy statement(s) are noted thus.

This policy provides the narrative as to 'what' must be complied with, within the business and the control around the policy refers to 'how' the policy is to be complied with through these procedures; the control elements are denoted by the tick symbol and text, for example:

> **The SHE Control states:**
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> The control for the policy is noted thus.

Additionally, where the SHE PPM has a close relationship to other departmental policies and procedures, these are referenced by the warning symbol and text, for example:

> **The SHE Relationship states:**
>
> Reference should be made to the following procedure documents.

The Group Safety, Health & Environmental Director, Group Safety, Health & Environment (or Delegate of Authority where appropriate) is responsible for ensuring that all SHE team members have access to and comply with this information, providing:

- A reference point in the event of any query on policy or procedure
- A standard and consistent operating procedure across the Barratt Group
- An auditable trail of process to enable the Group to inspect the SHE operation and carry out checks on a Division's efficiency and compliance
- Best practice across the Group, by being subject to review and the adoption of regular updates to capture continuing improvements within the business.

It is vitally important that all members of the SHE department are fully conversant with these policies and procedures. The adoption of, compliance with and ongoing review of these policies and procedures will support the department in achieving its objectives.

By following these policies and procedures Divisions will be able to self-audit their processes, this will be backed-up by Group audits on a regular basis for compliance.

1.2 Scope of the SHE Barratt Groups Standards that must be followed

This document covers:

- Accident, incident and environmental reporting.

2. SHE Policy and Controls

2.1 Table of Policy and Controls

The following table provides details of the SHE Policy statements and the Controls in place to ensure compliance. Additional hyperlinks are provided to sections within this document and to process flow charts for reference.

! Policy	✓ Controls	△ References
Accident, Incident and Environmental Reporting All Health and Safety and environmental related incidents on site must be recorded on Logincident. SHE Form 11 is required to be completed by the Site/Sales/Office Manager.	**Accident, Incident and Environmental Reporting** A record of all accidents recorded is maintained on Logincident Portal. The SHE Administrator will review and maintain the information. Group Head of SHE to evaluate and ensure records are closed as required. The Divisional SHE Manager (or other appointed member of the SHE team) will be responsible for ensuring an investigation and report is completed for all reportable incidents and any incidents where a significant failure or near miss has occurred. At the end of each financial year the reportable incidents per Division will be provided to the Divisional Managing Director and Divisional SHE Manager to provide verification that it is an accurate record, as far as they are aware, of the incidents that have occurred. The verification process will be managed by the Group Head of SHE.	Accident, Incident and Environmental Reporting Logincident User Guide

3. Accident, Incident and Environmental Reporting

Overview

This procedure outlines the protocol to be followed for all accidents.

The SHE Policy states:

Accident, Incident and Environmental Reporting

- All Health and Safety-related and environmental incidents on site must be recorded on Logincident form.
- SHE Form 11 is required to be completed by the Site/Sales/Office Manager.

The SHE Control states:

Accident, Incident and Environmental Reporting

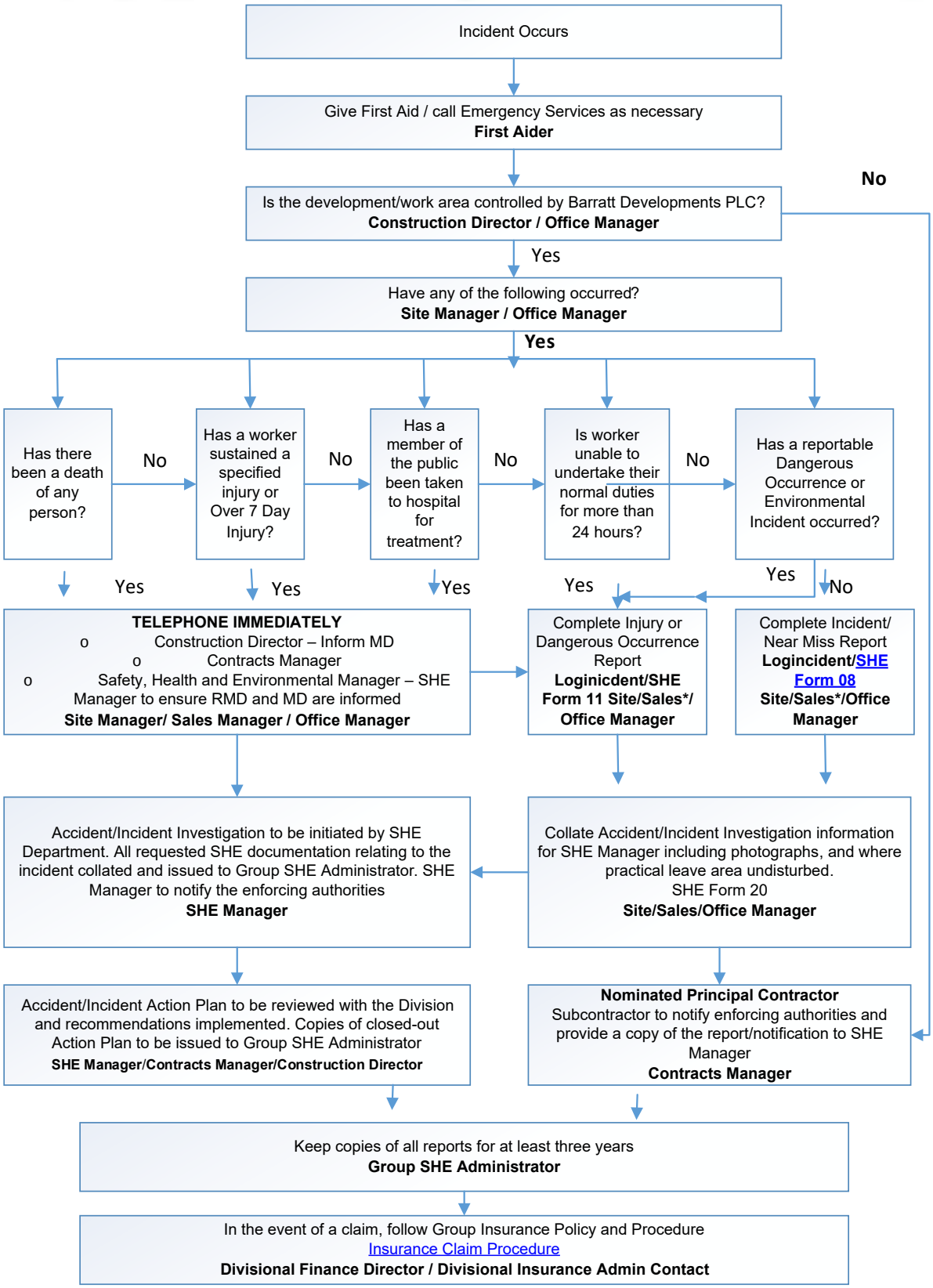
- A record of all accidents recorded is maintained on Logincident Portal. The SHE Administrator will review and maintain the information. Group Head of SHE to evaluate and ensure records are closed as required.

  The Divisional SHE Manager (or other appointed member of the SHE team) will be responsible for ensuring an investigation and report is completed for all reportable incidents and any incidents where a significant failure or near miss has occurred.

The SHE Control states:

Accident, Incident and Environmental Reporting

- At the end of each financial year the reportable incidents per Division will be provided to the Divisional Managing Director and Divisional SHE Manager to provide verification that it is an accurate record, as far as they are aware, of the incidents that have occurred. The verification process will be managed by the Group Head of SHE.



* If an incident occurs where access to the Logincident App is not available, complete SHE Forms 08/11 via Docushare and email a copy to the Divisional SHE Manager who will forward to SHE Administrator.

1.0	**Definitions**
1.1	The following definitions are to give clarity on different types of safety events, from positive interventions through to more serious injuries. These definitions are to be used when reporting an event onto Logincident. **Incident** – An event that results in damage or loss to plant / equipment / materials but which did not result in injury or ill health. **Injuries** – Any work-related injury. **Lost time injury:** Any work-related injury which prevents the injured person from being able to work on the day after the accident. **Near Miss:** an event not causing harm, but has the potential to cause injury, harm or loss / damage to plant / equipment / materials / property. **Non-Conformance:** Individual(s) failure to follow Industry best practice, Barratt Group Standard procedures or Contractors approved safe system of work. **Dangerous Occurrence:** One of a number of specific, reportable adverse events, as defined in the HSE Reporting of Injuries, Diseases and Dangerous Occurrence Regulations. **Positive Observation:** a positive observation of process or wok activity, where Industry best practice, Barratt Group Standard procedures or Contractors approved safe system of work are being achieved or substantially exceeded. **Reportable Incidents:** those incidents that are defined as reportable to the relevant enforcement authority by the RIDDOR regulations **Enforcement Agency Visit:** Any visit from an enforcement agency (for example the HSE, EA or SEPA) **Environmental Incident:** An event that results in damage to the environment. **Service Strike Report:** Any service damaged during works involving drilling, excavation/backfilling or heavy loads where sheath or protective wrap has been pierced or damaged, or the service has been severed, crushed or dented. This also applies to services that are damaged if the asset owner has not given express written permission to break them out.
2.0	**Types of Reportable Incidents (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations – RIDDOR)** Some Incidents will also be reportable to the HSE under the RIDDOR regulations. These are detailed below:
2.1	**The death of any person** All deaths to employees/subcontractors and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to an employee/subcontractor.

2.2 **Specified injuries to workers (see HSE website for full list and full clarification)**

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which:
  - Covers more than 10% of the whole body's total surface area or
  - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
  - Leads to hypothermia or heat-induced illness
  - Requires resuscitation or admittance to hospital for more than 24 hours

2.3 **Over seven day incapacitation of a worker**

Injuries must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

2.4 **Members of public**

Injuries to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment'. Where a member of public is taken to hospital as a precaution, when no injury is apparent, this is not reportable.

2.5 **Dangerous Occurrences**

The list below is not exhaustive but is the most commonly reportable dangerous occurrences:

- Lifting machinery – failure, overturning
- Pressure systems – failure of components/whole system
- Overhead electric lines – contact or discharge from lines over 200 volts
- Any electric short circuit – fire or explosion, 24 hour shutdown, potential for death
- Biological agents – possibility of release and severe human illness
- Breathing apparatus – failure immediately before/during use
- Collapse of scaffold – over 5 metres high/adjacent to water
- Collapse of building/structure – unintended collapse/partial collapse
- Explosion or fire – stopping normal work for 24 hours or more
- Escape of flammable substances – various from 10kg
- Escape of substances – likely to cause death, major injury, ill health

3.0 **Environmental Incidents to be Reported to the Environmental Agency or SEPA**

- Damage or danger to the natural environment
- Pollution to water or land
- Poaching or illegal fishing

	• Dead fish or fish gasping for air • Watercourses blocked by a vehicle or fallen tree causing risk of flooding • Flooding from main rivers or the sea • Illegal dumping of hazardous waste or large amounts of industrial waste • Illegal removals from watercourses • Unusual changes in river flow • Collapsed or badly damaged river or canal banks.
4.0	**Review of Incident/Accident Reports**
4.1	All incident records completed via the Logincident App will be submitted to the web portal and stored. A record of the incident will be automatically distributed by PDF to the 'Safety inbox' for the relevant Division (accessed by the Construction PA), to the Group SHE Administrator and to SHE Manager responsible for the Division. The SHE Manager will review the incident and review it with the site or Divisional team
4.2	Where manual forms are used (SHE Form 08 or 11) to record an incident, the form must be sent to the Divisional SHE Manager for review who will forward to the Group SHE Administrator
4.3	The SHE Manager will review during the site monitoring visits if any incidents have occurred and will consider the consequences of any incident and reporting process
5.0	**Notification of Reportable Incidents**
5.1	Where any incidents are deemed reportable under RIDDOR (see definitions above) the SHE Manager will advise the Divisional team.
5.2	If the incident involves a direct employee/labour only worker or if the Group are deemed 'in control of the premises' the notification will be undertaken by the Divisional SHE Manager.
5.3	If the incident involves an injury to an employee of a contractor, the employer they must notify the incident. If they cannot provide evidence that the report has been made or written confirmation that the incident was not reportable, the Divisional SHE Manager will carry out the notification
6.0	**Accident / Incident Investigations**
6.1	The Divisional SHE Manager (or other appointed member of the SHE team) will be responsible for ensuring an investigation and report is completed for all reportable incidents and any incidents where a significant failure or near miss has occurred
6.2	Investigations should be completed within 4 weeks of the incident occurring. If an extension to this is required it should be approved by the Group Head of SHE.
6.3	The report will remain private and confidential and only distributed to the Group Head of SHE or the Group SHE Director.
6.4	There may be some investigations where it will be considered necessary to involve Legal Counsel to support the investigation and to invoke legal privilege. This will be arranged by either the SHE Manager or the Group Head of SHE.
6.5	The report will consider the following but other relevant information may be required. Any learning which is established as a result of the incident will be clearly defined and an action plan developed

- Where there is a serious occurrence on site and where practicable the incident / accident location must be left undisturbed
- Retain the original documents. The SHE Manager must be the only person to receive a copy of the documents (colour where applicable)
- Site Plan of incident location, photographs of incident/accident location and SHE Form 20 Witness Statement/s
- Copy of the site signing in book, electronic record from the Induction QR code or site security turnstile record.
- Contractors risk assessments and method statement including SHE Form 14 Method Statement Review, SHE Form 73 Safe System of Work Index and operative briefing signature sheet, where applicable
- Copy of Site Rules, Induction Records and CSCS / CPCS cards for those involved in the incident
- Contractors Investigation Report, where applicable
- Record if Hospital Attendance Sheet / Doctors Note
- Barratt Developments PLC or Contractors HSE RIDDOR notification and injured persons Fit for Work Note
- Three Contractors Safety Inspection Reports prior to incident for contractor/s involved in incident / accident
- Three SHE Managers SHE Inspection Reports, three Site Managers SHE Form 29 Safety Tours and five days of SHE Form 16 Site Managers Diary - all prior to the incident.
- Copy of Sub-Contract order for Contractor/s involved in the incident (page 1 and extract on health and safety only)
- Copies of three SHE Briefings / Tool Box Talks prior to incident
- Additional information may be requested by the Divisional SHE Manager as required

6.6 On completion of the Accident/Incident Investigation Report an Accident/Incident Action Plan should be issued to the Division which highlights the SHE Managers findings and any Recommendations. The Divisional Representatives should ensure that the SHE Managers Recommendations are “Closed Out” and a signed/dated copy of the actioned Accident/Incident Action Plan should be sent to the Construction Secretary, so that it can be retained at the Divisional Office.

7.0 **Review of Reportable Incidents**

7.1 A review of all reportable incidents will be undertaken at the monthly Divisional Board Meeting and the details provided by the SHE Manager on SHE Form 13.

7.2	Details of all reportable incidents will be provided to the Group SHE Administrator who will maintain a central record
7.3	A summary of the reportable injuries recorded each month will be provided to the Group Board in a report compiled by the Group Construction and SHE Director/Group Head of SHE
8.0	**Verification of Reportable Incidents**
8.1	At the end of each financial year the reportable incidents per Division will be provided to the Divisional Managing Director and Divisional SHE Manager to provide verification that it is an accurate record, as far as they are aware, of the incidents that have occurred
8.2	The verification process will be managed by the Group SHE Administrator
9.0	**Injury Incidence Rates**
9.1	The Group collates data to calculate a reportable Injury Incidence Rate.
9.2	Reportable injuries are those as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
9.3	All RIDDOR injuries are included in our statistical information where incidents occur in premises under our control, i.e. offices, sales centres, and where we are defined as Principal Contractor under the Construction (Design and Management) Regulations.
9.4	The average number of persons employed is calculated monthly and is defined as: • The average number of people directly employed • The average number of contractors and agency staff working on our sites. The following are not included in the average number of persons: o Visitors to site o Members of public o Delivery drivers o Operatives on site where we are not defined as Principal contractor (Client only sites)
9.5	The data for the average number of persons is collated by: • Monthly return via Group Payroll on directly employed persons • The number employed on our construction sites are recorded daily by site management (SHE Form 16) • Data provided by Oregon Timber Systems

	The calculation for Total Subcontractor hours is: Subcontractors on weekdays[1] * 8 hours + Subcontractors on weekend days * 5 hours [1] excludes bank holidays
	The calculation for Average subcontractors in the month is: Total Subcontractor hours / Working days[1] / 8 hours [1] excludes bank holidays
9.6	The monthly average number of subcontractors are then analysed over the period to obtain an average. The total subcontractor hours are added to the average staff figures for the period (monthly figures obtained from HR), giving a Total Average Employed. Injury Incidence Rate is calculated as follows: Incidence Rate = RIDDOR Injuries / Average persons employed x 100,000

The SHE Relationship states:

Accident, Incident and Environmental Reporting

- Logincident User Guide

OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL PROCESSES AND PROCEDURES MANUAL (PPM)

BARRATT GROUP STANDARD (BGS)

06 MONITORING, REPORTING & AUDITING OF SAFETY HEALTH & ENVIRONMENTALSTANDARDS

Version Control	Date
V2	April 2023

Approval and sign-off	Name	Confirmation & date
Sponsor	Steven Boyes, Chief Operating Officer	14.04.2023
Owner	Vince Coyle, Group Construction and SHE Director	14.04.2023
Author	Vince Coyle, Group Construction and SHE Director	14.04.2023

Contents

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By following these policies and procedures Divisions will be able to self-audit their processes, this will be backed-up by Group audits on a regular basis for compliance.

1.2 Scope of the SHE Barratt Groups Standards that must be followed

This document covers:

- Monitoring, reporting and auditing of safety health and environmental standards.

2. SHE Policy and Controls

2.1 Table of Policy and Controls

The following table provides details of the SHE Policy statements and the Controls in place to ensure compliance. Additional hyperlinks are provided to sections within this document and to process flow charts for reference.

! Policy	✓ Controls	△ References
Monitoring, Reporting and Auditing of Safety, Health & Environmental Standards Group Head of SHE is responsible for ensure a robust monitoring and compliance programme is in place.	**Monitoring, Reporting and Auditing of Safety, Health & Environmental Standards** SHE Governance Overall Group performance is reviewed at the SHE Board Committee twice per year and implementation of the continuous improvement strategy is managed by the SHE Operations Committee which is held at least quarterly.	
	SHE Inspections Divisional Safety, Health & Environmental Managers conduct monitoring visits, at least every four weeks, to each development site. This comprises: - Review of documentation i.e. the records to be maintained. - Site based activities such as visual inspection of the development. Preparation of a report based on that visit.	
	Internal Audits Annual internal audit of the SHE standards across all operational units by the in-house Safety, Health & Environmental team.	

	External Audits Each Division reviewed every three years by external accreditors of the Occupational Safety, Health and Environmental Management System and its application in all operational units against the recognised international standards, listed below. An annual external review will be undertaken at Group level. - ISO 14001 - ISO 45001 (OHSAS 18001)	

3. Monitoring, Reporting and Auditing of Safety, Health and Environmental Standards

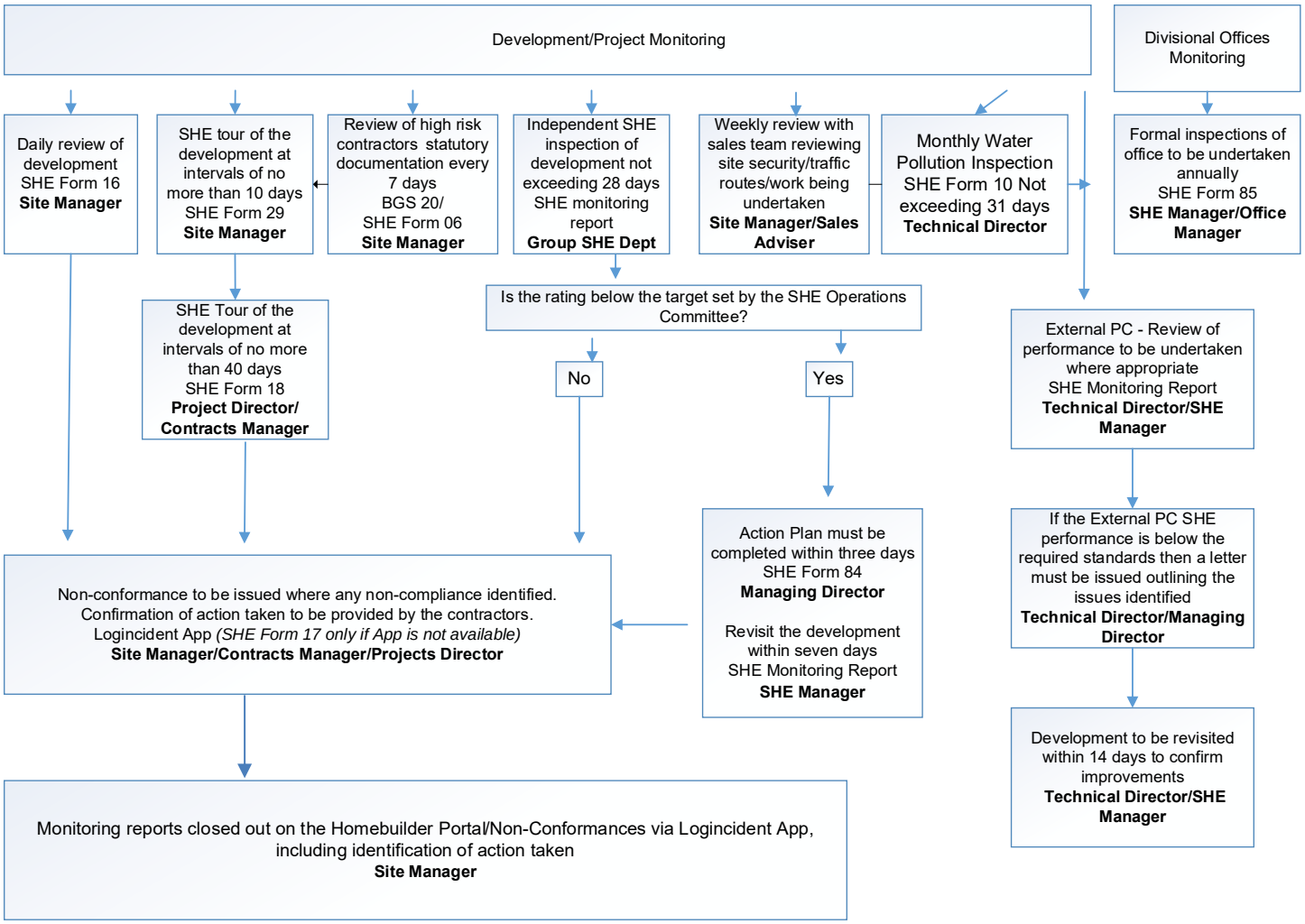
Overview

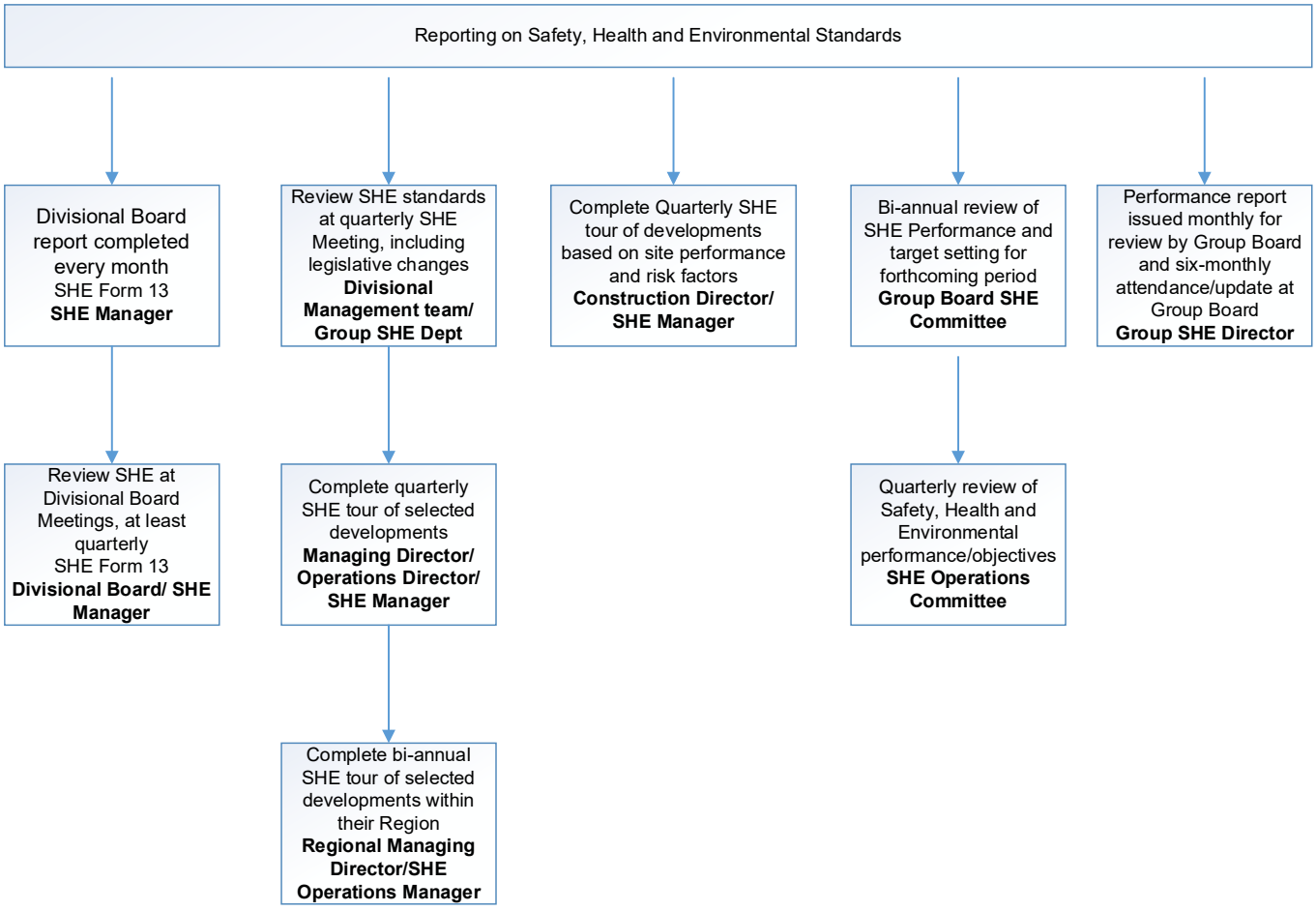
This document outlines the tasks required to be undertaken to ensure that SHE standards are correctly monitored, reported and audited.

The SHE Policy states:

Monitoring, Reporting and Auditing of Safety, Health and Environmental Standards

- Group Safety, Health & Environmental Director is responsible for ensure a robust monitoring and compliance programme is in place.





The SHE Control states:

Monitoring, Reporting and Auditing of Safety, Health and Environmental Standards

SHE Governance

- Overall Group performance is reviewed at the SHE Board Committee twice per year and implementation of the continuous improvement strategy is managed by the SHE Operations Committee which is held at least quarterly.

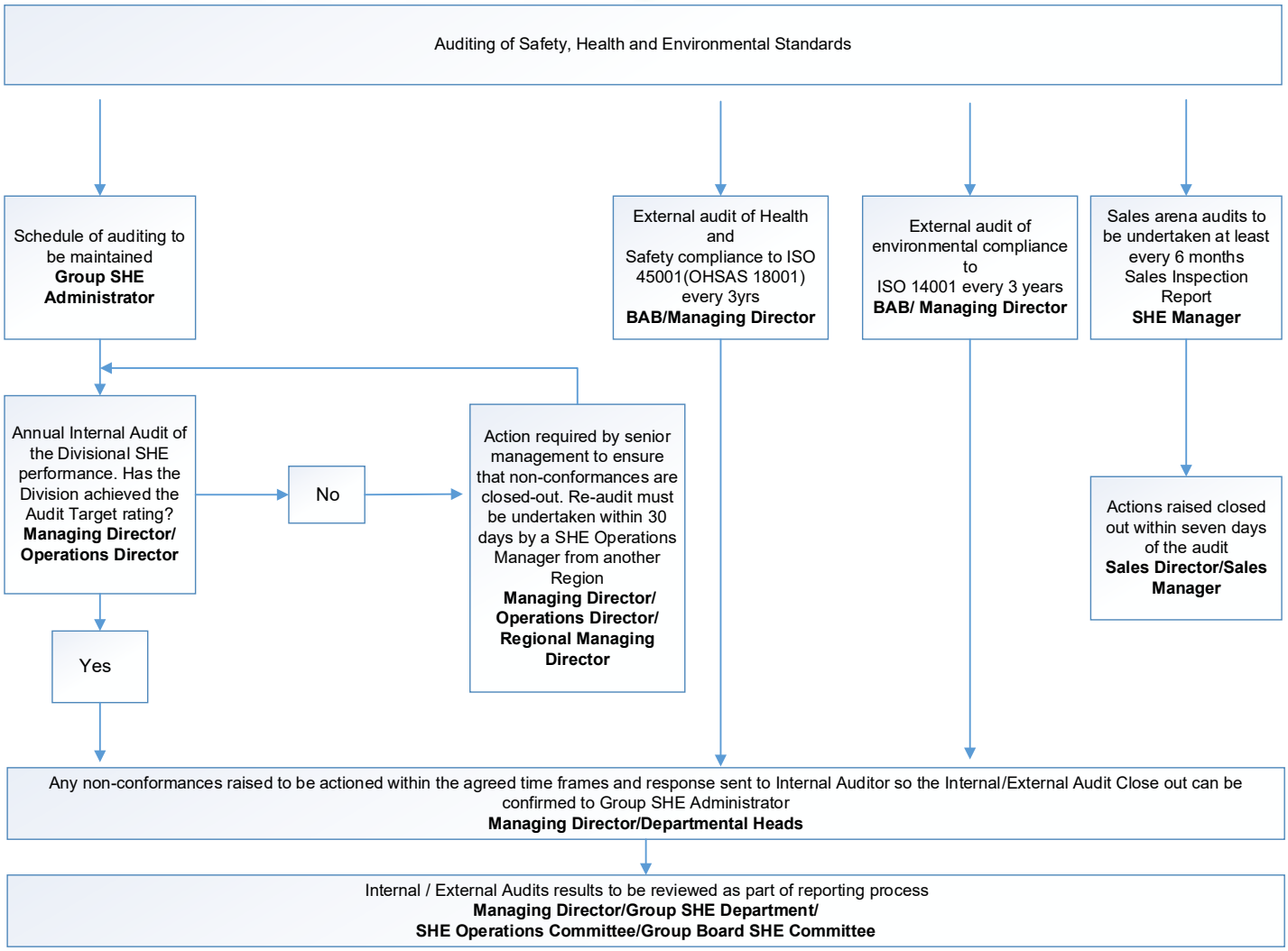
The SHE Control states:

Monitoring, Reporting and Auditing of Safety, Health and Environmental Standards

SHE Inspections

- Divisional Safety, Health & Environmental Managers conduct monitoring visits, at least every four weeks, to each development site. This comprises:
  - I. Review of documentation i.e. the records to be maintained.
  - II. Site based activities such as visual inspection of the development.

  Preparation of a report based on that visit.



The SHE Control states:

Monitoring, Reporting and Auditing of Safety, Health and Environmental Standards

Internal Audits

- Annual internal audit of the SHE standards across all operational units by the in-house Safety, Health & Environmental team.

The SHE Control states:

Monitoring, Reporting and Auditing of Safety, Health and Environmental Standards

External Audits

- Each Division reviewed every three years by external accreditors of the Occupational Safety, Health and Environmental Management System and its application in all operational units against the recognised international standards, listed below. An annual external review will be undertaken at Group level.

- ISO 14001

- ISO 45001 (OHSAS 18001)

Barratt Developments PLC
Safety, Health & Environmental
Inspection System - Guidance

February 2023 (rev 12)

1.0 Introduction

This guidance provides detail on the rating mechanism for Safety, Health & Environmental performance, utilising mobile recording equipment. It is intended to enable a consistent approach across the business and provide guidance to site teams on the application of standards on developments.

What is it?

The system uses a mobile application, which enables SHE Managers to record and comment on any risks identified during site visits. It also allows the Managers to record good practice and consistent application of Group standards.

How does it work?

The SHE team use the application to review site performance and assess compliance with the SHE Management System. Once the review has been completed, a report will be submitted to the Homebuilder Portal where it held, allowing statistical information to be collated. Upon submission, copy of the report is sent automatically to the site and the division, via email.

2.0 Rating System

Standards on developments will be rated under the headings below and a maximum score of **100%** can be achieved. Three key areas will be reviewed – 'Documentation', 'Site Activities' and 'Principal Risks' (N/A will be used where appropriate and if used the rating defaults to 4).

Ratings will be allocated as follows:

4 Barratt Developments standards

3 Attention to detail required

2 Notice of Contravention likely to be applied

1 Statutory Notices likely to be issued / Significant Insurance Risk

Principal Risk – Immediate Risk of Serious Injury

If one of the areas of Principal Risk (see Section 7) has been rated 1 or below the rating system will default the Principal Risk rating to 0, otherwise a 6 will be issued. This is to highlight issues with regard to the Principal Risks associated with the development and focus attention on improvements in these areas. Statements that trigger a Principal Risk are highlighted in RED.

Multiple number of non-conformances in the same Site Activity Sections:-

If three or more non-conformances are identified by the SHE Manager within the same Site Activity sections, the rating for that site activity section will then automatically change from 4 to 1. When a multiple of issues are identified in a specific Site Activity section the Site Manager and Contracts Manager / Build Manager must rectify immediately.

Any items marked against the statement **"Any other SHE Issues identified**" will be rated by the SHE Manager using their professional judgement.

3.0 Site Rating

A risk rating will be applied to the overall score to reflect the complexity and size of the development. The overall score will be multiplied by the following factors:

Standard Scheme – 60 or less operatives on site x 1.0

Medium Output – 61 - 150 operatives on site x 1.015

High Output – 151 or more operatives on site x 1.025

Note: Sites will default to low if the criteria for Medium/High cannot be achieved.

4.0 Guide to Overall Ratings

Rating **94%** or above – **Satisfactory** – SHE performance is of an appropriate standard and the management team should strive to maintain/improve this level of performance.

Rating **90 to 93.9%** – **Unsatisfactory** overall SHE performance requires improvement. Site team should review levels of performance and improve where required.

Rating **90%** or below – **Unacceptable** SHE performance. Requires improvement and Managing Director to take ownership and implement improvement strategy.

If a score of **90%** or below is recorded during a SHE inspection, an action plan must be agreed between the Construction Director, Contracts Manager and SHE Manager for action within an agreed timescale. The plan must be signed off by the Managing Director and submitted to the Deputy Chief Executive, Regional Managing Director and Group SHE Director for review at the Group Health and Safety Committee meetings. The SHE Manager is required to revisit the site within seven days to ensure that issues raised are suitably closed-out.

5.0 Documentation (Maximum 4pts)

1 (a) SHE Plan			
	Consortium agreement not available on site	2	
	Consortium member meetings not taking place / controls not implemented	2	
	Construction Phase SHE Plan / SHE Form 05 is not available on site	1	
	Construction Phase SHE Plan / SHE Form 05 requires a review and update	3	
	Execution Plan sequencing is not being followed	2	
	Execution Plan is not up to date and requires a minor review	3	
	Occupation of plots is not sufficiently controlled / poor coordination of works	**1**	**PR, PW**
	Service drawings / locations not current / available	2	
	Stakeholders have not been notified of any possible affects from our undertakings	3	
	Temporary Works Assessment / SHE Form 95 not completed	2	
	Temporary Works Class 2/3 in use with no design	**1**	**PR, PW**
	Temporary Works Class 2/3 inadequately designed	2	
	Temporary Works Class 2/3 designs not being applied	1	
	Temporary Works supervisor appointment SHE Form 98 not available on site	N/S	
	Temporary Works Register SHE Form 43 not provided / updated (Class 2 & 3)	3	
	Working hours (planning requirements) are not being adhered to	2	
	Any other SHE issues identified		
1 (b) Method Statements Risk Assessments			
	Safe System of Work Index / SHE Form 73 requires review / update	3	
	Safe system of work not approved / signed off / briefed to operatives	2	
	Safe system of work not being followed	2	
	Safe system of work not on site for high risk work activity	1	
	Safe system of work requires a review	3	
	Site specific Plant risk assessment not available on site	N/S	
	Any other SHE issues identified		
1 (c) SHE Control Documentation			
	A number of SHE documents not updated as required	1	

	Issues identified from SHE Manager's previous inspections have not been closed out	1	
	IT setup (full system) not available on site (within 4 weeks of taking on the role of PC)	3	
	Operatives working on site without signing in	2	
	SHE Contractor Review Meeting / SHE Form 62 not undertaken at required intervals	3	
	Site Execution Plan review on SHE Form 35 not conducted at the required intervals	2	
	Site Diary / SHE Form 16 not undertaken at the required intervals	3	
	Any other SHE issues identified		
1 (d) Induction / SHE Inspection			
	High risk contractors not undertaking weekly inspections	3	
	High risk contractor not providing SHE Professional SHE Inspections within the last 40	3	
	Induction inaccurately completed	3	
	Induction not being undertaken with operative(s) on site	2	
	Induction for agency telehandler operator / SHE Form 77 not undertaken	2	
	Low risk contractor SHE Tours not undertaken within the last 40 days	3	
	SHE Tour / SHE Forms 18 / 29 inspection reports content not appropriate and require improving	3	
	SHE Tour / SHE Forms 18 / 29 inspection reports not being actioned / closed out	3	
	SHE Tour / SHE Form 18 not undertaken in excess of the last 40 days by Contracts /	1	
	SHE Tour / SHE Form 29 not undertaken in excess of the last 10 days by Site Management	1	
	Any other SHE issues identified		
1 (e) Statutory Inspections / Notices			
	Contractor Weekly SHE Documentation / SHE Form 06 not undertaken within the last 7 days	3	
	Campaign / promotional posters not current / displayed in appropriate location	3	
	Excavation Inspection Report / SHE Form 50 not undertaken at required intervals	2	
	Execution Plan not displayed	2	
	Execution Plan not signed	2	

	Fire extinguishing equipment inspection / SHE Form 203 not undertaken at required intervals	3	
	Fire detection alarm systems inspection / SHE Form 204 not undertaken at required intervals	3	
	Five Steps to Safety initiative not implemented	3	
	Five Steps to Safety entrance hub not suitably maintained	3	
	Harness inspections not undertaken at required intervals	2	
	HSE Notification / F10 not displayed / information not current	1	
	Lifting Equipment Inspection Report / SHE Form 51 not undertaken within the last 7 days	2	
	SHE information boards not complete / up to date	3	
	SHE signage not appropriately displayed / unapproved signage displayed / too much	3	
	SHE signage not displayed at site entrance in accordance with the Barratt Group Standard	3	
	Site Water Management Inspection / SHE Form 10 not undertaken at required intervals	N/S	
	Site Water Management Inspection / SHE Form 10 not actioned as required by the Site Team	2	
	Telehandler Weekly Inspection / SHE Form 89 not undertaken at required intervals	2	
	Traffic Management Plan not displayed	1	
	Traffic Management Plan requires review	3	
	Work Equipment Inspection Report / SHE Form 52 not undertaken within the last 7 days	2	
	Working Platform Inspection Report / SHE Form 49 not undertaken at required intervals	2	
	Any other SHE issues identified		

6.0 Site Activities (Maximum 4pts)

2 Scaffolding			
	'Do Not Remove' signs missing from scaffold ties	3	
	Access left to incomplete scaffold	2	
	Boards (internal) not secured / clipped at both ends	3	
	Boards <2.14m not adequately secured	2	
	Boards are split / cut / twisted / damaged	2	
	Boards being excessively overlapped	3	
	Bracing missing in numerous locations	2	
	Bracing missing in an isolated location	3	
	Brickguard / falling object protection missing in numerous locations	2	
	Brickguard / falling object protection missing in an isolated location	3	
	Brickguards are not heavy duty / not self-supporting	3	
	Condition of scaffold components / fittings is poor	2	
	Debris net / fan not installed where required	2	
	Design not available for non-standard scaffold structure	1	
	Designs for timber framed structures are not being followed	2	
	Emergency escape ladders/staircase not provided where required	2	
	Gap in working platform / gap between working platforms excessive	2	
	Gap between working platform and structure exceeds 225mm and not appropriately protected	**1**	**PR, WH**
	Guardrails (intermediate) missing in numerous locations	1	
	Guardrails (intermediate) missing in an isolated location	2	
	Guardrails not secured with load bearing couplers	2	
	Guardrails positioned incorrectly	2	
	Guardrails to prevent falls missing	**1**	**PR, WH**
	High visibility caps not fitted to protruding scaffold components	3	
	Incomplete scaffold not signed incomplete	3	
	Incomplete scaffold structure being used by operatives	**1**	**PR, WH**
	Ladder access point does not have suitable protection	3	
	Ladder access tower has not been erected in accordance with specification	3	
	Ladder is in excess of 5 metres in length	2	
	Ladder is missing / incorrect type / too short / not secured in accordance with specification	2	
	Ledger / standard joints in same bay	3	

	Loading bay gate does not have guardrails fitted (in open position)	**1**	**PR, WH**
	Loading bay gate left open when loaded with materials	2	
	Loading bay / gate not erected in accordance with the design / manufacturers user guide	3	
	Means of removing materials / debris off scaffold not available	2	
	Means of removing materials / debris off scaffold not effective	3	
	Means of preventing access to scaffold lift not in use	2	
	Mobile tower scaffold has not been erected in accordance with manufacturers guidance	**1**	**PR, WH**
	Overloading (exceeding SWL) of scaffold / loading bay	2	
	Pull out tests have not been completed for drilled ties	2	
	Protruding scaffold components require removing	3	
	Scaffold has been erected on poor ground	1	
	Scaffolders not working to SG4	**1**	**PR, WH**
	Scaffolders using incorrectly torqued power tools to secure fittings	2	
	Segregated scaffold erection / dismantle zone not provided	2	
	Significant / adverse issues affecting the stability or safe use of scaffold	**1**	**PR WH**
	Staircases not provided where required for access to scaffolds	3	
	Standards <1m in height protruding through platforms	3	
	Ties / rakers to scaffold are inadequate and likely to affect its stability	**1**	**PR, WH**
	Toe-boards missing in numerous locations	2	
	Toe-boards missing in an isolated location	3	
	Unauthorised persons have altered / dismantled / erected scaffold	**1**	**PR, WH**
	Any other SHE issues identified which do not have a generic statement		
3 Platforms (Non Scaffold) (i.e. bricklaying trestles, oxford systems youngman boards podiums)			
	Access / proprietary equipment not being used when installing high level truss bracing	3	
	Access left to incomplete platform	2	
	Brickguard / falling object protection missing in numerous locations	2	
	Brickguard / falling object protection missing in an isolated location	3	
	Brickguard's are not heavy duty / not self-supporting	3	
	Condition of platform components / fittings is poor	2	
	Gap in platform / gap between platforms excessive	2	

	Gap between platform and structure exceeds 225mm and not appropriately protected	**1**	**PR, WH**
	Guardrails (intermediate) missing in numerous locations	1	
	Guardrails (intermediate) missing in an isolated location	2	
	Guardrails to prevent falls missing	**1**	**PR, WH**
	Guardrails positioned incorrectly	2	
	Hop-ups incorrectly erected	2	
	Hop-ups over 500mm with inadequate guardrails	2	
	Hop-ups over 500mm with no guardrails	**1**	**PR, WH**
	Ladder excessive in length	2	
	Ladder missing / not secured / incorrect type / too short	2	
	Ladder not being used correctly	2	
	Ladder which is being used as a working platform not secured	1	
	Ladder which is being used is not secured	1	
	Overloading (exceeding SWL) of platform	2	
	Platform being used for low level work is inadequate	2	
	Platform has been erected on poor ground	2	
	Platforms / ladders being used are not compliant with BS EN131	2	
	Proprietary working platform not being used for access in stairwell	1	
	Proprietary working platform incorrectly installed in stairwell	2	
	Stepladder not being used correctly	3	
	Toe-boards missing in numerous locations	2	
	Toe-boards missing in an isolated location	3	
	Any other SHE issues identified		
4 Mobile Plant and Equipment			
	Anemometer not available on site for crane activities	**1**	**PR, PW**
	Bluetooth tyre pressure monitoring system not available	3	
	Bucket changing area not provided / used	3	
	Dumper operator did not dismount during loading	2	
	Dumper operator not allowed sufficient time to dismount prior to loading / unloading	2	
	Dumpers operating on spoil heaps	**1**	**PR, PW**

	Dumper 6T or above being operated without a cab	1	
	Excavator quick hitch requirements are not being complied with	**1**	**PR, PW**
	Guard missing / interlock cut-out switch not working on screed pump	**1**	**PR, PW**
	Keys left in unattended machine in occupied / public area	2	
	Keys left in unattended machine on site	3	
	Lifting accessories not being stored correctly when not in use	3	
	Lifting appliances / accessories inspection certification not available / out of date	2	
	Lifting assessment / plan not available / not undertaken / not factual	2	
	Lifting operations being undertaken by unauthorised personnel	1	
	Lifting operations not adequately supervised	2	
	Lifting operations not being controlled / managed	**1**	**PR, PW**
	Lifting operations personnel not identified	3	
	Materials not secured when being transported in accordance with SHE Form 28	1	
	Means of preventing plant access to excavations not available	1	
	Means of identifying plant operator not being applied on site	3	
	Medical for plant operator has not been undertaken / out of date	3	
	Medical for telehandler operator has not been undertaken / out of date	3	
	Mirrors damaged / obscured vision	3	
	Mirrors missing	2	
	Mobile crane located on untested / unchecked ground	2	
	Mobile Crane Pre-commencement / SHE Form 39 not completed	3	
	Mobile plant being operated by unauthorised personnel	**1**	**PR, PW**
	Mobile plant being operated in an unsafe manner	**1**	**PR, PW**
	Permit to Operate Ride on Plant / SHE Form 55 not completed	3	
	Piling Rig Working Platform Certificate not available	2	
	Plant audible / visual warning not working / fitted	3	
	Plant on site to be reduced in size or number	2	
	Roll over protection system not in place	2	
	Seat belts not being worn by operators on ride on plant	2	
	Telehandler CCTV installed but not in operation	3	
	Telehandler Lifting Plan / SHE Form 28 not completed	2	

	Telehandler Lifting Plan / SHE Form 28 requires review / update	3	
	Telehandler not in appropriate condition i.e. clean and reflecting corporate image	3	
	Telehandler operator (agency) has exceeded maximum permitted period on site without a medical	3	
	Telehandler specification / SHE Form 68 not being complied with	3	
	Tower crane access not secured	**1**	**PR, PW**
	Tower crane anti-collision systems not working or tested	2	
	Tower crane coordination meetings not being held at the required intervals	2	
	Tower crane maintenance not completed every 8 weeks	**1**	**PR, PW**
	Tower crane not fitted with aviation warning light	2	
	Tower crane operations not suitably coordinated	**1**	**PR, PW**
	Tower crane records not being maintained in an appropriate format	2	
	Work equipment being operated in an unsafe manner	1	
	Work equipment not adequately maintained / in poor condition	2	
	Any other SHE issues identified		
5 Public Protection			
	Excavations in public areas not suitably protected	**1**	**PR PP**
	Driveways in pubic area incomplete	**2**	
	Heras fence panel feet causing trip hazard in public areas	3	
	Heras fence panels not erected to manufacturers recommendations	3	
	Heras fencing / hoarding (security boundary) panels are damaged	3	
	Heras fencing / hoarding (security boundary) panels are less than 2m in height	2	
	Hoarding not erected in accordance with approved design	3	
	Hierarchy for control for access locations to a site are not being applied	2	
	Ironworks raised / trip hazards not protected on public roads / footpaths in numerous areas	1	
	Ironworks raised / trip hazards not protected on public roads / footpaths in an isolated area	3	
	Materials stored in a public area	2	
	Materials stored in an unsafe manner on the public highway or footpaths	**1**	**PR, PP**
	Mobile plant being operated in public areas without a banksman	1	

	New Roads and Street Works management inadequate	**1**	**PR, PP**
	Out of Hours emergency contact details not displayed at site boundary (Divisional Office phone No.)	3	
	Public area works not suitably segregated	2	
	Scaffolding erected within a plots distance or opposite an occupied plot	3	
	Signage (street names) not erected / clearly displayed when plots have been occupied	2	
	Signage not fitted to perimeter fencing in accordance with the Barratt Group Standard	3	
	Site security is not adequate to prevent unauthorised access to the site	**1**	**PR, PP**
	Street / public access lighting, permanent / temporary not provided	2	
	Vehicles (employees / subcontractors) parked causing obstruction on public roads or footpaths	2	
	Any other SHE issues identified		
6 Access			
	Access into workplaces in an isolated location requires improvement	3	
	Access into workplaces in numerous locations requires improvement	2	
	Crossing points on the main traffic routes don't have self-closing gates	2	
	Ladder access requires relocating in isolated location	3	
	Ladder access requires relocating in numerous locations	2	
	Lighting of access routes (site walkways and compound) inadequate	3	
	Loading bays / ladder access points positioned creating a significant risk	1	
	Mud / debris on public roads, requires improvement	2	
	Mud / debris on site roads, requires improvement	3	
	Passenger hoist not provided above Level 8 in a multi-storey structure	**1**	**PR, PW**
	Pedestrian segregation / management not suitable / adequate / maintained in numerous locations	**1**	**PR, PW**
	Pedestrian segregation / management not suitable / adequate / maintained in an isolated location	3	
	Pedestrian segregation on site not implemented and requires immediate improvement	**1**	**PR, TP**
	Pedestrian walkways not firm and level in an isolated location	3	
	Pedestrian walkways not firm and level in numerous locations	2	

	Signs erected for access / traffic / pedestrian routes are not suitable / adequate	2	
	Vehicle access routes on site not suitable / adequate / maintained in an isolated location	3	
	Vehicle access routes on site not suitable / adequate / maintained in numerous locations	2	
	Vehicle calming measures inadequate	3	
	Vehicles parked in unauthorised areas	3	
	Walkways provided but not being used by more than 3 operatives	1	
	Walkways provided but not being used by up to 3 operatives	3	
	Any other SHE issues identified		
7 Workplaces			
	Access across RC frame reinforcement not appropriately controlled	2	
	Cable management not adequate	3	
	Confined spaces not being monitored	2	
	Edge protection incorrectly erected	2	
	Edge protection not erected to prevent falls	**1**	**PR, WH**
	Emergency lighting not suitable / maintained / tested in high rise structures	2	
	Excavation 500-900mm has insufficient edge protection	2	
	Excavation <500mm has insufficient edge protection	3	
	Excavation >900mm has insufficient edge protection	**1**	**PR, WH**
	Excavation access is not adequate	2	
	Excavation benching / excavation supports not suitable / adequate	2	
	Excavation inadequately supported whilst operatives are working in it	**1**	**PR, PW**
	Fall prevention / protection incorrectly erected	2	
	Fall prevention / protection removed to early in build sequence (no operatives at risk)	1	
	Fall prevention / protection not erected	**1**	**PR, WH**
	Falsework / formwork controls require attention	3	
	Floor has been overloaded	2	
	Guardrails to stairwell openings are incomplete / not installed in numerous locations	**1**	**PR, WH**
	Guardrails to stairwell openings incomplete / not installed in an isolated location	2	

	Handrail to staircase incomplete in an isolated location	3	
	Handrail to staircase incomplete in numerous locations	2	
	Handrail to window opening not installed exposing a fall from height	**1**	**PR, WAH**
	Holes in floors / service risers protection is not suitable / adequate	2	
	Lift shaft access not adequate	**1**	**PR, PW**
	Lighting not adequate	3	
	Permit to Work not issued	**1**	**PR, PW**
	Unapproved Proprietary Safety Decking system in use on site	2	
	Reinforcement bars not protected with caps in an isolated location	3	
	Reinforcement bars not protected with caps in numerous locations	2	
	Silo protection not installed in accordance with the Group design	3	
	Spoil / material stockpiles not being managed correctly	2	
	Underground services are not clearly identified and managed	1	
	Undermining of scaffold / working platform	1	
	Any other SHE issues identified		
8 PPE			
	Eye protection not being worn / suitable by more than three operatives	2	
	Eye protection not being worn / suitable by up to three operatives	3	
	Face fit tests have not been undertaken	2	
	Foot protection not being worn / suitable by more than three operatives	2	
	Foot protection not being worn / suitable by up to three operatives	3	
	Hand protection not being worn / suitable	3	
	Harnesses in poor visible condition	2	
	Harnesses not being secured when required	**1**	**PR, WH**
	Harnesses not being worn when required	2	
	Head protection not being worn / suitable by more than three operatives	1	
	Head protection not being worn / suitable by up to three operatives	3	
	Hearing protection not being worn / suitable by more than three operatives	2	
	Hearing protection not being worn / suitable by up to three operatives	3	
	High visibility vest / jacket not being worn by more than three operatives	2	

	High visibility vest / jacket not being worn by up to three operatives	3	
	PPE in poor condition	3	
	Respiratory Protection Equipment not being worn / suitable	2	
	Unapproved head wear being worn under safety helmet	3	
	Any other SHE issues identified		
9 Fire Protection / Prevention			
	Accelerant found within 10m of timber kit	2	
	Fire alarms are not adequate	3	
	Fire alarms are not available	1	
	Fire appliances are not maintained / suitable	2	
	Fire assembly point is not identified	3	
	Fire controls in multi storey structures are not extended in advance of following trades	2	
	Fire drill SHE Form 206 not undertaken at required intervals	2	
	Fire exit signage is not adequate	2	
	Fire Plan (SHE Forms 92/93/101) not provided/completed	2	
	Fire Plans (SHE Forms 92/93/101) not reviewed at the stipulated intervals	3	
	Fire points are not ~~adequate~~ appropriately positioned for standard low rise structures	3	
	Fire points are not appropriately positioned in multi storey structures	2	
	Fire points are not provided	1	
	Fire points are not interlinked in multi storey structures	1	
	Fire rated materials not being used where required	**1**	**PR, PW**
	Fire Risk Assessment not undertaken for timber frame/RC Frame (SHE Form 100)	2	
	Fire stopping is not installed at the required intervals	2	
	Fire strategy for multi-storey structures requires immediate improvement	**1**	**PR, PW**
	Gas cylinders not stored / secured / positioned in accordance with Barratt Group Standard	3	
	Hot works permit not being completed correctly	3	
	Hot works permit not issued for timber framed structures or structures above 3 storeys	**1**	**PR, PW**

	Hot works permit not issued for traditional build structures ≤ 3 storeys	2	
	Inspections / tests of fire points / alarms not being completed (weekly) SHE Form 203/204	3	
	Loss prevention code requirements not in place on structures over 3 million pounds	**1**	**PR, PW**
	Means of raising alarm in high rise structure inadequate	**1**	**PR, PW**
	Potential for fire spreading to occupied plots / areas	**1**	**PR, PW**
	Security measures for construction of timber frame structures inadequate	2	
	Spread of fire between floors / multi-storey developments not appropriately controlled	**1**	**PR, PW**
	Any other SHE issues identified		
10 Other Requirements			
	Asbestos containing materials not being identified / controlled / removed correctly	**1**	**PR, PW**
	Compressed air not adequately controlled	2	
	Compressor not provided for telehandler maintenance	3	
	COSHH assessments are not available for substances on site	2	
	Dust from internal construction works not being controlled	2	
	Dust from mechanical cutting of MDF is not controlled by mechanical extraction	1	
	Electrical Work Equipment items requires testing / attention / repair	3	
	HAVS is not being effectively managed / controlled	2	
	Manual handling controls are not in place	2	
	Mobile phones being used in unauthorised locations on site	3	
	Noise levels exceeding 80dB without suitable controls	3	
	Noise levels exceeding 85bB without suitable controls	2	
	Overhead services not appropriately identified and managed	**1**	**PR, PW**
	Safety pendants not being used for ceiling lighting	3	
	Silica dust not being controlled	2	
	Any other SHE issues identified		
11 Health and Welfare			

	Canteen facilities require cleaning	3	
	Canteen seating is insufficient for number of personnel on site	2	
	Cess tanks not being emptied at sufficient intervals	1	
	Chemical toilets are the only toilet facilities on site	2	
	Door closures not fitted / damaged	3	
	Drying room heating not adequate	2	
	Drying room requires cleaning	3	
	First Aid point not signed	3	
	First Aid kit requires replenishing	3	
	First Aider not identified	3	
	Flushing controls or self-cleaning devices not fitted or working on urinals	3	
	Full compound set-up not in place within 12 weeks of commencement of site (F10 date)	2	
	Full compound set-up not in place within 16 weeks of commencement of site (F10 date)	1	
	Heating food facility not available	2	
	Hot running water not available	2	
	Mains water not established	3	
	Office(s) require cleaning	3	
	Press-top taps on basins (or similar) not fitted	3	
	Skin care center / hand dispenser not available	3	
	Smoking (including e-cigarettes) not controlled on site	3	
	Toilet facilities are insufficient for the number of personnel on site	2	
	Toilet facilities require cleaning	3	
	Washing facilities are inadequate / wash basins are too small	2	
	Welfare facility lighting is not adequate / requires attention	3	
	Welfare facility lighting is not controlled via PIRs or equivalent	3	
	Any other SHE issues identified		
12 Housekeeping			
	Housekeeping / site presentation (externally) to be improved in an isolated location	3	
	Housekeeping / site presentation (externally) to be improved in numerous locations	2	

	Housekeeping in an isolated plot requires improvement	3	
	Housekeeping in compound to be improved	3	
	Housekeeping in numerous plots requires improvement	2	
	Housekeeping inadequate putting visitors / operatives at risk in a number of locations	**1**	**PR, PW**
	Material(s) (bricks / blocks / bulk) stored too high in an isolated location	3	
	Material(s) (bricks / blocks / bulk) stored too high in numerous locations	2	
	Material(s) being bombed by operatives	2	
	Material(s) storage requires improvement in an isolated location	3	
	Material(s) storage requires improvement in numerous locations	2	
	Pedestrian route(s) obstructed by materials / work equipment in an isolated location	3	
	Pedestrian route(s) obstructed by materials / work equipment in numerous locations	2	
	Roof trusses incorrectly stored	3	
	Spandrel panels incorrectly stored	3	
	Skips not being used by operatives	3	
	Waste material(s) to be removed from scaffold / platform in an isolated location	3	
	Waste material(s) to be removed from scaffold / platform in numerous locations	2	
	Any other SHE issues identified		
13 Training and Supervision			
	CISRS cards not appropriate for scaffolders erecting / dismantling scaffold	1	
	Competency card has expired	3	
	Competency card wrong type / not available	2	
	Gas Safe competency card requires renewal	1	
	Mandatory SHE training has not been undertaken / planned	2	
	PASMA certification required for operatives erecting mobile aluminium tower scaffold	2	
	SHE Briefing not being undertaken at required intervals	3	
	SHE Briefing not undertaken on latest Incident Announcement or Safety Alert	3	
	Site management in control of site without OSHEMS training	2	
	Supervision not in accordance with the Barratt Group Standard	2	
	Supervisors of subcontractors are not identified by Black Hats	3	

	Supervision of subcontractors is inadequate	2	
	Supervisor(s) of subcontractor not adequately trained / SSSTS	2	
	Supervision of non-English speaking personnel is inadequate	2	
	Any other SHE issues identified		
14 Environment			
	Contaminated land controls are inadequate	2	
	Diesel / fuel nozzle not being secured and stored within a bund	3	
	Diesel / oil not stored in adequate containers or within bund	2	
	Diesel stored within 10m of a direct pathway to a watercourse (land drains / surface water drains)	2	
	Diesel tank is not ~~locked~~ protected against theft or unauthorized use	3	
	Discharge consent licence not in place (with evidence of water discharge into water courses)	**1**	**PR, PW**
	Drip tray inadequate / not available	3	
	Dust from external construction works not being controlled	2	
	Noise levels are excessive affecting neighbours / third parties	2	
	Reptile fencing has been damaged in an isolated location	3	
	Reptile fencing has been damaged in numerous locations	2	
	Reptile fencing has not been provided	1	
	Spill kit is the incorrect size to contain contaminants	3	
	Spill kit is not available on site	2	
	SuDS controls are not implemented as detailed in the SuDS assessment	3	
	SuDS risk assessment not undertaken / not sufficient / reviewed	3	
	Surface water drainage system protection not provided / inadequate in isolated location	3	
	Surface water drainage system protection not provided / inadequate in numerous locations	2	
	Surface water management plan not being reviewed every 3 months	3	
	Surface water management plan not being followed	2	
	Tree protection zone(s) not adequately protected / identified	2	

	Water run-off on site is inadequately controlled	2	
	Watercourse protection is inadequate to prevent fuels / run-off / silt / solids from entering system	**1**	**PR, PW**
	Any other SHE issues identified		
15 Waste Management			
	Hazardous / contaminated waste movement not being controlled	**1**	**PR, PW**
	Hazardous waste station is not being managed / available	3	
	Waste carriers license is not available / expired	2	
	Waste management station is not in accordance with the Barratt Group Standard	3	
	Waste segregation is not taking place / effective	2	
	Waste transfer note(s) / consignment note(s) are not being completed correctly	2	

7.0 Principal Risks

The Principal Risks identified are:

- Working at Height (WH)
- Traffic / Pedestrian (TP)
- Planning of Work (PW)
- Public Protection (PP)

Principal Risks will be automatically rated at a zero (0) only when **all** of the following are carried out, otherwise they will be rated as 6.

1. A specific Site Activity **generic statement is chosen** – see list below
2. The Site Activity is **rated below three (3)**

Generic Statements that activate an automatic Principal Risk rating of zero (0) are as below

Activities	Generic Statement	Principal Risk Element
Safety, Health & Environmental Plan	**Occupation of plots is not sufficiently controlled / poor coordination of works**	**Planning of Work**
Safety, Health & Environmental Plan	**Temporary Works Class 2/3 in use with no design**	**Planning of Work**
Scaffolding	**Gap between working platform and structure exceeds 225mm and not appropriately protected**	**Working at Height**
Scaffolding	**Guardrails to prevent falls missing**	**Working at Height**
Scaffolding	**Incomplete scaffold structure being used by operatives**	**Working at Height**
Scaffolding	**Loading bay gate does not have guardrails fitted**	**Working at Height**
Scaffolding	**Mobile tower scaffold has not been erected in accordance with manufacturers guidance**	**Working at Height**
Scaffolding	**Scaffolders not working to SG4**	**Working at Height**
Scaffolding	**Significant / adverse issues affecting the stability or safe use of scaffold**	**Working at Height**
Scaffolding	**Ties / rakers to scaffold are inadequate and likely to affect its stability**	**Working at Height**
Scaffolding	**Unauthorised persons have altered / dismantled / erected scaffold**	**Working at Height**

Platforms	Gap between platform and structure exceeds 225mm and not appropriately protected	Working at Height
Platforms	Guardrails to prevent falls missing	Working at Height
Platforms	Hop-ups over 500mm with no guardrails	Working at Height
Mobile Plant	Anemometer not available on site for crane activities	Planning of Work
Mobile Plant	Dumpers operating on spoil heaps	Planning of Work
Mobile Plant	Excavator quick hitch requirements are not being complied with	Planning of Work
Mobile Plant	Guard missing / interlock cut-out switch not working on screed pump	Planning of Work
Mobile Plant	Lifting operations not being controlled / managed	Planning of Work
Mobile Plant	Mobile plant being operated by unauthorised personnel	Planning of Work
Mobile Plant	Mobile plant being operated in an unsafe manner	Planning of Work
Mobile Plant	Tower crane access not secured	Planning of Work
Mobile Plant	Tower crane maintenance not completed every 8 weeks	Planning of Work
Mobile Plant	Tower Crane operations not suitably coordinated	Planning of Work
Public Protection	Excavations in public areas not suitably protected	Public Protection
Public Protection	Materials stored in an unsafe manner on the public highway or footpaths	Public Protection
Public Protection	New Roads and Street Works management inadequate	Public Protection
Public Protection	Site security is not adequate to prevent unauthorised access to the site	Public Protection
Access	Passenger hoist not provided above Level 8 in a multi-storey structure	Planning of Work
Access	Pedestrian segregation / management not suitable / adequate / maintained in numerous locations	Planning of Work
Access	Pedestrian segregation on site not implemented and requires immediate improvement	Traffic / Pedestrian
Access	Pedestrian walkways not appropriate to maintain social distancing	Traffic / Pedestrian
Workplaces	Edge protection not in place to prevent falls	Working at Height
Workplaces	Excavation >900mm has insufficient edge protection	Working at Height
Workplaces	Excavation inadequately supported whilst operatives are working in it	Planning of Work
Workplaces	Fall prevention / protection not erected	Working at Height
Workplaces	Guardrails to staircases or landings are incomplete / not installed in numerous locations	Working at Height
Workplaces	Lift shaft access not adequate	Planning of Work
Workplaces	Permit to Work not being issued	Planning of Work
PPE	Harnesses not being secured when required	Working at Height

Fire Protection/Prevention	Fire rated materials not being used where required	Planning of Work
Fire Protection/Prevention	Fire strategy for multi-storey structures requires immediate improvement	Planning of Work
Fire Protection/Prevention	Hot works permit not issued for timber framed structures or structures above 3 storeys	Planning of Work
Fire Protection/Prevention	Loss prevention code requirements not in place on structures over 3 million pounds	Planning of Work
Fire Protection/Prevention	Means of raising alarm in high rise structure insufficient	Planning of Work
Fire Protection/Prevention	Potential for fire spreading to occupied plots / areas	Planning of Work
Fire Protection/Prevention	Spread of fire between floors or multi-storey developments not appropriately controlled	Planning of Work
Other Requirements	Asbestos containing materials not being identified / controlled / removed correctly	Planning of Work
Other Requirements	Overhead services not appropriately identified and managed	Planning of Work
Housekeeping	Site housekeeping inadequate putting visitors / operatives at risk in a number of locations	Planning of Work
Training and Supervision	Social distancing marshals not available on site	Planning of Work
Environment	Discharge consent licence not in place (with evidence of water discharge into water courses)	Planning of Work
Waste Management	Hazardous / contaminated waste movement not being controlled	Planning of Work
Environment	Watercourse protection is inadequate to prevent fuels / run-off / silt / solids from entering system	Planning or Work

OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL PROCESSES AND PROCEDURES MANUAL (PPM)

BARRATT GROUP STANDARD (BGS)

07 DEVELOPMENT INDUCTION AND SAFETY, HEALTH & ENVIRONMENTAL BRIEFINGS (SHEBs)

Version Control	Date
V2	April 2023

Approval and sign-off	Name	Confirmation & date
Sponsor	Steven Boyes, Chief Operating Officer	14.04.2023
Owner	Vince Coyle, Group Construction and SHE Director	14.04.2023
Author	Vince Coyle, Group Construction and SHE Director	14.04.2023

Contents

1. Introduction and Scope

1.1 Introduction

Barratt Developments PLC (the Group) is fully committed to achieving high standards of health, safety and welfare, creating a safe working environment at all times.

This document sets out the Group's processes and procedures for Safety, Health and Environmental (SHE). It must be read in conjunction with the SHE policy document located on DocuShare.

The SHE policy is denoted at the start of the section to which it relates by the exclamation mark symbol and text noting what must be complied with, for example:

> **The SHE Policy states:**
>
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This policy provides the narrative as to 'what' must be complied with, within the business and the control around the policy refers to 'how' the policy is to be complied with through these procedures; the control elements are denoted by the tick symbol and text, for example:

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>
> Reference should be made to the following procedure documents.

The Group Safety, Health & Environmental Director, Group Safety, Health & Environment (or Delegate of Authority where appropriate) is responsible for ensuring that all SHE team members have access to and comply with this information, providing:

- A reference point in the event of any query on policy or procedure
- A standard and consistent operating procedure across the Barratt Group
- An auditable trail of process to enable the Group to inspect the SHE operation and carry out checks on a Division's efficiency and compliance
- Best practice across the Group, by being subject to review and the adoption of regular updates to capture continuing improvements within the business.

It is vitally important that all members of the SHE department are fully conversant with these policies and procedures. The adoption of, compliance with and ongoing review of these policies and procedures will support the department in achieving its objectives.

By following these policies and procedures Divisions will be able to self-audit their processes, this will be backed-up by Group audits on a regular basis for compliance.

1.2 Scope of the SHE Barratt Groups Standards that must be followed

This document covers:

- Development safety, health and environmental briefings (SHEBs).

2. SHE Policy and Controls

2.1 Table of Policy and Controls

The following table provides details of the SHE Policy statements and the Controls in place to ensure compliance. Additional hyperlinks are provided to sections within this document and to process flow charts for reference.

! Policy	✓ Controls	△ References
Development Induction and Safety, Health and Environmental Briefings (SHEBs) Depending on the type of personnel that attend sites (Barratt Development PLC Site Management, All personnel, and visitors), the Site Manager is responsible for ensuring that they are all appropriately inducted in accordance with the procedure.	**Development Induction and Safety, Health and Environmental Briefings (SHEBs)** Monitoring All site based inductions are to be recorded on the induction manager platform. The Contracts Manager is responsible for completing a SHE Form 18 monthly, which requires performing a check of 3 randomly selected people to confirm that they have been inducted as per the policy. Documentation behind the induction is all retained electronically on the Induction Manager App.	Development Induction and Safety, Health and Environmental Briefings (SHEBs) SHE Form 18 SHE Form 29

3. Development Induction and Safety, Health and Environmental Briefings (SHEBs)

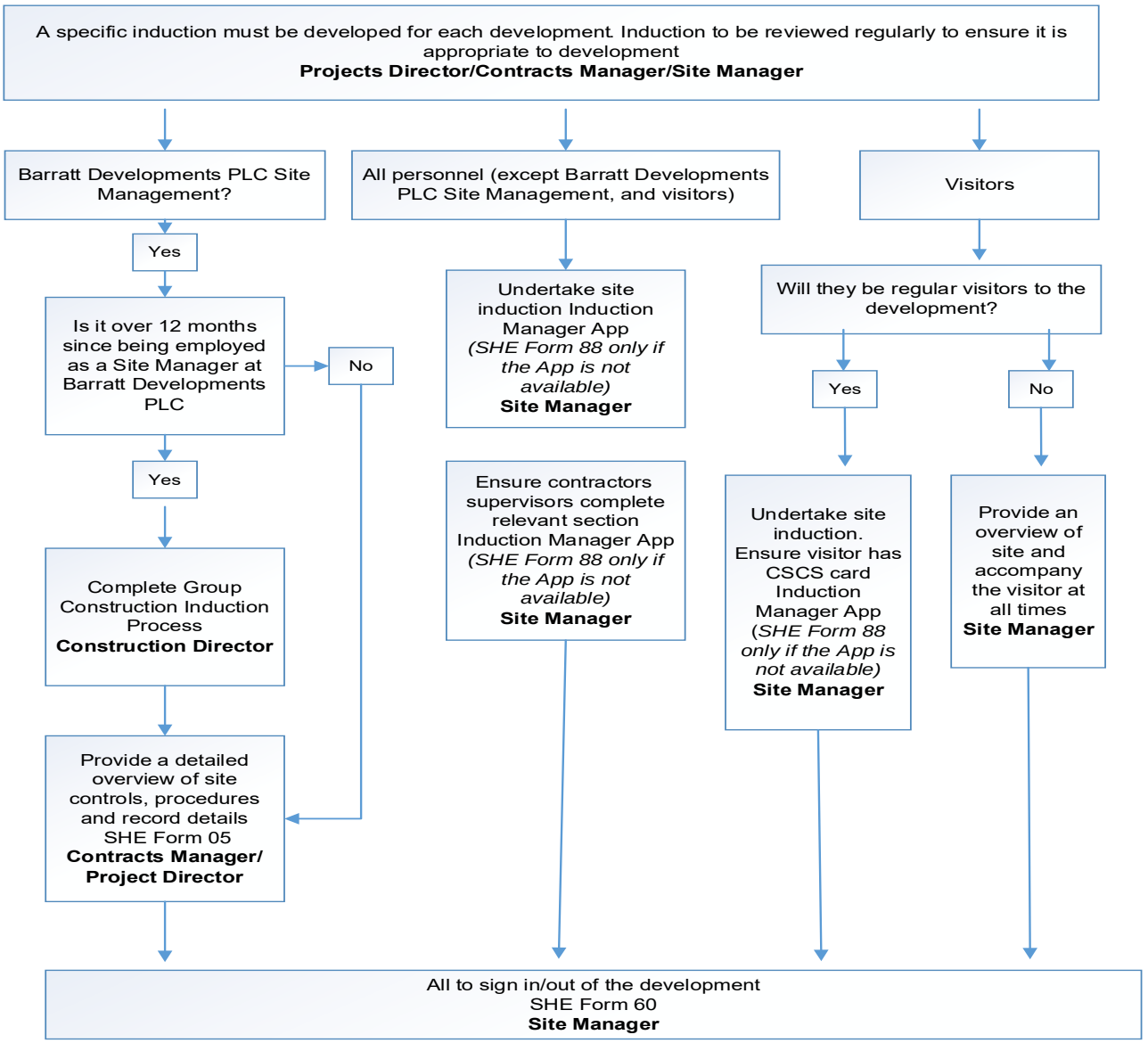
Overview

This procedure provides guidance on the type of inductions that different levels of personnel are required to undertake.

The SHE Policy states:

Development Induction and Safety, Health and Environmental Briefings (SHEBs)

- Depending on the type of personnel that attend sites (Barratt Development PLC Site Management, All personnel, and visitors), the Site Manager is responsible for ensuring that they are all appropriately inducted in accordance with the procedure.



As a minimum, one SHE Briefing must be undertaken on a monthly basis. SHE Briefings must be relevant to the site activity/as requested by the SHE Department
Docushare
Project Manager/Contracts Manager/ Site Manager

SHE Briefings must be completed for a SHE Alert or Incident Announcement
Project Manager/Contracts Manager/ Site Manager

Record attendance
SHE Form 21
Project Manager/Site Manager

The SHE Control states:

Development Induction and Safety, Health and Environmental Briefings (SHEBs)

Monitoring

- All site based inductions are to be recorded on the induction manager platform.
- The Contracts Manager is responsible for completing a SHE 18 form monthly, which requires performing a check of 3 randomly selected people to confirm that they have been inducted as per the policy.
- Documentation behind the induction is all retained electronically on the Induction Manager App.

		Reference	Responsibility
1.0	**Inductions**		
1.1	All subcontractors must be instructed at the pre-commencement meeting that all their employees/ subcontractors must complete a Group Induction (before attending site). When they then attend site they must report to the Site Management to receive a site specific induction prior to commencing any work. Waiting time will be at the subcontractor's cost.		Commercial Director
1.2	The Group Induction will only need to be completed once per year. Site Specific Inductions are also to be repeated annually.		
1.3	All subcontractors must be instructed at the pre-commencement meeting that all their supervisors must report to the Site Management so that Site Supervisors requirements can be explained.		Commercial Director
1.4	The subcontractor's supervisor must provide a copy of their supervisory qualification during the induction.		Site Manager
1.5	The only persons exempt from induction are non-regular visitors to site who are accompanied at all times by a member of the site team. All visitors must be provided with an overview of site rules, wear appropriate PPE and sign the visitor's book.		Site Manager
1.6	The induction must be site specific and aim to last no longer than 20 minutes depending on site conditions.	Induction Manager App	Site Manager
2.0	**Guidance on Content for Inductions**		
2.1	**Competency**		
2.2	Establish if workers have CSCS/CISRS cards and record details – explain current industry commitments.		
2.3	Inform all, that no one must operate plant unless they have a CPCS/NPORS card.		
3.0	**Method Statements/Risk Assessments**		
3.1	Ask if all understand and have access to a copy of their employers risk assessments/method statements. If they do not, induction cannot continue.		
3.2	All operatives to be formally briefed by their supervisor prior to attending and to issue a copy to Barratt Developments PLC.		

		Reference	Responsibility
4.0	**Identify key members of the site team**		
4.1	Identify First Aider(s) etc.		
5.0	**Scope of project**		
5.1	Identify scope of project. Refer to 3D/artists impression picture if necessary. Provide overview of what is being constructed.		
6.0	**Contact details/Consultation**		
6.1	Identify key people to consult on any matter on site. Provide contact details for the project.		
6.2	Provide details of consultation methods for the project.		
7.0	**Reporting Procedures**		
7.1	Identify procedure for reporting unsafe acts or injuries.		
8.0	**Personal Protective Equipment**		
8.1	Identify minimum PPE to be worn on the project and where and when it needs to be worn.		
9.0	**Site Restrictions**		
9.1	Identify site restrictions such as restricted areas/additional rules. Do not create a long list but make specific to the project and work in progress.		
10.0	**Site Boundary/Access/Traffic Routes/Welfare Facilities**		
10.1	Use site plan (minimum A3) on induction room wall to identify pedestrian routes, muster points, alarms and general site layout. Talk about expected standards.		
10.2	Review areas where specific permits are required.		
11.0	**Environmental Issues**		
11.1	Identify key environmental issues, including any wildlife preservation orders or Tree Preservation Orders.		
11.2	Review emergency arrangements including prevention of contamination.		
11.3	Identify any controls required for contaminated land.		

		Reference	Responsibility
11.4	Discuss waste management plan including control and segregation of waste on site.		
11.5	Prevention of excessive noise, vibration and dust.		
11.6	Storage and control of materials.		
11.7	Over-pumping and any discharge consents etc.		
12.0	**Project Safety Initiatives**		
12.1	Brief operatives on the Five Steps to Safety initiative and issue briefing cards.		
13.0	**Site Supervisors induction – to be given to all in Supervisory roles**		
13.1	**Management of Site Safety**		
13.2	Outline specific requirements of supervisors particularly the management of their own operatives and working environment.		
13.3	Must ensure all work is undertaken in accordance with specific method statement/risk assessment.		
14.0	**Method Statements/Risk Assessments**		
14.1	Outline how safety critical documentation is controlled and reviewed on site.		
14.2	Inform them that they must brief their operatives on the content of the method statements/risk assessments etc and evidence of briefing must be provided to the Site Manager.		
15.0	**Permits to Work**		
15.1	Review how permit systems work and their control. Use example of documentation.		
16.0	**Project Safety Initiatives**		
16.1	Review initiatives on site and how supervisors can help with their implementation.		
17.0	**Site Supervisors Meetings**		
17.1	Review meeting format and frequency.	BGS 20	
18.0	**Mobile Phones**		

		Reference	Responsibility
18.1	Mobile phones can only be used within permitted locations on a development in accordance with the Construction Phase Safety, Health & Environmental Plan. They are absolutely prohibited where the high-risk activities listed below are being carried out. This list is not exhaustive and may be updated by the specific site management team. • Erecting/Dismantling Scaffold • Operating Plant/Machinery • Working in a Confined Space • Formwork Deck Leading Edge Works • Steel Erection • Lifting Operations • Banking vehicles • Dealing with flammable or hazardous substances	SHE Form 05	Site Manager

Appendix 1

GDPR Policy Document – Induction Manager

ABOUT THIS DOCUMENT:

Schedule 1, Part 4 of the Data Protection Act 2018 makes provision for the establishment, content and maintenance of "appropriate policy documentation" where such documentation is required by a condition in Parts 1, 2 or 3.

This appropriate policy documentation must:

- explain how the controller complies with the data protection principles set out in Article 5 of the GDPR;
- explain the controller's policies for the retention and erasure of personal data processed under the relevant condition; and
- be retained, reviewed and (if appropriate) updated by the controller and (if requested) made available to the Information Commissioner, until six months after the controller ceases carrying out the processing.

Where appropriate policy documentation is required, the controller's records of processing activities (under Article 30 of the GDPR) must include:

- details of the relevant condition relied on;
- how processing satisfies Article 6 of the GDPR (lawfulness of processing); and
- details of whether the personal data is retained and erased in accordance with the appropriate policy documentation (and if not the reasons why not).

This document is based on a model made available by the ICO as at May 2020.

Construction Skills and Certification Skills Scheme (CSCS)

PART 1 – DESCRIPTION OF DATA PROCESSED

Give a brief description of each category of special category data processed. You may wish to refer to your Article 30 record of processing for that particular data:

CSCS cards provide proof that individuals working on construction sites have the appropriate training and qualifications for the job they do on site ("the Card Scheme"). By ensuring a workforce is appropriately qualified the Card Scheme plays its part in improving standards and safety on UK construction sites. We will use personal information which we collect relating to individuals participation in the Card Scheme for managing our responsibilities in respect of site health and safety, and ensuring that contractors comply with appropriate Group policies. As a part of the Card Scheme we may collect special category personal data relating to medical conditions that might affect individuals' health and safety on site.

Further details of how we intend to use the personal data and the reasons for such use are set out in our Privacy Notice which can be found here:

https://www.barrattcommercialsupport.co.uk/privacy-notice

PART 2 – SCHEDULE 1 CONDITION FOR PROCESSING

Give the name and paragraph number of your relevant Schedule 1 condition(s) for processing. Alternatively, you may wish to provide a link to your privacy policy, your record of processing or any other relevant documentation:

Please see the link below to the applicable Privacy Notice:

https://www.barrattcommercialsupport.co.uk/privacy-notice

PART 3 – PROCESURES FOR ENSURING COMPLIANCE WITH THE PRINCIPLES

You need to explain, in brief and with reference to the conditions relied upon, how your procedures ensure your compliance with the principles below.

This helps you meet your accountability obligations. You have a responsibility to demonstrate that your policies and procedures ensure your compliance with the wider requirements of the GDPR and in particular the principles. The sensitivity of special category data means the technical and organisational measures you have in place to protect such data are crucially important.

Questions may be answered with a link or reference to other documentation, to policies and procedures, Data Protection Impact Assessments (DPIAs) or to privacy notices.

Principles	
Accountability principle	i. Do we maintain appropriate documentation of our processing activities? Yes ii. Do we have appropriate data protection policies? Yes, these are contained on our intranet. iii Do we carry out data protection impact assessments (DPIA) for uses of personal data that are likely to result in high risk to individuals' interests? Yes, these are held on Surecloud.
Principle (a): lawfulness, fairness and transparency	i. Have we identified an appropriate lawful basis for processing and a further Schedule 1 condition for processing special category data? Yes, legitimate interests on the basis of health and safety. ii Do we make appropriate privacy information available with respect to the special category data? Yes, this is contained within our privacy notice. iii Are we open and honest when we collect the special category data and do we ensure we do not deceive or mislead people about its use? Yes, the employees/ contractors are required to view and read the privacy notice prior to completing the questionnaire.

	Yes: see the link below to the Privacy Notice applicable to the Card Scheme: https://www.barrattcommercialsupport.co.uk/privacy-notice
Principle (b): purpose limitation	i. Have we clearly identified our purpose(s) for processing the special category data? ii. Have we included appropriate details of these purposes in our privacy information for individuals? I and ii: Yes: see the link below to the Privacy Policy applicable to the Card Scheme: https://www.barrattcommercialsupport.co.uk/privacy-notice iii. If we plan to use personal data for a new purpose (other than a legal obligation or function set out in law), do we check that this is compatible with our original purpose or get specific consent for the new purpose? Yes we would review this if the purpose for the information was to change.
Principle (c): data minimisation	i. Are we satisfied that we only collect special category personal data we actually need for our specified purposes? Yes. This information is only used to determine compliance with health and safety on our sites and developments. ii. Are we satisfied that we have sufficient special category data to properly fulfil those purposes? Yes. iii. Do we periodically review this particular special category data, and delete anything we don't need? Yes, the system will removed records after 6 years of inactivity.
Principle (d): accuracy	i. Do we have appropriate processes in place to check the accuracy of the special category data we collect, and do we record the source of that data? The special category data is completed by the individual providing that information. We do not verify the source or the accuracy. ii. Do we have a process in place to identify when we need to keep the special category data updated to properly fulfil our purpose, and do we update it as necessary? We can only update the information if the individual notifies us of any changes. . Do we have a policy or set of procedures which outline how we keep records of mistakes and opinions, how we deal with challenges to the accuracy of data and how we ensure compliance with the individual's right to rectification? If any of the information contained within the questionnaire requires amending, the questionnaire can be completed again. The individual must contact the CSCS card providers to update any information we hold which has resulted from them.
Principle (e): storage limitation	i. Do we carefully consider how long we keep the special category data and can we justify this amount of time? Yes ii. Do we regularly review our information and erase or anonymise this special category data when we no longer need it? Yes

	iii.	Have we clearly identified any special category data that we need to keep for public interest archiving, scientific or historical research, or statistical purposes? N/A
Principle (f): integrity and confidentiality (security)	I.	Do we carefully consider how long we keep the special category data and can we justify this amount of time? Yes
	II.	Do we regularly review our information and erase or anonymise this special category data when we no longer need it? Yes
	I.	Have we clearly identified any special category data that we need to keep for public interest archiving, scientific or historical research, or statistical purposes?

PART 4 – RETENTION OF ERASURE POLICIES

You need to explain your retention and erasure policies with respect to each category of special category data (this could include a link to your retention policy if you have one). You need to explicitly indicate how long you are likely to retain each specific category of special category data.

The question we ask in the induction form of our employees/ contractors and suppliers is:

Do you have any medical conditions that may affect yours or other health and safety whilst working on site? If 'Yes' please review the individuals risk assessment to consider control measure required.

a. Heart Condition
b. Epilepsy
c. Asthma
d. Other medical conditions or health risk

Not willing to disclose.

The system will remove records in relation to the special categories of data after 6 years of inactivity.

Signed:	**Role:**
Date:	
Review Date:	

OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL PROCESSES AND PROCEDURES MANUAL (PPM)

BARRATT GROUP STANDARD (BGS)

26 SAFETY, HEALTH AND ENVIRONMENTAL ASPECTS AND IMPACTS REGISTER

Version Control	Date
V2	April 2023

Approval and sign-off	Name	Confirmation & date
Sponsor	Steven Boyes, Chief Operating Officer	04.04.2023
Owner	Vince Coyle, Group Construction and SHE Director	04.04.2023
Author	Claire Simmonds, Group Head of SHE	04.04.2023

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- An auditable trail of process to enable the Group to inspect the SHE operation and carry out checks on a Division's efficiency and compliance
- Best practice across the Group, by being subject to review and the adoption of regular updates to capture continuing improvements within the business.

It is vitally important that all members of the SHE department are fully conversant with these policies and procedures. The adoption of, compliance with and ongoing review of these policies and procedures will support the department in achieving its objectives.

By following these policies and procedures Divisions will be able to self-audit their processes, this will be backed-up by Group audits on a regular basis for compliance.

1.2 Scope of the SHE Barratt Groups Standards that must be followed

This document covers:

- Safety, health and environmental aspects and impacts register.

2. SHE Policy and Controls

2.1 Table of Policy and Controls

The following table provides details of the SHE Policy statements and the Controls in place to ensure compliance. Additional hyperlinks are provided to sections within this document and to process flow charts for reference.

! Policy	✓ Controls	△ References
A register of the environmental impacts of the group and legislation affecting its operation to be maintained	Assessment undertaken every 2 years and managed by the Group Head of SHE.	

Guidance and definitions

The environmental aspects of Barratt Developments PLC are defined as those of its activities or processes that **interact with the environment**. Aspects can, in most cases, be grouped under the general aspect categories,

- Emissions to Air
- Nuisance / Community / Landscaping Issues
- Solid and Hazardous Waste
- Emissions to surface or ground water
- Raw Materials and Equipment
- Utility and Fuel use
- Historical issues.
- Management issues

Aspects are defined in relation to the external environment, although in many cases there may be an overlap with occupational health and safety issues relating to the internal working environment e.g. noise and use of hazardous substances. Appendix 1 and 2 list applicable Environmental and Health and Safety legislation which has also been used to identify relevant aspects.

Aspects give rise to impacts where an impact is any change in the environment resulting from an organisation's activities. ISO 14001 defines aspects as an "element of an organisation's activities, products or services that can interact with the environment".

Aspects are firstly determined by the operation condition that they are likely to be present in eg whether they are normal (an everyday feature), abnormal (occur occasionally, ie in start up or shut down conditions) or emergency (ie occur under emergency conditions). Finally, they are evaluated using the below scores against their severity and relative frequency (likelihood) of Impact.

Severity Evaluation		
Score	**Significance**	**Description**
1	No substantial damage	None of the relevant parameters exist at a level that can cause potential impacts to the environment.
2	Minor	Some of the parameters exist at recognisable levels that have the potential to cause minor environmental change
3	Moderate	The parameters of the aspect / impact all exist at recognisable levels and are / can cause environmental damage, but such damage is short term and always repairable.
4	Major	The parameters of the aspect / impact exist at a level that does or will cause environmental damage, but the damage is not permanent or is only medium term.
5	Severe	The parameters of the aspect / impact are comparatively high and combined in a manner that causes, or can cause, severe environmental damage, e.g. permanent / long term environmental damage

Likelihood Evaluation		
Score	**Likelihood**	**Description**
1	remote	occurs less than once every 10 years
2	occasional	occurs less than annually and up to once every 10 years
3	infrequent	occurs less than monthly and up to annually
4	occasional	occurs less than weekly and up to monthly
5	reoccurring / continuous	occurs either weekly, daily or continuously

Rating environmental aspects is a mechanism that is used to assess their level of impact and establish a criteria of distinguishing their magnitude. Some environmental aspects are minor and also result in very minor impact to the environment, organisation and society. On the other hand there are environmental aspects which are of a major significance such that they can have serious or catastrophic consequences. The below table shows how Barratt determine which Aspects are significant, ie with a score above 10. These aspects are then prioritized when identifying areas for continual improvement.

		Severity				
		1	**2**	**3**	**4**	**5**
Likelihood	**5**	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

Key

Not significant

Significant

Finally, the last column in the Aspects and Impacts register cross references the controls that are in place within the business to ensure that it is effectively managed.

				Location		Operating Conditions			Evaluation				Controls in place
REF.	**Category**	**Description of Environmental Aspect**	**Summary of Environmental Impact**	**Construction**	**Office**	**Normal**	**Abnormal**	**Emergency**	**Severity**	**Likelihood**	**Impact**	**Significance (Y/N)**	
AIR 1	Emissions to Air	Exhaust Emissions from vehicles	Impact from abstraction of raw materials and resource consumption; air pollution, contribution to global warming	Y	Y	Y			1	3	3		BGS 34 - Plant and Work Equipment
AIR 2	Emissions to Air	Emissions from paint	Impact from abstraction of raw materials and resource consumption; Emissions of volatile organic compounds (VOCs)	Y		Y			1	1	1		Paint is specified in the painting contractors specification
AIR 3	Emissions to Air	Emission from heating	Impact from abstraction of raw materials and resource consumption; air pollution, contribution to global warming		Y	Y			1	1	1		BGS 25 - Group and Divisional Offices
AIR 4	Emissions to Air	Emissions of dust and particulates from raw materials delivery, handling and storage	Contribution to localised air pollution. May affect respiratory function of humans, plants and animals. May lead to deposition on land.	Y		Y			3	4	12	Y	BGS 10 - control of substances Hazardous to Health (COSHH)
AIR 5	Emissions to Air	Emissions of particulates from boiler	Contribution to localised air pollution. May affect respiratory function of humans, plants and animals. May lead to deposition on land.		Y	Y			1	1	1		Boilers are specified in Group specification
AIR 6	Emissions to Air	Emissions of CO_2 and other combustion gases (e.g. NOx, SO_2) from boiler	Contribution to climate change from CO_2 and NOx emissions and localised air pollution. May lead to deposition on land.		Y	Y			1	1	1		Boilers are specified in Group specification
AIR 7	Emissions to Air	Emissions of particulates, CO_2 and other combustion gases (e.g. NOx, SO2) from emergency/standby equipment on site	Contribution to climate change from CO_2 and NOx emissions and localised air pollution. May lead to deposition on land.	Y			Y		2	2	4		BGS 34 - Plant and Work Equipment

				Location		Operating Conditions			Evaluation				Controls in place
REF.	**Category**	**Description of Environmental Aspect**	**Summary of Environmental Impact**	**Construction**	**Office**	**Normal**	**Abnormal**	**Emergency**	**Severity**	**Likelihood**	**Impact**	**Significance (Y/N)**	
AIR 8	Emissions to Air	Failure of dust/bag filters producing abnormal emissions of dust and particulates	Contribution to localised air pollution. May affect respiratory function of humans, plants and animals. May lead to deposition on land.	Y			Y		2	2	4		BGS 10 - control of substances Hazardous to Health (COSHH)
AIR 9	Emissions to Air	Leaks of refrigerants from air-conditioning & compressor refrigerant drier systems	Contribution to localised air pollution. Potential for ozone depletion if certain refrigerants are used e.g. CFCs, HCFCs, halons.		Y		Y		2	1	2		BGS 25 - Group and Divisional Offices
AIR 10	Emissions to Air	Fire	Contribution to localised air pollution from smoke and fumes.	Y	Y			Y	4	1	4		BGS 32 - Fire and Emergency Arrangements
NUIS 1	Nuisance / Community / landscaping issues	Noise from site activities	Potential nuisance to local population and disturbance of wildlife	Y		Y			2	2	4		SHE Form 09 - Safety, Health and Environmental Code for Sub Contractors
NUIS 2	Nuisance / Community / landscaping issues	Disturbance from traffic on and off site.	Depends on hours of operation. Potential nuisance to local population more likely if evening, night or weekend movements or if movements are very frequent. Potential disturbance of wildlife.	Y		Y			2	3	6		Planning Conditions (working hours)
NUIS 3	Nuisance / Community / landscaping issues	Grounds maintenance activities.	Potential to increase or preserve biodiversity and improve visual appearance of site. Overuse of chemicals and removal of vegetation could harm biodiversity and disturb wildlife.	Y	Y	Y			1	1	1		Trade Specification

				Location		Operating Conditions			Evaluation				Controls in place
REF.	**Category**	**Description of Environmental Aspect**	**Summary of Environmental Impact**	**Construction**	**Office**	**Normal**	**Abnormal**	**Emergency**	**Severity**	**Likelihood**	**Impact**	**Significance (Y/N)**	
NUIS 4	Nuisance / Community / landscaping issues	Visual impact of site (including light pollution)	Enhancing site appearance can improve relations with neighbours. Poorly maintained site may cause visual intrusion for neighbours.	Y		Y			2	2	4		Trade Specification
WASTE 1	Solid and Hazardous Waste	General waste (including PPE, plastic cups, office waste, paper towels, packaging, etc.) sent for recovery	Use of landfill capacity; potential contribution to leachate and landfill gas generation	Y	Y	Y			2	2	4		BGS 29 - Waste Management
WASTE 2	Solid and Hazardous Waste	Printer cartridges	Environmental impact depends upon disposal destination (e.g. incineration gives rise to air emissions, whilst recycling is beneficial)	Y	Y	Y			2	1	2		BGS 29 - Waste Management
WASTE 3	Solid and Hazardous Waste	Furniture	Impacts from disposal (e.g. landfill, incineration)		Y	Y			2	1	2		BGS 29 - Waste Management
WASTE 4	Solid and Hazardous Waste	Cardboard packaging	Environmental impact depends upon disposal destination (e.g. landfilling use landfill capacity, whilst recycling/recovery reduces impact greatly).	Y		Y			3	2	6		BGS 25 - Group and Divisional Offices
WASTE 5	Solid and Hazardous Waste	Plastic packaging (from delivered goods or arising on-site) including 'big bags'.	Environmental impact depends upon disposal destination (e.g. landfilling use landfill capacity, whilst recycling/recovery reduces impact greatly).	Y		Y			2	2	4		BGS 29 - Waste Management
WASTE 6	Solid and Hazardous Waste	Building/construction waste	Uses landfill capacity. May contribute to leachate and landfill gas production. If some waste is recovered or used elsewhere (i.e. excavated soils used on another site) then impact is reduced.	Y		Y			4	3	12	Y	BGS 29 - Waste Management

				Location		Operating Conditions			Evaluation				Controls in place
REF.	**Category**	**Description of Environmental Aspect**	**Summary of Environmental Impact**	**Construction**	**Office**	**Normal**	**Abnormal**	**Emergency**	**Severity**	**Likelihood**	**Impact**	**Significance (Y/N)**	
WASTE 7	Solid and Hazardous Waste	Organic waste from grounds maintenance (grass cuttings, leaves etc.)	Environmental impact depends upon disposal destination (e.g. landfilling use landfill capacity). If organic waste is composted then impact will be greatly reduced.	Y	Y	Y			1	1	1		Trade Specification
WASTE 8	Solid and Hazardous Waste	Contaminated land waste e.g. Asbestos (hazardous waste)	Disposed of as hazardous waste, causing impacts at final disposal/recycling point.	Y			Y		3	2	6		BGS 28 - Chemical Storage, Discharge and Spillage
WASTE 9	Solid and Hazardous Waste	Other hazardous waste (fluorescent tubes, batteries etc.)	Environmental impact depends upon disposal destination (e.g. incineration gives rise to air emissions)	Y	Y	Y			2	2	4		BGS 28 - Chemical Storage, Discharge and Spillage
WATER 1	Emissions to surface or ground water	Sewage Discharge	Potential to enter surface water drains and pollute surface water.	Y			Y		3	1	3		BGS 28 - Chemical Storage, Discharge and Spillage
WATER 2	Emissions to surface or ground water	Silt discharge	Potential to enter surface water drains and pollute surface water.	Y			Y		3	4	12	Y	BGS 28 - Chemical Storage, Discharge and Spillage
WATER 3	Emissions to surface or ground water	Discharged cleaning solutions	Potential to enter surface water drains and pollute surface water.	Y			Y		1	1	1		BGS 28 - Chemical Storage, Discharge and Spillage
WATER 4	Emissions to surface or ground water	Disposal of contaminated bundwater (e.g. from diesel tanks) - Removed by waste contractors.	Removed by contractors. If spillage occurs, potential for entry to surface water drains	Y			Y		2	2	4		BGS 28 - Chemical Storage, Discharge and Spillage

				Location		Operating Conditions			Evaluation				Controls in place
REF.	**Category**	**Description of Environmental Aspect**	**Summary of Environmental Impact**	**Construction**	**Office**	**Normal**	**Abnormal**	**Emergency**	**Severity**	**Likelihood**	**Impact**	**Significance (Y/N)**	
WATER 5	Emissions to surface or ground water	Small-scale spill/leakage of diesel and waste oil during delivery, use or disposal	Loss of non-renewable resources; potential to enter surface water drains and/or foul sewer. Potential land and groundwater contamination.	Y				Y	2	2	4		BGS 28 - Chemical Storage, Discharge and Spillage
WATER 6	Emissions to surface or ground water	Large-scale spill/leakage of fuel oil, diesel and waste oil during delivery, use or disposal	Loss of non-renewable resources; potential to enter surface water drains and/or foul sewer. Potential land and groundwater contamination.	Y				Y	3	1	3		BGS 28 - Chemical Storage, Discharge and Spillage
WATER 7	Emissions to surface or ground water	Fire-fighting water run-off	Potential to enter surface water drains and pollute surface water.	Y	Y			Y	4	1	4		BGS 28 - Chemical Storage, Discharge and Spillage
WATER 8	Emissions to surface or ground water	Flood	Potential to enter surface water drains and pollute surface water and groundwater.	Y				Y	4	1	4		BGS 28 - Chemical Storage, Discharge and Spillage
RAW 1	Raw materials and Equipment	Use of Timber / wood	Consumption of non-renewable and renewable resources	Y		Y			2	3	6		Approved Suppliers and Trade Specifications
RAW 2	Raw materials and Equipment	Use of Electrical and electronic equipment	Consumption of non-renewable and renewable resources	Y	Y	Y			2	3	6		Approved Suppliers and Trade Specifications
RAW 3	Raw materials and Equipment	Use of Glues / mastics etc.	Consumption of non-renewable and renewable resources	Y		Y			2	3	6		Trade Specification
RAW 4	Raw materials and Equipment	Use of Plasterboard	Consumption of non-renewable and renewable resources	Y		Y			2	3	6		Approved Suppliers and Trade Specification

				Location		Operating Conditions			Evaluation				Controls in place
REF.	**Category**	**Description of Environmental Aspect**	**Summary of Environmental Impact**	**Construction**	**Office**	**Normal**	**Abnormal**	**Emergency**	**Severity**	**Likelihood**	**Impact**	**Significance (Y/N)**	
RAW 5	Raw materials and Equipment	Use of fire-fighting chemicals	Consumption of non-renewable resources, ozone depletion if halons are used	Y	Y			Y	4	1	4		BGS 32 - Fire and Emergency Arrangements
RAW 6	Raw materials and Equipment	Use of cleaning chemicals	Consumption of non-renewable resources		Y	Y			2	2	4		Approved Suppliers and Trade Specifications
RAW 7	Raw materials and Equipment	Use of grounds maintenance and pest control chemicals e.g. herbicides, rat poison	Consumption of non-renewable resources	Y	Y	Y			1	1	1		Approved Suppliers and Trade Specification
RAW 8	Raw materials and Equipment	Use of PPE e.g. disposable gloves, hard hats, overalls	Consumption of non-renewable and renewable resources	Y		Y			1	1	1		Approved PPE Catalogue (Greenhams)
RAW 9	Raw materials and Equipment	Use of office consumables (e.g. paper, other stationery)	Consumption of non-renewable and renewable resources	Y	Y	Y			2	1	2		BGS 25 - Group and Divisional Offices
UTIL 1	Utility and Fuel Use	Electricity consumption (e.g. for machine operation, heating, lighting etc.)	Consumption of non-renewable resources, release of CO_2 and local air pollutants at point of electricity generation	Y	Y	Y			3	4	12	Y	BGS25 – Group and Divisional Offices Group Site Office Accommodation Designs
UTIL 2	Utility and Fuel Use	LPG Propane gas consumption for boiler	Consumption of a non-renewable resource		Y	Y			2	2	4		BGS25 – Group and Divisional Offices
UTIL 3	Utility and Fuel Use	Water usage	Consumption of a limited natural resource	Y	Y	Y			3	2	6		BGS 25 – Group and Divisional Offices

				Location		Operating Conditions			Evaluation				Controls in place
REF.	**Category**	**Description of Environmental Aspect**	**Summary of Environmental Impact**	**Construction**	**Office**	**Normal**	**Abnormal**	**Emergency**	**Severity**	**Likelihood**	**Impact**	**Significance (Y/N)**	
													Group Site Office Accommodation Designs
UTIL 4	Utility and Fuel Use	Diesel fuel for LGV's etc.	Consumption of non-renewable resources.	Y		Y			2	2	4		BGS 28 - Chemical Storage, Discharge and Spillage
HIS 1	Historic Issues	Land contamination from historical activities on-site (including historical spillages of hazardous materials)	Depends on type of activities carried out and past events. However, potential for migration of contaminants to surface waters, ground waters and adjacent sites/land.	Y			Y		4	1	4		BGS 28 - Chemical Storage, Discharge and Spillage
MAN 1	Management Issues	Environmental considerations taken into account during contractor selection and control	Ensuring environmental considerations are taken into account during contractor selection and incorporating environmental controls into work instructions demonstrates best practice and places greater emphasis on environmental issues.	Y		Y			3	4	12	**Y**	BGS 03 - Appointment of Contractors
MAN 2	Management Issues	Legal compliance (Including 'Duty of Care', Planning conditions, PPC)	Ensures compliance with relevant legislation, minimises environmental impact and risk of prosecution and bad publicity.	Y		Y			3	1	3		BGS 01 – Pre Commencement SHE Form 02
MAN 4	Management Issues	Purchasing/ Procurement	Environmental considerations in supplier and product selection can limit environmental impacts.	Y	Y	Y			3	1	3		Approved Suppliers and Trade Specifications
MAN 5	Management Issues	Active Energy Management Procedures	Minimise use of renewable/non-renewable resources	Y	Y	Y			3	2	6		Approved Suppliers and Trade Specifications

Appendix 1: Applicable Environmental Legislation:

ENVIRONMENTAL LEGISLATION AND OTHER REQUIREMENTS	Compliance
INTEGRATED	
ENVIRONMENTAL PROTECTION ACT 1990 **POLLUTION PREVENTATION AND CONTROL ACT 1999** Environmental Permitting (England and Wales) Regulations 2010 (SI 2010/675) and Amends (SI 2010/676) and SI 2013/390 Pollution Prevention and Control (Scotland) Regulations 2000 (SSI 2000/323) - PPC Pollution Prevention and Control (Scotland) Amendment Regulations 2005, (No. 2) 2005, 2008 (SS1 2008/410) and 2009 (SSI 2009/336).	General Provision
Environmental Liability Directive 2015 (2015/35/EC) Environmental Damage (Prevention and Remediation) Regulations 2009 (SI 2009/153) & Amends 2009 (SI 2009/3275) & 2010 (SI 2010/587)	Construction sites
AIR POLLUTION	
CLEAN AIR ACT 1993	Construction sites
Regulation (EC) 1005/2009 on substances that deplete the ozone layer Ozone-Depleting Substances (Qualifications) Regulations SI 2009/216 The Environmental Protection (Controls on Ozone–Depleting Substances) (Amendment) Regulations 2002 and 2008 (SI 2008/91) revoked The Environmental Protection (Controls on Ozone–Depleting Substances) (Amendment) Regulations 2008 (SI 2008/91) revoked Environmental Protection (Controls on Ozone-Depleting Substances) Regulations 2011 (SI 2011/1543)	Construction sites
Regulation (EC) 842/2006 on Certain Fluorinated Greenhouse Gases (GHGs) Directive on the Energy performance of Buildings 2002/91/EC. The new Regulation (EU) 517/2014. The Fluorinated Greenhouse Gas (F-gas) Regulations 2009. Also refer to A2 Controls on Ozone-Depleting Substances Regulation (EC)	F Gas register
Energy Savings Opportunity Scheme (ESOS) to implement Article 8 (4-6) of the EU Energy Efficiency Directive (2012/27/EU). The ESOS Regulations 2014 give effect to the scheme.	Corporate
FINANCE ACT. 2000-2015 Climate Change Levy (General) Regulations 2001 (SI 2001/838). Climate Change Levy (General) (Amendment) Regulations 2006	Corporate
CLIMATE CHANGE ACT 2008 The CRC Energy Efficiency Scheme Order 2010	Corporate
Energy Performance of Buildings Directive (EPBD) Energy Performance of Buildings Regulations 2007 Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 (SI 2007/991) and Amendment 2010 (SI 2010/1456)	Regional offices

ENVIRONMENTAL LEGISLATION AND OTHER REQUIREMENTS	Compliance
Building (Amendment) Regulations 2011 (SI 2011/1515) Buildings Regulations Part L and F - Energy Proposed: Renewable Heat Incentive (RHI) The Feed-in Tariffs (Specified Maximum Capacity and Functions) Order 2010 & Amends	
STATUTORY NUISANCE	
ENVIRONMENTAL PROTECTION ACT 1990 (Part III) – Statutory Nuisance NOISE and STATUTORY NUISANCE ACT1993	Construction sites
CONTROL of POLLUTION ACT1974 Control of Noise (Codes of Practice for Construction and Open Sites) (England) Order 2002	Construction sites
INLAND WATER QUALITY AND SEWERAGE	
WATER INDUSTRY ACT 1991 SEWERAGE (SCOTLAND) ACT 1968 **WATER INDUSTRY (SCOTLAND) ACT 2002** **WATER SERVICES etc. (SCOTLAND) ACT 2002**	Construction sites
Water Resources Act 1991 Water Resources Act 1991 (Amendment) (England and Wales) Regulations 2009 Environmental Permitting (England and Wales) Regulations 2010 (SI 2010/676) & Amends - EPR Anti-Pollution Works Notices Regulations 1999 (SI 1999/1006) Water Resources (Abstraction and Impounding) Regulations 2006 (SI 2006/641) & Amends (SI 2008/165) Water Environment and Water Services (Scotland) Act 2003 Water Environment (Controlled Activities) Regulations 2005 (CAR) revoked Water Environment (Controlled Activities) Regulations 2011 (CAR) (SSI 2011/209)	Construction sites
WATER RESOURCES ACT 1991 Control of Pollution (Oil Storage) (England) Regulations 2001 (SI 2001/2954) The Water Environment (Oil Storage) (Scotland) Regulations 2006	Construction sites
FLOOD AND WATER MANAGEMENT ACT 2010 LAND DRAINAGE ACT 1981 (as amended by LAND DRAINAGE ACT 1984,1991 & 1994)	Regional office
Ground Water Regulations 1998 (SI 1998/2746) revoked Environmental Permitting (England and Wales) Regulations 2010 (SI 2010/676) & Amends Water Environment (Consequential Provisions) (Scotland) Order 2006 Water Environment (Controlled Activities) Regulations 2011 (CAR)	Corporate
M**ARINE and COASTAL ACCESS ACT 2009**	Construction sites
THE WATER ACT 2003	Corporate
WASTE MANAGEMENT	
ENVIRONMENTAL PROTECTION ACT 1990 (Section 34) Environmental Protection (Duty of Care) Regulations 1991 (SI 1991/2839) revoked in England and Wales Environmental Protection (Duty of Care) Amendment (Scotland) Regulations 2003 Controlled Waste (Registration of Carriers) Regulations 1991 (SI 1991/1624) **POLLUTION PREVENTION AND CONTROL ACT 1999** Waste Management Licensing Regulations 1994 (SI 1994/1056) and Amends	Construction sites

ENVIRONMENTAL LEGISLATION AND OTHER REQUIREMENTS	Compliance
Waste Management Licensing (Scotland) Regulations 1996 (SI 1996/916) The Waste (England and Wales) Regulations 2011 (SI 2011/988)	
ENVIRONMENTAL PROTECTION ACT 1990 Hazardous Waste Directive 1991 Environmental Permitting (England and Wales) Regulations 2010 (SI 2010/675) and Amends (SI 2010/676) Hazardous Waste (England and Wales) Regulations 2005 The Hazardous Waste (England and Wales) (Amendment) Regulations 2009 The Waste (England and Wales) Regulations 2011 Landfill (England and Wales) Regulations 2002 revoked Waste Electrical and Electronic Equipment Regulations 2006 (SI 2006/3289) To be replaced by the draft Waste Electrical and Electronic Equipment Regulations 2013. Waste Electrical and Electronic Equipment (Amendment) Regulations 2007, 2009 (SI 2009/2957, (No.2) 2009 (SI 2009/3216) and 2010 (SI 2010/1155) Waste Electrical and Electronic Equipment (Amendment) Regulations 2007, 2009 (SI 2009/2957, (No.2) 2009 (SI 2009/3216) and 2010 (SI 2010/1155) Batteries & Accumulators and Waste Batteries & Accumulators Directive (Battery Directive) Batteries and Accumulators (Placing on the Market) Regulations SI 2008/2164 Waste Batteries and Accumulators Regulations 2009 Environmental Permitting (England and Wales) Regulations 2010 (SI 2010/676) & Amends - EPR	Construction sites
ENVIRONMENT ACT 1995 Producer Responsibility Obligations (Packaging Waste) Regulations 2007 (SI 2007/871) Producer Responsibility Obligations (Packaging Waste) (Amendment) Regulations 2010	N/A
FINANCE ACT 1996 -2013. Landfill Tax Regulations 1996 (SI 1996/1527 as amended by, SI/1996/2100, SI 1998/61, SI 1999/3270, SI 2002/1, SI2003/605, SI 2003/2313, SI2005/1640, SI2006/865, SI2007/965), SI2008/770, SI2009/1929, SI2010/924, SI2011/894. Landfill Tax (Qualifying Material) Order 1996 revoked Landfill Tax (Qualifying Material) Order 2011 Landfill Tax (Contaminated Land) Order 1996	Construction sites
ENVIRONMENTAL PROTECTION ACT 1990 (Part II: Waste on Land) Waste Management Licensing Amendment (Scotland) Regulations 2003, 2015 & 2006 Waste Management Licensing (Scotland) Regulations 2011 (SSI 2011/228) · Waste (Scotland) Regulations 2005 (SSI 2005/22) · The Waste (Scotland) Regulations 2011 (SSI 2011/226) · Water Environment (Controlled Activities) (Scotland) Regulations 2011 (SSI 2011/209) Environmental Permitting (England & Wales) Regulations 2010 (SI 2010/676) & Amends	Construction sites
Control of Pollution (Amendment) Act 1989 The Waste (England and Wales) Regulations 2011 Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 replaced in England and Wales Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations 1998, SI 605 revoked	Construction sites
Appendix 1 – Waste Definition	Information

ENVIRONMENTAL LEGISLATION AND OTHER REQUIREMENTS	Compliance
Appendix 2 – Definition of Hazardous Waste	Information
Appendix 3 – List of Waste (England) Regulations 2005	Information
Appendix 4 – Waste Exemptions (EPR 2010)	Information
LAND	
Contaminated land:	
ENVIRONMENT ACT 1995 (Part 2A) Contaminated Land (England) Regulations 2006 (SI 2006/1380) – previously 2000/227 Contaminated Land (Scotland) Regulations 2000 (SSI 2000/178) & 2005 (SSI 2005/658) Contaminated Land (Wales) Regulations 2006 (SI 2006/2589) – previously 2001/2197 Anti- Pollution Works Regulations 1999 & Amends Radioactive Contaminated Land (Modification of Enactments) (England) Regulations 2006 (SI 2006/1379) Radioactive Contaminated Land (Modification of Enactments) (Wales) Regulations 2006 (SI 2006/2988) Radioactive Contaminated Land (Scotland) Regulations 2007 (SSI 2007/179) THE WATER ACT 2003	Regional office
Planning: EIA	
TOW**N AND COUNTRY PLANNING ACT 1990** Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999/293 as amended by SI 2000/2867) revoked for England. Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2006 (SI 2006/3295) Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (SI 2011/1824) The Environmental Impact Assessment (Scotland) Regulations 1999 (SI 1999/1 as amended by SI 2002/324, SSI 2006/614, SSI 2007/484, SSI 2009/221) Town and Country Planning (Trees) Regulations 1999 Town and Country Planning (Scotland) Act 1997 The Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas) (Scotland) Regulations 2010 Planning Act 2008	Regional office
Planning: Trees	
Town and Country Planning (Tree Preservation) (England)Regulations 2012 (SI 2012/) Town and Country Planning (Trees) Regulations 1999 & Amends 2008. BS 5837:2012	Construction sites
Biodiversity:	
Various Nature Conservation Legislation including: **PROTECTION OF BIRDS ACT 1954** **THE WILDLIFE AND COUNTRYSIDE ACT 1981(AND AMENDMENT 2001 & 2015)** **THE WILDLIFE AND COUNTRYSIDE ACT 1981 (ENGLAND AND WALES) (AMENDMENT) REGULATIONS2015** **THE WILDLIFE AND COUNTRYSIDE ACT 1981 (VARIATION OF SCHEDULE 9) (ENGLAND AND WALES) ORDER 2010 & (VARIATION OF SCHEDULE) (SCOTLAND) ORDER 2005 (SI 2005/308)** PROTECTION OF Badgers Act 1992 THE COUNTRYSIDE AND RIGHTS OF WAY ACT 2000 NATURE CONSERVATION (SCOTLAND) ACT 2015 NATURAL ENVIRONMENT AND RURAL COMMUNITIES ACT 2006	Construction sites

ENVIRONMENTAL LEGISLATION AND OTHER REQUIREMENTS	Compliance
Hedgerows Regulations 1997 (SI 1997/1160) The Conservation (Natural Habitats) Regulations 1994 (SI 1994/2716) **WILD MAMMALS ACT 1996** **WILDLIFE AND COUNTRYSIDE ACT 1981 (SCOTLAND) (AMENDMENT) REGULATIONS (SI 2001/337)** **WILDLIFE AND COUNTRYSIDE ACT 1981 (ENGLAND AND WALES) (AMENDMENT) REGULATIONS (SI 2015/1487)** Conservation (Natural Habitats etc.) Regulations SI 1994/2716 The Conservation (Natural Habitats, &C.) (Amendment) Regulations 2007, Amends 2009 (SI 2009/6) and (No.2) 2009 (SI 2009/2438) The Conservation of Habitats and Species Regulations 2010 (SI 2010/490) The Sites of Special Scientific interest (Appeals) Regulations 2009 & 2010 Wildlife and Natural Environment (Scotland) Act 2011	
WEEDS ACT 1959 **RAGWORT CONTROL ACT 2003**	Construction sites
ARCHAEOLOGICAL AND HERITAGE	
TREASURES ACT 1996 Treasures Act 1996 Code of Practice	Regional office
BURIALS ACT 1857 Disused Burial Grounds (Amendment) ACT 1981 The Pastoral Measure 1983	Regional office
PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990 Planning (Listed Buildings and Conservation Areas) Regulations 1990 The Planning (Listed Buildings and Conservation Areas) (Amendment) (England) Regulations 2009 ANCI**ENT MONUMENTS AND ARCHAEOLOGICAL AREAS ACT 1979**	Regional office
OTHER	
ISO 14001:2015(E) ISO 14001:2015 (in transition)	Corporate
Corporate Environmental Policy	Corporate
Public Access to Environmental Information Directive 2003 Environmental Information Regulations 2015	Corporate
Framework Decision 2008/99/EC - Protection of the Environment through Criminal Law	Corporate
Environmental Civil Sanctions (England) Order 2010	Corporate

Appendix 2: Relevant Health and Safety Legislation

HEALTH AND SAFETY LEGISLATION AND OTHER REQUIREMENTS	Compliance
HISTORICAL PREMISES	
OFFICES, SHOPS & RAILWAY PREMISES ACT 1963	General provision
THE FACTORIES ACT 1961.	General provision
MANAGEMENT	
HEALTH AND SAFETY AT WORK, ETC ACT 1974.	General provision
Management of Health and Safety at Work Regulations 1999 (SI 1999/3242)	General provision
PREMISES	
Workplace (Health, Safety, and Welfare) Regulations 1992 (S.I.1992/3004) HSE guidance L60 and L24	Office arrangements
The Confined Spaces Regulations 1997 (S.I. 1997/1713) HSE guidance L101 recently updated.	Construction sites
The Work at Height Regulations 2005 (S.I. 2005/735) (WAHR) HSE guidance –INDG 401 (rev2) published 01/14.	Construction sites
Health and Safety (Display Screen Equipment) Regulations 2002 (S.I.1992/2792) HSE guidance INDG 36.	Office records
EMPLOYERS' LIABILITY (Compulsory Insurance) ACT1969	Available
Health and Safety (Safety Signs and Signals) Regulations 1996 (S.I. 1996/917) HSE guidance L64 – Safety signs and signals: Guidance on Regulations (3rd edition).[1]	Construction sites
OCCUPIER'S LIABILITY ACT 1957 **OCCUPIER'S LIABILITY ACT 1984**	Under contract operations.
Health and Safety (First Aid) Regulations 1981 (S.I. 1981/917) HSE Guidance L43, L74.	Construction sites & Regional Offices
The Regulatory Reform Fire Safety Order (RRFSO) 2005 (SI 1541)	Construction Sites & Regional Offices
PLANT & MACHINERY	
The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) HSE guidance L113 amendments introduced.	Construction Sites
Control of Noise at Work Regulations 2005 (S.I.2005/1643). HSE guidance L108.	Construction Sites

HEALTH AND SAFETY LEGISLATION AND OTHER REQUIREMENTS	Compliance
Control of Vibration at Work Regulations 2005 (S.I. 2005/1093) HSE guidance L141.	Construction Sites
Electricity at Work Regulations 1989 (S.I. 1989/635) HSE guidance L 128	Construction Sites
The Provision and Use of Work Equipment Regulations 1998 (PUWER). (S.I. 1998/2306) HSE guidance L 117, 112, 114, 22.	Construction Sites
EMPLOYERS' LIABILITY (Defective Equipment) ACT1969	
SUBSTANCES	
Control of Substances Hazardous to Health (COSHH) Regulations 2002 (SI 2002/2677) and Amends 2015. HSE guidance L5 modified.	Construction Sites
Control of Asbestos Regulations 2012 Control of Asbestos Regulations 2006 (S.I. 2006/2739). HSE guidance L 127 and 143 (amalgamated)	Construction Sites
Dangerous Substances and Explosive Atmospheres Regulations: S.I. 2002/2776 (DSEAR). HSE guidance L134, 135, 136, 137, 138 and INDG 370 under review.	Construction Sites
Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations SI 2009/1348. SI 2011/1885 amends the above to bring it into line with TPED Directive 2010/35/EU for transportable pressure equipment	Construction Sites
ACCIDENTS & REPORTING	
Reporting of Injuries, Diseases, and Dangerous Occurrences (Amendment) Regulations: SI 2013/1471	Construction Sites & Regional Offices
HSE guidance L 73 - A guide to the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995	
CORPORATE MANSLAUGHTER and CORPORATE HOMICIDE Act 2007	
PEOPLE & PPE	
Manual Handling Operations Regulations 1992 (S.I. 1992/2793) HSE guidance, please see leaflets.	Construction Sites & Regional Offices
Personal Protective Equipment at Work Regulations 2002 (S.I. 1992/2966) HSE guidance L25.	Construction Sites

HEALTH AND SAFETY LEGISLATION AND OTHER REQUIREMENTS	Compliance
HEALTH ACT 2006	General provision
Health and Safety (Consultation with Employees) Regulations 1996 (S.I. 1996/1513) HSE guidance L 87, 95.	General provision
Working Time Regulations 1998	General provision
Health and Safety Information for Employees Regulations 2009 (S.I. 2009/606) Health and Safety Information for Employees Regulations 1989.	General provision
Safety Representatives & Safety Committees Regulations 1977.	General provision
OTHER	
A second draft of ISO 45001 has been published, the international replacement for the British health and safety management standard OHSAS 18001.	Available and communicated
Occupational Health, Safety Policy statement	Available and communicated
SIPP	Application made corporately

OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL PROCESSES AND PROCEDURES MANUAL (PPM)

BARRATT GROUP STANDARD (BGS)

27 TREES, PLANTS AND ANIMALS – June 2022

Version Control	Date
V1.00	June 2022

Approval and sign-off	Name	Confirmation & date
Sponsor	Steven Boyes, Chief Operating Officer	27.05.2022
Owner	Vince Coyle, Group Construction, and SHE Director	27.05.2022
Author	Vince Coyle, Group Construction, and SHE Director	27.05.2022

Contents

1. Introduction and Scope

1.1 Introduction

Barratt Developments PLC (the Group) is fully committed to achieving high standards of health, safety and welfare, creating a safe working environment at all times.

This document sets out the Group's processes and procedures for Safety, Health and Environmental (SHE). It must be read in conjunction with the SHE policy document located on DocuShare.

The SHE policy is denoted at the start of the section to which it relates by the exclamation mark symbol and text noting what must be complied with, for example:

> **The SHE Policy states:**
>
> The policy statement(s) are noted thus.

This policy provides the narrative as to 'what' must be complied with, within the business and the control around the policy refers to 'how' the policy is to be complied with through these procedures; the control elements are denoted by the tick symbol and text, for example:

> **The SHE Control states:**
>
> The control for the policy is noted thus.

Additionally, where the SHE PPM has a close relationship to other departmental policies and procedures, these are referenced by the warning symbol and text, for example:

> **The SHE Relationship states:**
>
> Reference should be made to the following procedure documents.

The Group Safety, Health & Environmental Director, Group Safety, Health & Environment (or Delegate of Authority where appropriate) is responsible for ensuring that all SHE team members have access to and comply with this information, providing:

- A reference point in the event of any query on policy or procedure
- A standard and consistent operating procedure across the Barratt Group
- An auditable trail of process to enable the Group to inspect the SHE operation and carry out checks on a Division's efficiency and compliance
- Best practice across the Group, by being subject to review and the adoption of regular updates to capture continuing improvements within the business.

It is vitally important that all members of the SHE department are fully conversant with these policies and procedures. The adoption of, compliance with and ongoing review of these policies and procedures will support the department in achieving its objectives.

By following these policies and procedures Divisions will be able to self-audit their processes, this will be backed-up by Group audits on a regular basis for compliance.

1.2 Scope of the SHE Barratt Groups Standards that must be followed

This document covers:

- Trees, plants and animals.

2. SHE Policy and Controls

2.1 Table of Policy and Controls

The following table provides details of the SHE Policy statements and the Controls in place to ensure compliance. Additional hyperlinks are provided to sections within this document and to process flow charts for reference.

! Policy	✓ Controls	△ References
Trees, Plants and Animals A land feasibility review is required to be undertaken by the Land Director, which forms a part of the SHE information pack. The protection required for trees, plants and animals during construction must be detailed in the Construction Phase Safety, Health & Environmental Plan, which is required to be developed by the Contracts Manager.	**Trees, Plants and Animals** Controls are to be detailed in the SHE Forms 05 (construction phase SHE plan). A weekly inspections is required to be undertaken by the Site Manager (SHE Form 29) to assess compliance to the trees, plants and animals procedure. A monthly inspection is also undertaken by the Contracts Manager (SHE Form 18).	Trees, Plants and Animals BGS 06 SHE Form 05 SHE Form 18 SHE Form 29

3. Trees, Plants and Animals

Overview

This document outlines the procedure to be followed on sites to protect trees, plants and animals.

The SHE Policy states:

Trees, Plants and Animals

- A land feasibility review is required to be undertaken by the Land Director, which forms a part of the SHE information pack.
- The protection required for trees, plants and animals during construction must be detailed in the Construction Phase Safety, Health & Environmental Plan, which is required to be developed by the Contracts Manager.

The SHE Control states:

Trees, Plants and Animals

- Controls are to be detailed in the SHE Forms 05 (construction phase SHE plan).
- A weekly inspections is required to be undertaken by the Site Manager (SHE Form 29) to assess compliance to the trees, plants and animals procedure.
- A monthly inspection is also undertaken by the Contracts Manager (SHE Form 18).

		Reference	Responsibility
1.0	**Trees and Plants**		
1.1	A survey of the requirements for protected plants must be undertaken as part of the land feasibility review and included in the SHE Information Pack. This will include a tree constraints plan identifying the position of protective fencing and its construction, a schedule of remedial tree surgery and the position of structures in relation to the trees.	SHE Form 01 SHE Form 04	Technical Director
1.2	Information must be provided on any plants listed in Schedule 9 of the Wildlife and Countryside Act, which are protected from unauthorised and intentional picking, uprooting and destruction.	SHE Form 01 SHE Form 04	Technical Director
1.3	Relevant information about protected trees and plants must be communicated to the site team at the pre-commencement meeting.	SHE Form 02 BGS 01	Technical Director

		Reference	Responsibility
1.4	The protection required for protected trees and plants during construction must be detailed in the Construction Phase Safety, Health & Environmental Plan and be monitored by Site Management and SHE Team.	SHE Form 05 SHE Form 29 SHE Form 18	Contracts Manager
1.5	All protection measures must be included in the site specific rules for the developments and relayed to all operatives at induction.	SHE Form 05 BGS 07	Site Manager
1.6	All tree works must be undertaken by a qualified arboriculture contractor and undertaken in accordance with BS 3998 'Recommendations for tree work'.	BGS 03	Technical Director
1.7	When excavating under and around the canopy of trees or hedges (in a Precautionary Zone illustrated in Diagrams 1 and 2), control measures must be taken to avoid damage to roots, unless the tree is to be removed.		Site Manager
1.8	Trees must be protected in accordance with BS 5837 – 'Trees in relation to construction'. The minimum distance that protection should be provided is detailed in Diagram 3.		Site Manager
1.9	Protective barriers provided must be suitable to prevent damage to the trees and their roots. The minimum standard is 1.2m high fence constructed using chain link, weld mesh or chestnut pale. Fencing must be fastened to upright posts at max 3m centres. Fencing height may need to be increased to 2.2m if the trees are well established and require more substantial protection due to the scope of the works.		Site Manager
1.10	The storage of chemicals, diesel or oils must not take place within 5m of any protected zone.		Site Manager
1.11	Signs must be erected on the protective barriers which state; Tree Protection Zone	Construction Signage Brochure GS 59	Site Manager
1.12	Where the need for ground protection is identified, the following protection measures must be considered; ▪ For pedestrian access, ground protection with scaffold boards laid butt jointed on a 50mm cushioning layer of bark or single size gravel, spread on a top of porous geotextile membrane. ▪ Access haul roads or close construction involving heavy loads will require a reinforced concrete slab or proprietary cellular confinement system laid on a geotextile membrane. ▪ Both must be removed and root zone enhancement undertaken by a qualified arboriculturist on completion of the works.		

		Reference	Responsibility
1.13	Trees must not be damaged or removed unless necessary for the construction and assurance has been obtained from the Development / Technical Manager that they are not protected by Tree Preservation Orders.		Site Manager
1.14	Hedgerows must not be removed, unless absolutely necessary for the scheme, and assurance has been obtained from the Development/Technical Manager that it is not protected under the Hedgerows Regulations.		Site Manager
1.15	If any member of staff or a contractor suspects they are working in an area that may contain protected species, and this has not been clearly identified on the site plan, or visually signed on site, they must report this immediately to the Site Manager and avoid taking any action that may damage the area. All damage must be reported so remedial action can be taken.		Site Manager

Diagram 1: Precautionary zone around a tree

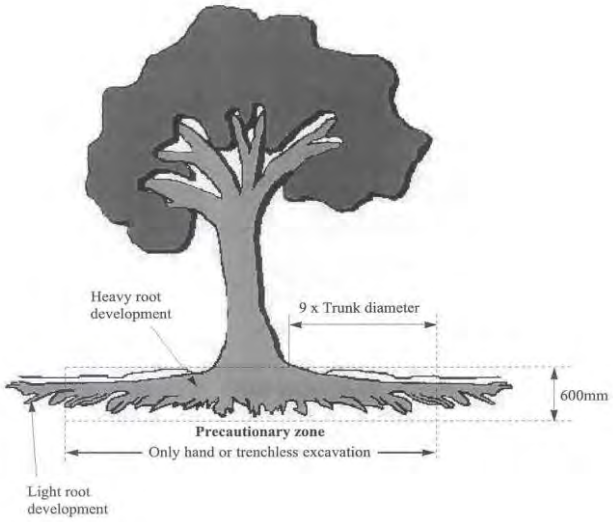


Diagram 2: Precautionary Zone around a hedge (1m from edge)

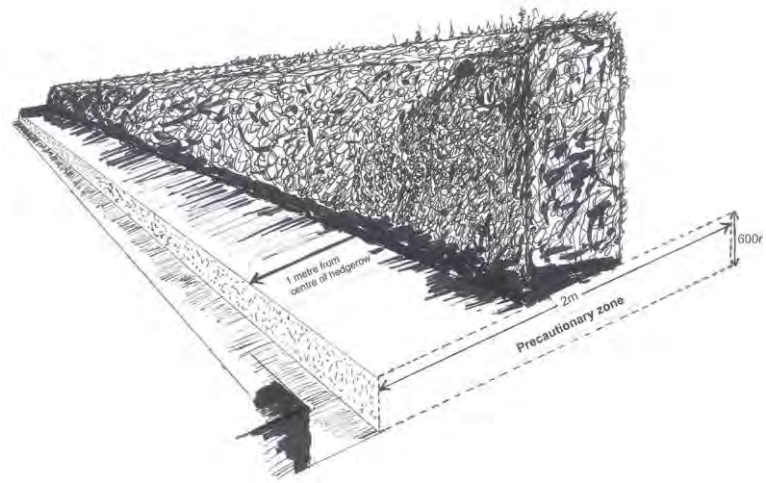
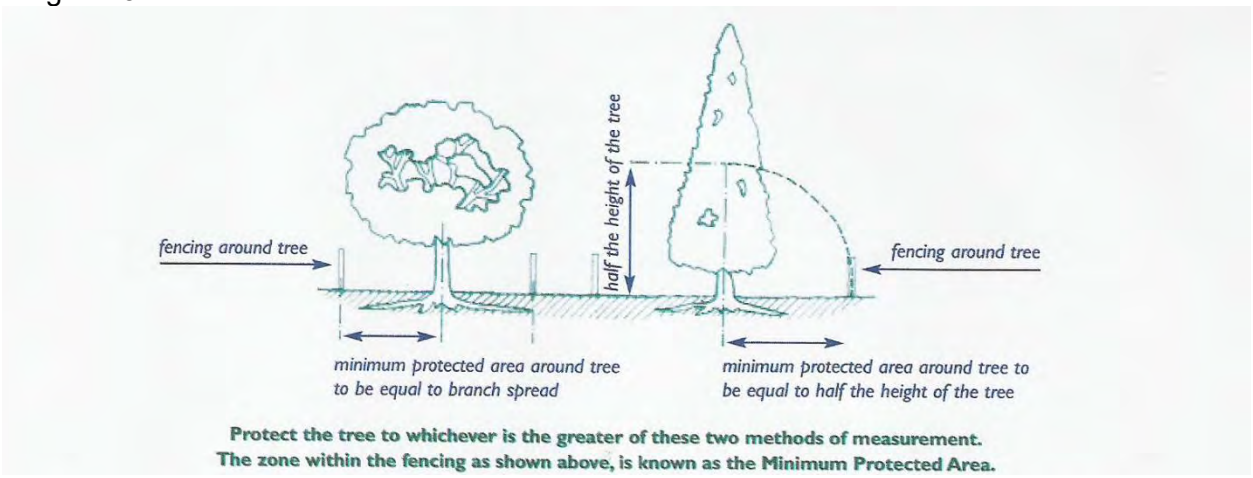


Diagram 3 – Minimum Protected Area for trees



		Reference	Responsibility
2.0	**Animals**		
2.1	An evaluation of protected animals or endangered species must be undertaken as part of the land feasibility review and included in the SHE information pack.	SHE Form 01 SHE Form 04	Technical Director
2.2	Relevant information about protected animals/species must be communicated to the site team at the pre-commencement meeting.	SHE Form 02 BGS 01	Technical Director
2.3	The protection required for protected wildlife must be detailed in the CPSHEP and monitored by Site Management and SHE Team.	SHE Form 05 SHE Form 29 SHE Form 18	Contracts Manager / Site Manager

		Reference	Responsibility
2.4	All protection measures must be included in the site specific rules for the developments and relayed to all operatives at induction.	BGS 07	Site Manager
2.5	If any member of staff or a contractor suspects they are working in an area that may contain protected or endangered species, and this has not been clearly identified on the site plan, or visually signed on site, they must report this immediately to the Site Manager and avoid taking any action that may damage the area. All damage must be reported so remedial action can be taken.		Site Manager
2.6	Protected animals include the following: **Bats** are commonly found in trees, houses, old barns, underground structures and industrial buildings. The law protects bats and their roost sites whether or not bats are present at the time **Nesting Birds** – It is illegal to damage the nests of any species of birds whilst in use. **Otters/Water Voles** – Where developments are undertaken close to river/streams and waterways, the habitat and welfare of these animals must be protected. **Badgers** - Their habitat and foraging territory must be protected. **Slow worms** – a legless lizard frequently found under rubble or made up ground. These worms are protected along with other native reptiles from being killed or injured. The main problem is that a reptile survey can only be conducted in the summer months and can take several weeks. **Great crested newts** – these spend their lives occupying suitable habitats within 200-500 metres of their breeding pool. Any development near ponds will require a survey to establish potential newts and these zones will need to be protected with a suitable fence.	Great crested newt mitigation guidelines issued by Natural England or District Level Licencing scheme	

The SHE Control states:

Trees, Plants and Animals - Monitoring

- The controls for ensuring compliance with this procedure are outlined in BGS 06.

The SHE Relationship states:

Trees, Plants and Animals

- BGS 06
- SHE Form 05
- SHE Form 18
- SHE Form 29

OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL PROCESSES AND PROCEDURES MANUAL (PPM)

BARRATT GROUP STANDARD (BGS)

28 CHEMICAL STORAGE, DISCHARGE AND SPILLAGE

Version Control	Date
V2	April 2023

Approval and sign-off	Name	Confirmation & date
Sponsor	Steven Boyes, Chief Operating Officer	14.04.2023
Owner	Vince Coyle, Group Construction, and SHE Director	14.04.2023
Author	Vince Coyle, Group Construction, and SHE Director	14.04.2023

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- An auditable trail of process to enable the Group to inspect the SHE operation and carry out checks on a Division's efficiency and compliance
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It is vitally important that all members of the SHE department are fully conversant with these policies and procedures. The adoption of, compliance with and ongoing review of these policies and procedures will support the department in achieving its objectives.

By following these policies and procedures Divisions will be able to self-audit their processes, this will be backed-up by Group audits on a regular basis for compliance.

1.2 Scope of the SHE Barratt Groups Standards that must be followed

This document covers:

- Chemical storage, discharge and spillage.

2. SHE Policy and Controls

2.1 Table of Policy and Controls

The following table provides details of the SHE Policy statements and the Controls in place to ensure compliance. Additional hyperlinks are provided to sections within this document and to process flow charts for reference.

! Policy	✓ Controls	△ References
Chemical Storage, Discharge and Spillage Oil must be stored in either an integrally bunded tank with an integral secondary containment that can hold a minimum of 110%. The chemical products to be utilised on site must be detailed in the Construction Phase Safety, Health & Environmental Plan and their storage and use reviewed via an appropriate assessment. All chemical products must be stored in a lockable container to prevent authorised discharge and use.	**Chemical Storage, Discharge and Spillage** The chemical products to be utilised on site must be detailed in the Construction Phase Safety, Health & Environmental Plan and their storage and use reviewed via an appropriate assessment. The location of the spill kit must be clearly identified on the Traffic Management Plan and the controls for spills detailed in the Construction Phase Safety, Health & Environmental Plan. Training for employees must be in accordance with the Group SHE Training Matrix.	BGS 06 SHE Form 05 SHE Form 29 SHE 10

3. Chemical Storage Discharge and Spillage

The SHE Policy states:

Chemical Storage Discharge and Spillage

- Oil must be stored in either an integrally bunded tank with an integral secondary containment that can hold a minimum of 110%.
- The chemical products to be utilised on site must be detailed in the Construction Phase Safety, Health & Environmental Plan and their storage and use reviewed via an appropriate assessment. All chemical products must be stored in a lockable container to prevent authorised discharge and use.

The SHE Control states:

- The chemical products to be utilised on site must be detailed in the Construction Phase Safety, Health & Environmental Plan and their storage and use reviewed via an appropriate assessment.

The SHE Control states:

- The location of the spill kit must be clearly identified on the Traffic Management Plan and the controls for spills detailed in the Construction Phase Safety, Health & Environmental Plan.

The SHE Control states:

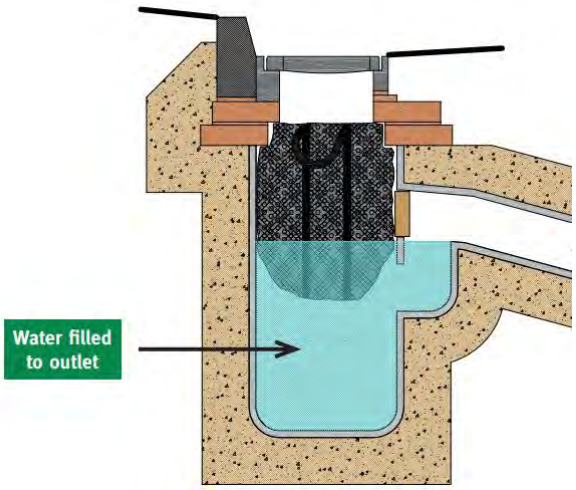
- Training for employees must be in accordance with the Group SHE Training Matrix.

		Reference	Responsibility
1.0	Oils and Chemicals must have a designated storage area. These areas shall be: • Identified on the site Traffic Management Plan • Clearly identified with appropriate signage	SHE Form 05	Contracts Manager
2.0	**Static Oil Storage Containers** Oil must be stored in either an integrally bunded tank or a double skinned tank, see below: • Stored in an 'integrally bunded tank' which has a primary container manufactured with an integral secondary containment that can hold a minimum of 110% of the volume of fuel in the inner tank. Any ancillary equipment used to re-fuel must be stored within the secondary containment. These tanks must be fitted with an overfill prevention device and secondary containment sensors that detect if fuel has collected in the bund from an incorrect delivery, overfill or inner tank problem. • Stored in a 'double skinned tank'. These tanks have two layers of steel or plastic with a small space between them, which would normally not have the capacity to contain 110% of the fuel the tank can hold • If a double skinned tank is used, it will not be compliant unless it is installed in a constructed secondary containment system capable of containing the content of the tank. Any ancillary equipment is usually positioned outside the second skin and therefore locking of the supply is essential. • Must be positioned so that they are not vulnerable to impact from vehicles. • Tanks must not be positioned within 10 metres of any direct pathways to watercourses such as surface water drains or land drains. • Valves and other ancillary equipment must be locked and kept within the bund when not in use. • Hoses and fittings for filling vehicles etc. must have an automatic valve or tap which closes automatically when not in use. This must not be able to be fixed in the open position.		Site Manager

	• All rainwater accumulating in the bund must be removed. This waste will need to be treated as hazardous if contaminated with oil.		
3.0	**Mobile Bowsers** Must conform to the following; • Where possible be stored in 'integrally bunded tanks' which have a primary container manufactured with an integral secondary containment that can hold a minimum of 110% of the volume of fuel in the inner tank. Ancillary equipment will also be positioned within the secondary containment. These tanks must be fitted with an overfill prevention device and where possible, secondary containment sensors that detect if fuel has collected in the bund from an incorrect delivery, overfill or inner tank problem. • Drip trays must be provided to contain any leak/spills during refuelling. • Must be positioned so that they are not vulnerable to impact from vehicles. • Must not be positioned within 10 metres of any watercourse. • Valves and other ancillary equipment must locked and be kept within the Bowser when not in use. • Hoses and fittings for filling vehicles etc. must have an automatic valve or tap which closes automatically when not in use. This must not be able to be fixed in the open position. • All rainwater accumulating in the Bowser/Drip tray must be removed. This waste will need to be treated as hazardous if contaminated with oil.		Site Manager
4.0	**Security**		
4.1	Storage areas must be designed/located to prevent unauthorised interference and vandalism.		Site Manager
5.0	**Dealing with Spills**		
5.1	A spill kit must be available on site which is capable of containing any oil contamination. The following spill kit capacities must be provided:	SHE Form 05	Site Manager

	• For static tanks located in compounds or other semi-permanent locations a tank with capacity of 1000 litres to 2000 litres a spill kit capacity of 340 litres shall be provided. • For static tanks located in compounds or other semi-permanent locations a tank with capacity of >2000 litres to 3000 litres a spill kit capacity of 600 litres shall be provided. • For static tanks located in compounds or other semi-permanent locations a tank with capacity of >3000 litres the SHE Manager must be notified to advise of the spill kit requirements. • For mobile tanks, located around the development up to 2000 litres capacity a 120 litres spill kit must be provided and within the kit a "Dammit" or other suitable paste must be provided for plugging potential holes in the tank and restricting fluid loss. • Where the development is at the execution stage and full compound facility is lost, then 340 litres & 600 litres spill kits can be replaced with 120 litres kits with plugging paste. • Used spill kits must be disposed as hazardous waste. Do not hose down any spillages.		
5.2	The location of the spill kit must be clearly identified on the Traffic Management Plan and the controls for spills detailed in the Construction Phase Safety, Health & Environmental Plan.	SHE Form 05	Site Manager
5.3	Where any discharge has occurred action must be taken to minimise contamination of watercourses etc.		Site Manager
6.0	**Prevention of contamination of watercourses and site drainage systems**		
6.1	All rivers and streams adjacent to the development must be protected from sediment run-off from the site. This may involve taking the following precautions; • Excavations Where possible prevent water from entering excavations. Use cut-off ditches to prevent entry of surface water and well point dewatering or cut-off walls for ground water. Use the corner of the		Site Manager

	excavation as a pump sump and avoid disturbing that corner. Do not allow personnel or plant to disturb water in the excavation. • Exposed ground and stockpiles Minimise the amount of exposed ground and stockpiles. Stockpiles can be seeded or covered and silt fences constructed from a suitable geotextile may be useful. • Plant and wheel washing Wheel washes and plant washing facilities should be securely constructed with no overflow and the effluent should be contained for proper treatment and disposal. • Site roads These must be regularly brushed or scraped and kept free from dust and mud deposits. In dry weather dust suppression measures will be required. • Silty water Always ensure that adequate provision for dealing with silty water is included in the site Construction Phase Safety, Health and Environmental Plan. • Temporary Dewatering from Excavations to Surface Water A permit to discharge rainwater from an excavation is not required where the below applies. A permit will be required if groundwater is contaminated or the below cannot be compiled with: I. Discharge is clean rainwater or infiltrated groundwater which has collected in the bottom of the trench II. It will not result in suspended solids entering the surface water III. Discharge lasts no more than 3 consecutive months (the activity may stop and restart but the clock does not restart). If it is likely to go over 3mths then a permit will be required IV. Discharge is to surface water such as a river or stream V. The controls are detailed in a method statement for the operation VI. Discharge cannot take place within or less than 500m upstream of; Sites of Scientific Interest, Special Areas of Conservation, Special Protection Areas and other nature conservation areas such as nature reserve.		

	Records of the above must be maintained for a minimum of 2yrs Further information can be found at https://www.gov.uk/government/publications/temporarydewatering-from-excavations-to-surface-water/temporarydewatering-from-excavations-to-surface-water		
6.2	Protection of site drainage systems Gully Protection Bag systems are an environmentally friendly silt trap, which require low maintenance and are a reusable engineered solution that assists in the prevention of blocked gullies, surface flooding and watercourse contamination due to silting and debris build-up. Gully Protection Bag products can aid improving the water quality by retaining chemical content such as hydocarbons, heavy metals, de-icing agents amongst others of which are typically found in run-off prior to discharge. Gully Protection Bag Systems are easily installed within gulley pots and other water transport systems such as manhole chambers and channel drainage systems and works by trapping the debris and contaminants carried by surface water run-off.  	SHE Form 05	Site Manager

6.3	**Inspection and Maintenance of Gully Bag Protection System Products** Gully bags products installed to site drainage systems should be inspected regularly by the contractor to ensure maximum protection is provided against silt contamination. Maintenance would simply involve the removal of the Product and power hose off in a bund to contain and manage silt and any contaminants prior to reinsertion back into the gully pot.	SHE Form 29 SHE Form 18 SHE Form 10	Site Manager Contracts Manager Technical Manager
6.4	**Disposal of Gully Protection Products** Without prior knowledge of the type and concentration of the contaminants that each gully bag has been subjected to, an environmental risk assessment must be conducted on a site specific basis to determine the nature of the contaminants and determine the appropriate disposal method and waste classification.		
7.0	**Monitoring**		
7.1	All controls must be monitored and observations recorded	BGS 06/ SHE Form 29/10	Technical Director/Site Manager
8.0	**Storage and use of other chemicals (Quantities less than 200L)**		
8.1	The chemical products to be utilised on site must be detailed in the Construction Phase Safety, Health & Environmental Plan and their storage and use reviewed via an appropriate assessment.	SHE Form 05 BGS 10	Site Manager
8.2	All chemical products must be stored in a lockable container to prevent authorised discharge and use.		Site Manager
9.0	**Storage of Flammable Liquids and LPG**		
9.1	Containers of Flammable liquids and LPG cylinders must be stored in suitable cages in open compounds which are securely fenced and shaded from the sun.		Site Manager
9.2	Flammable liquids and LPG must not be stored together		Site Manager
9.3	Where the storage of flammable liquids or LPG is necessary the quantity stored must be kept to a minimum based on assessment and the facilities for storage.		Site Manager
9.4	They must be stored at least 10 metres from the structure or temporary buildings. They can only be stored closer if		Site Manager

	the walls of any structure or temporary building is 30mins fire resistant.		
9.5	Storage areas must be appropriately signed.	Construction Signage Brochure GS8	Site Manager
10.0	**Rebated (Red) Diesel**		
10.1	Red diesel is the common name for rebated fuel used for plant and generators on site and can be rarely used by vehicles using public highways. In comparison to regular 'white' diesel used in road cars, the tax charged on this fuel is much lower. The fuel is dyed red to prevent general use and provide easy identification for authorities to establish illegal use.		
10.2	Any storage vessel provided on site must be secured at all times when not refuelling authorised site plant and the discharge of fuel into plant controlled by a nominated person. The discharge nozzle must be secured with an appropriate padlock and the keys controlled by the nominated person. Under no circumstances should red diesel be used for private/company cars or other non-exempted vehicles and there are significant penalties if the fuel is detected, including seizing and crushing of the vehicle.		
11.0	**Training**		
11.1	Training for employees must be in accordance with the Group SHE Training Matrix.	Docushare	Construction Director

The SHE Control states:

Monitoring

- All controls must be monitored and observations recorded as per BGS 06/ SHE Forms 05/29/10.

The SHE Relationship states:

Chemical Storage Discharge and Spillage

- BGS 06
- SHE Form 05
- SHE Form 29
- SHE 10

OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL PROCESSES AND PROCEDURES MANUAL (PPM)

BARRATT GROUP STANDARD (BGS)

29 WASTE MANAGEMENT – November 2022

Version Control	Date
V1.2	November 2022

Approval and sign-off	Name	Confirmation & date
Sponsor	Steven Boyes, Chief Operating Officer	25.11.2022
Owner	Vince Coyle, Group Construction, and SHE Director	25.11.2022
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Contents

1. Introduction and Scope

1.1 Introduction

Barratt Developments PLC (the Group) is fully committed to achieving high standards of health, safety and welfare, creating a safe working environment at all times.

This document sets out the Group's processes and procedures for Safety, Health and Environmental (SHE). It must be read in conjunction with the SHE policy document located on DocuShare.

The SHE policy is denoted at the start of the section to which it relates by the exclamation mark symbol and text noting what must be complied with, for example:

> **The SHE Policy states:**
>
> The policy statement(s) are noted thus.

This policy provides the narrative as to 'what' must be complied with, within the business and the control around the policy refers to 'how' the policy is to be complied with through these procedures; the control elements are denoted by the tick symbol and text, for example:

> **The SHE Control states:**
>
> The control for the policy is noted thus.

Additionally, where the SHE PPM has a close relationship to other departmental policies and procedures, these are referenced by the warning symbol and text, for example:

> **The SHE Relationship states:**
>
> Reference should be made to the following procedure documents.

The Group Safety, Health & Environmental Director, Group Safety, Health & Environment (or Delegate of Authority where appropriate) is responsible for ensuring that all SHE team members have access to and comply with this information, providing:

- A reference point in the event of any query on policy or procedure
- A standard and consistent operating procedure across the Barratt Group
- An auditable trail of process to enable the Group to inspect the SHE operation and carry out checks on a Division's efficiency and compliance
- Best practice across the Group, by being subject to review and the adoption of regular updates to capture continuing improvements within the business.

It is vitally important that all members of the SHE department are fully conversant with these policies and procedures. The adoption of, compliance with and ongoing review of these policies and procedures will support the department in achieving its objectives.

By following these policies and procedures Divisions will be able to self-audit their processes, this will be backed-up by Group audits on a regular basis for compliance.

1.2 Scope of the SHE Barratt Groups Standards that must be followed

This document covers:

- Waste management.

2. SHE Policy and Controls

2.1 Table of Policy and Controls

The following table provides details of the SHE Policy statements and the Controls in place to ensure compliance. Additional hyperlinks are provided to sections within this document and to process flow charts for reference.

! Policy	✓ Controls	△ References
Waste Management A review of all opportunities for waste minimisation via the Group procurement process must be undertaken for all suppliers and each challenged to reduce waste through the construction process. All waste disposal companies used must be permitted or licensed by the EA and SEPA respectively. In England and Wales they will be covered by an Environmental Permit or an Exemption and in Scotland they will be covered by a WML or an Exemption.	**Waste Management** All sites must have appropriate colour coded signage for each waste stream. Tipper skips to be labelled with appropriate waste stickers to ensure segregation at source. Segregation / compound area to have appropriate signage to ensure the area is clearly visible.	Appendix 1 - Waste Data Reporting Process Guide
	All sites to ensure contractors adhere to the Segregation at source instruction utilising tipper skips/bins to eliminate cross contamination of waste streams.	
	Divisional Construction Director and Commercial Director to meet on at least a quarterly basis with the Waste Management Provider to discuss and improve waste management.	
	Site Manager must perform periodic reviews must be undertaken to review that waste from site is being handled correctly and transferred to the final point of disposal or recovery as detailed on the SWMP and as per waste transfer note/Consignment note.	

3. Waste Management

Overview

This Barratt Group Standard details the Waste Management policy and procedures. The policy and procedures reflects the company's commitment to waste management as part of our overall Environmental policy.

The SHE Policy states:

Waste Management

- A review of all opportunities for waste minimisation via the Group procurement process must be undertaken for all suppliers and each challenged to reduce waste through the construction process.
- All waste disposal companies used must be permitted or licensed by the EA and SEPA respectively. In England and Wales they will be covered by an Environmental Permit or an Exemption and in Scotland they will be covered by a WML or an Exemption.

The SHE Control states:

Waste Management

- All sites must have appropriate colour coded signage for each waste stream. Tipper skips to be labelled with appropriate waste stickers to ensure segregation at source. Segregation / compound area to have appropriate signage to ensure the area is clearly visible.

The SHE Control states:

Waste Management

- All sites to ensure contractors adhere to the Segregation at source instruction utilising tipper skips/bins to eliminate cross contamination of waste streams.

The SHE Control states:

Waste Management

- Divisional Construction Director and Commercial Director to meet on at least a quarterly basis with the Waste Management Provider to discuss and improve waste management.

The SHE Control states:

Waste Management

- Site Manager must perform periodic reviews to ensure that waste from site is being handled correctly and transferred to the final point of disposal or recovery as detailed on the SWMP and as per waste transfer note/Consignment note.

		Reference	Responsibility
1.0	**Introduction**		
1.1	This Barratt Group Standard details the Waste Management policy and procedures. The policy and procedures reflects the company's commitment to waste management as part of our overall Environmental policy.		Managing Director/ Operations Director
1.2	We are committed to improving resource efficiency by reducing material use and waste generated from our activities. Our aim is to reduce the life cycle impact of materials and wastes, and reduce emissions that may contribute to climate change. Our approach to overall resource management is based on the following hierarchy:		
1.3	 • Prevention or minimisation of waste through the design process • Use of materials efficiently to reduce waste • Implementation of robust waste management practices on all our sites and offices • Maximisation of on-site recovery (Reuse, recycling or treatment) • Minimisation of disposal of waste to landfill • Segregate waste streams in order to enable materials to be recycled or reused • Regularly collecting data and monitoring our performance using Key Performance Indicators. In addition, we are committed to raising awareness of resource efficiency and waste management across the Group and within our supply chain. This will include training and information to employees, contractors and		

1.4	suppliers on waste minimisation opportunities and resource efficiency **Definitions** **Construction Waste** 2.0 Construction waste is defined as materials or substances created as a by-product of the above-ground construction 2.1 process that must be removed from the construction site and disposed of via either landfill or an alternative disposal route. Currently not included in Construction Waste Definition: • Materials from the demolition of existing buildings on our developments where managed and controlled by a specialist contractor employed as Principal Contractor • Pallets removed from site by our nominated licenced carrier which are repatriated with the suppliers, refurbished for re-use or materials recycled • Materials from customer appointed/managed fit out works including Carpets/Curtains/Wardrobes/Interior Design • Any uncontrolled fly tipping which we are required to manage on our owned land • Any domestic waste generated by customers moving into their new homes **Diversion from landfill** 2.2 The Group defines “Diversion from landfill” as above-ground construction waste (as defined in 2.1) with a final disposal route other than landfill. The term ‘diversion from landfill’ is NOT to be used interchangeably with ‘recycled’. Diversion from landfill encompasses many disposal routes, of which recycling is only one • **Specific inclusions:** waste composted, incinerated for energy, destroyed through mass burn, recycled or repurposed. Include waste re-used where it has first been removed from site via a waste contractor. • **Specific exclusions:** all landfill waste. Re-use items where the material or tool has been re-used on site or collected by the initial suppliers for the purpose of re-use (including pallet collection schemes).		

2.3	**Tonnage** Waste is measured by its mass in tonnes. "Tonnage" refers to the overall mass of waste, as distinct from "waste intensity" or a percentage figure, for example as used when describing a percentage of waste diverted from landfill.		
2.4	**Legally completed area** The legally completed build area includes all habitable areas of a building and multiple floors where applicable. It **excludes** outside areas such as patios, garden areas, parking and garages, sheds and other external storage areas. It excludes communal area such as landings and shared hallways. It excludes the floor area of commercial premises including those constructed by Wilson Bowden Developments. The legally completed build areas shall be provided by Group Finance from TM1 in the format of total legally completed square foot area per division for the reporting period required. The area in square feet shall be converted to square metres by applying a conversion factor: the area shall be multiplied by 0.092903 to give the area in square metres.		
2.5	**House build equivalent area** "House build equivalent area" or "house build equivalents" may be reported upon for **internal use only**. This metric differs from legally completed build area reported on publicly through its inclusion of partially constructed home build area estimated according to stages in the build process.		
2.6	**Controlled Waste** – Any waste arising from the site which the holder discards, intends or is required to discard.		
2.7	**Hazardous Waste** – Waste that has hazardous properties that may be harmful to human health or the environment. (See section 9)		
2.8	**Inert Waste** – Is solid waste that is physically, chemically and biologically stable from further degradation over time and considered to be nonreactive. Examples include, rubble, concrete, bricks, blocks, tiles, ceramics soil, sand and gravel.		
2.9	**Active Waste** – Is waste that will biodegrade over time and includes wood, plastic, metal and vegetation.		
2.10	**Waste Carrier** – Person/Company with licence to transport waste (must hold a valid waste carriers licence issued by the EA/NRW/SEPA).		

2.11	**Waste Transfer Note** (WTN) is a document that accompanies the transfer of non-hazardous waste between different holders.		
2.12	**Consignment Note** – A controlled document for the movement of hazardous/special waste.		
2.13	**Absolute Hazardous Waste** – these wastes are defined as hazardous in the EWC and no further work is required to define what the chemicals or substances are.		
2.14	**Mirror Hazardous Waste** – these wastes may be hazardous depending on whether it contains dangerous substances at or above certain action levels.		
2.15	**European Waste Catalogue (EWC)/List of wastes** – These are a list of wastes that that have been categorised as hazardous or non-hazardous and have a distinct 6 digit reference code.		
2.16	**Waste Management Hierarchy** The hierarchy for waste management which must be applied to transferring any waste through prevention, preparing for reuse, recycling or recovery.		
2.17	**Waste Minimisation** Includes a range of methods to 'design-out' waste from a business and limit waste arising's from its activities		
2.18	**Waste Management** Involves identifying potential waste streams and managing these to ensure efficient disposal.		
3.0	**Waste minimisation**		
3.1	A review of all opportunities for waste minimisation via the Group procurement process must be undertaken for all suppliers and each challenged to reduce waste through the construction process. This will include considering how materials are being delivered to site and evaluating if packaging is appropriate to prevent damage and is not excessive which creates unnecessary waste.	SHE Form 05	Group Procurement/ Buyers
3.2	All developments must consider opportunities to minimise waste through the design stage and in particular consider how any design changes can impact on reworking or wasted materials. Consideration must be given to the use of construction processes that will reduce the amount of waste created.		Group Technical/ Construction Directors

3.3	All developments must identify the location of on-site storage of materials and ensure that they are appropriate to prevent damage to materials. Delivery of materials must be planned and coordinated so that they can be handled appropriately on site and stored in an appropriate location.		Construction Director
4.0	**Divisional / Group Offices Waste Management**		
4.1	All offices within the Group must have waste management processes in place which enable waste to be managed and these will include: • Maximise the use of electronic media for dissemination of information both internally and externally. Ensure these are designed to facilitate them being read on-screen and avoid the need for printing. • Ensure that printing/copying equipment provides double-sided prints and set this up as the default option for photocopiers and computers • Print release scheme (where the user has to formally 'pull' their printing to a specific printer); this will reduce wastage of printing that is not collected. • Put in place a segregation and recycling strategy for the following: o Paper o Cardboard o Printer and toner cartridges o Plastic cups o Metal drinks cans o Batteries o Electrical Equipment		Office Manager
5.0	**General Waste Management on Construction Sites**		
5.1			Contracts Manager/ Project Director

Waste Stream	Colour Code	Container Type / Size
Mixed Waste	Red	See note below*
Inert Waste	Green	Stockpile***
Plasterboard	Blue	8, 12, 14 yd skip
Light Weight Compactable	Orange	12-14 yd skip**
Hazardous	Purple / Black	Haz Waste Station
Wood	Yellow	12-14 yd skip**
Metal	Brown	

*Mixed waste skips must not be provided on site unless they form part of a waste management process linked to a

	licensed waste transfer / handling station or to remove waste materials at the end of the construction period on site **No Roll On Roll Off (ROROs) to be used unless Director level sign off is agreed in advance for compactable waste and wood due to the potential for contamination and high costs *** Skips or Roll On Roll Off must not be used unless Director level sign off is agreed in advance **** Rain adds to the density of waste in particular plasterboard and therefore during inclement weather, skips must be covered as a minimum overnight.		
5.2	All sites must have appropriate colour coded signage for each waste stream. Tipper skips to be labelled with appropriate waste stickers to ensure segregation at source. Segregation / compound area to have appropriate signage to ensure the area is clearly visible. Signage warning against unauthorised usage must also be prominently displayed.		Site Manager
5.3	All sites to ensure contractors adhere to the Segregation at source instruction utilising tipper skips/bins to eliminate cross contamination of waste streams.	See Section 7.1 & 8.1	Site Manager
5.4	All sites must appoint a designated waste champion for ensuring segregation and management of waste is taking place,		Site Manager
5.5	All sites must have a procedure in place to capture, store and promote the reuse of off cuts e.g. Noggin/Dwang box		Site Manager
5.6	A Waste Information and Guidance Wall that includes the ten steps to waste reduction poster, Best Practice examples and the Waste Contractor provided KPI board (which should be updated monthly) in or adjacent to the Health & Safety hub. Requirements for waste management included at the site specific induction.		Site Manager
5.7	Where segregation is not practicable on site then segregation at a waste transfer/handling station via licensed waste carrier must be undertaken (NB: These sites must be permitted under either an Environmental Permit/Waste Management Licence or an exemption where appropriate).		Contracts Manager/ Project Director

5.8	Pallets must **not** be placed into skips and the Group "take back" scheme must be used. Pallets must be stored on suitable ground, in a signed, designated area and stacked (safe and stable, and where possible with similar sized pallets) no more than 15 high		Site Manager
5.9	Divisional Construction Director or Head of Construction and Commercial Director and either a Buyer or QS who is the Divisional lead for Waste Management to meet on at least on a bi-monthly basis with the Waste Management Provider. Divisions that are above their tonnes per 100m^2 waste intensity target or identified by the Group Project Manager – Waste Management as a Division that requires additional support and focus should continue on a monthly basis. Review meetings should also be held by a buyer with the Group Pallet "take back" provider these review meetings should be held as a minimum quarterly with more frequent reviews required for those Divisions returned less than 50% of their estimated pallets on site number. Bi-Annual reviews Pallet reviews should also be held with Construction and Commercial directors.		Construction Director / Commercial Director
	Site Management must accompany the Waste Management Provider on Waste Audits to review performance against the waste policy and segregation performance		Site Manager
	The Waste Management Provider is to be contacted to conduct toolbox talks regarding waste management and segregation best practice on all new developments with follow up toolbox talks as required.		Site Manager
6.0	**Registration as Producer of Hazardous Waste**		
6.1	All developments in Wales must be registered with Natural Resources Wales (NRW) prior to any works commencing as potential producers of hazardous waste. Registration must be renewed annually. A unique registration code will be issued, which must be displayed in the site offices. (Not a requirement in England and Scotland).		Technical Director/Site Manager
7.0	**Waste Carriers Licence**		
7.1	All contractors removing waste from site must hold a valid Waste Carriers Licence (WCL) which must be available on site at all times. A matrix of carriers provided by one of our approved brokers is acceptable. This includes WCL for any sub-contractors removing waste from site and also contractors removing soil, portable toilet waste and road sweepings.		Technical Director

8.0	**Environmental Permits - England and Wales/Waste Management Licensing (WML) - Scotland**		
8.1	All waste disposal companies used must be permitted or licensed by the EA and SEPA respectively. In England and Wales they will be covered by an Environmental Permit or an Exemption and in Scotland they will be covered by a WML or an Exemption.		Technical Director
8.2	An Environmental Permit, WML or Exemption will be required for the actual site where waste materials are treated for recycling or re-use. The following exemptions may apply where applicable:		
	• Mobile crushers must have a Part B Permit to operate issued by the Local Authority (LA), which must be kept with the machine. The LA must be notified each time a machine is moved into their local area or to a new location.		Technical Director
	• Site gained concrete, bricks, tiles or other inert materials can be crushed and reused as sub –base or fill. In this case a T7 Permit exemption (England and Wales) or a Paragraph 24 exemption (Scotland) can be registered. In England and Wales this is registered with the LA and in Scotland with SEPA. Specific conditions are that: a) The total quantity of waste treated over any period of 1 hour does not exceed 20 tonnes. b) The quantity of waste stored at any one time does not exceed 200 tonnes. Movement of the material to other locations will be subject to waste transfer documentation and waste carriers licensing.		Technical Director
	• Treatment or screening of soils or wastes (other than concrete, bricks or tiles) will be subject to a T5 exemption (England and Wales) but the maximum quantities that can be stored or treated is 5000 tonnes over a 3 year period.		Technical Director
	• A U1 exemption (England and Wales) should be obtained to allow use of suitable wastes for small scale construction. Example activities include: o Using crushed bricks, concrete, rocks and aggregate to create a noise bund around a new development and then using soil to landscape it to enable grass to grow.		Technical Director

- Using road planings and rubble to build a track, road or car park.
- Bringing in some soil from another place for use in landscaping at a housing development.

8.3 The following limits apply to any exemption:

Technical Director

Table 1 - You can use to 5000 tonnes in total of the wastes below for any construction activity.

Codes	Waste types
010102	Waste from mineral non-metalliferous excavation
010408	Waste gravel and crushed rock other than mentioned in 010407
010409	Waste sand and clays
101208	Waste ceramics, bricks, tiles and construction products (after thermal processing)
101314	Waste concrete and concrete sludge
170101	Concrete
170102	Bricks
170103	Tiles and ceramics
170107	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 170106
191209	Minerals (for example sand and stones)
191212	Aggregates only

Table 2 - You can use up to 1000 tonnes in total of the wastes below for construction purposes

Codes	Waste types
170504	Soil and stones other than those mentioned in 170503
170506	Dredging spoil other than those mentioned in 170505
191302	Solid wastes from soil remediation other than those mentioned in 191301
200202	Soil and stones

Table 3 - Within the 1000 tonnes total for use of wastes from Table 2, you can only use the waste below for the construction of tracks, paths, bridleways or car parks. The waste must be processed into chipped form prior to use.

Codes	Waste types
170302	Bituminous mixtures other than those mentioned in 170301
020103	Plant tissue waste
030101	Waste bark, cork and wood only

You can use up to 50000 tonnes in total of the wastes below only for the construction of roads.

	<table><tr><th>Codes</th><th>Waste types</th></tr><tr><td>170302</td><td>Bituminous mixtures other than those mentioned in 170301</td></tr><tr><td>170504</td><td>Road sub base only</td></tr></table> • A Paragraph 19 exemption (Scotland) will be required for construction materials stored or received on site as long as no more than 50000 tonnes of waste is stored on the site at any time, the waste is suitable for use on site, and is not stored for more than 12 months.		
8.4	Construction activities undertaken for the purpose of producing a suitably engineered soil would not be regarded as a waste management activity (i.e. lime stabilisation and piling) and a permit/licence would not be required.		Technical Director
8.5	Where **uncontaminated materials** are produced on site during construction work and are then stored and re-used on the same site, in accordance with planning permission, there is no requirement for a Permit/WML/Exemption provided: they are suitable for that use and require no further treatment; only the quantity necessary for the works is used; and their use is not a mere possibility but a certainty. Relevant activities involving uncontaminated materials produced on site and then reused on the same site may include cut and fill; simple foundation excavations with arisings spread evenly under the ground floor slab and the combination of soils to create a retaining structure.		Technical Director
8.6	On multi-phase developments, if arisings are put to use on site and it is done in accordance with planning permission (for the whole development) then a permit or exemption will not generally be required. This can also be the case where different developers are involved in a consortium agreement for a development and a formal agreement is in place which identifies levels of responsibility.		Technical Director
8.7	Where clean waste material is transferred from one development to another or imported from a third party source, an exemption from a Permit/WML can be granted by the EA/NRW/SEPA respectively. These exemptions must be applied for prior to the work commencing (25 days in England and Wales and 21 days in Scotland).		Technical Director
8.8	Where contaminated materials produced on site during construction works (including excavated soils) are used on site in accordance with the planning permission these may		Technical Director

	not be regarded as waste and a permit/license not required. (The criteria in 8.5 must still be achieved). This can include activities such as site re-grading and use of materials below cover or capping layers, buildings and hard standing. In this case an assessment must be made to ensure that materials will not pose a risk to the environment. This must be detailed in a remediation strategy for the site, which meets EA/NRW/SEPA requirements.		
9.0	**Duty of Care – Waste Materials**		
9.1	All appropriate measures must be taken to ensure anyone who is involved in the chain of custody for waste is appropriately permitted/licensed. (Waste will include clean soil from site being deposited off site or imported clean soil to site). Where specific areas of concern arise these should be notified to the Group Project Manager for Waste Management.		Contracts Manager / Project Director
9.2	All waste must be appropriately identified and stored on site and covered to prevent uncontrolled release. Skips must not be overfilled or allowed to overspill and disposal areas kept clean and tidy.		Site Manager
9.3	Waste must only be transferred to an authorised person capable and permitted/licensed to deal with the type of waste produced.	See Section 14	Site Manager
9.4	Periodic reviews must be undertaken to review that waste from site is being handled correctly and transferred to the final point of disposal or recovery as detailed on the SWMP and as per waste transfer note/Consignment note.		Site Manager
9.5	Reasonable steps must be taken to ensure that sufficient site security measures are in place to prevent the illegal disposal of waste from site and illegal dumping of waste onsite.		Contracts Manager/ Project Director
9.6	In the event that Barratt Developments PLC are not the Principal Contractor the pre-contract meetings and competency checks must identify waste management procedures and arrangements made by the external PC.	BGS 06	Technical Director
10.0	**Waste Transfer Notes (WTN)**		
10.1	Access to view Waste Transfer Notes on our Waste Management Suppliers portal/Docushare should be obtained to enable review.		Site Manager

10.2	For repetitive transfers of non-hazardous waste, a season ticket can be utilised for up to 12 months. These can only be used where the parties involved in each transfer are the same and where the description of waste transferred remains the same.		Contracts Manager/ Project Director
10.3	All waste transfer notes must describe the quantity and types of the waste being transferred and include the appropriate waste code (EWC code) and waste description for the particular waste stream. They must indicate that the hierarchy for waste control has been applied. Construction waste codes are included in Section 12.		Site Manager
10.4	General descriptions such as 'general waste' or 'Inert waste' are not acceptable. It is our requirement as producers to ensure the description is accurate.		Site Manager
10.5	The waste transfer note must record how the waste is contained/packaged, when it is transferred, where it should go and whom it was transferred to i.e. waste carrier details including waste carriers registration number.		Site Manager
10.6	Copies of the waste transfer note(s) must be maintained for two years. These must be held at the divisional office.		
11.0	**Consignment Notes (Hazardous/Special Waste)**		
11.1	A consignment note is required for hazardous/special waste that is removed from site. A waste transfer note is not required where the waste is controlled by a consignment note. separate regulations apply in some instances in Scotland see: http://www.sepa.org.uk/media/36660/consigning_special_waste.pdf		Site Manager
11.2	The consignment note is a three-page document which are colour-coded: Producers/Holders/Consignor's – White Carrier's Copy – Gold Consignee's – Pink		
11.3	Parts A & B must be completed on each copy of the consignment note. A broker can complete this but it remains Barratt Developments PLC responsibility to ensure it is completed correctly. Part A = Holders details Part B = Description of the Waste (Including EWC code)		

11.4	All copies of the consignment note must be given to the carrier who will check parts A and B are correct. They will complete Part C – Carriers Certificate and will return the form to the producer for completion of Part D – Consignor's certificate.		
11.5	On completion of Part D retain the White copy of the note and return the other copies to the carrier.		
11.6	Copies of Consignment notes must be retained for 3 years.		
11.7	Where contractors as part of their work package are responsible for the removal of hazardous waste the division must satisfy themselves that appropriate systems are in place and that waste is being managed effectively.		

12.0 European Waste Catalogue / List of Wastes

17 01	concrete, bricks, tiles and ceramics	
17 01 01	concrete	
17 01 02	bricks	
17 01 03	tiles and ceramics	
17 01 06	mixtures of, or separate fractions of concrete, bricks, tiles and ceramic containing dangerous substances	*M*
17 01 07	mixture of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06	
17 02	wood, glass and plastic	
17 02 01	wood	
17 02 02	glass	
17 02 03	plastic	
17 02 04	glass, plastic and wood containing or contaminated with dangerous substances	*M*
17 03	bituminous mixtures, coal tar and tarred products	
17 03 01	bituminous mixtures containing coal tar	*M*
17 03 02	bituminous mixtures other than those mentioned in 17 03 01	
17 03 03	**coal tar and tarred products**	***A***
17 04	metals (including their alloys)	
17 04 01	copper, bronze, brass	
17 04 02	aluminium	
17 04 03	lead	
17 04 04	zinc	
17 04 05	iron and steel	
17 04 06	tin	
17 04 07	mixed metals	
17 04 09	metal waste contaminated with dangerous substances	*M*
17 04 10	cables containing oil, coal tar and other dangerous substances	*M*
17 04 11	cables other than those mentioned in 17 04 10	
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil	
17 05 03	soil and stones containing dangerous substances	*M*
17 05 04	soil and stones other than those mentioned in 17 05 03	
17 05 05	dredging spoil containing dangerous substances	*M*
17 05 06	dredging spoil other than those mentioned in 17 05 05	
17 05 07	track ballast containing dangerous substances	*M*
17 05 08	track ballast other than those mentioned in 17 05 07	
17 06	insulation materials and asbestos-containing construction materials	
17 06 01	insulation materials containing asbestos	*M*
17 06 03	other insulation materials consisting of or containing dangerous substances	*M*
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03	
17 06 05	construction materials containing asbestos	*M*
17 08	gypsum-based construction material	
17 08 01	gypsum-based construction materials contaminated with dangerous substances	*M*
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01	
17 09	other construction and demolition wastes	
17 09 01	construction and demolition wastes containing mercury	*M*

17 09 02	construction and demolition wastes containing PCB (for example PCB-containing sealants, PCB-containing resin-based floorings, PCB-containing sealed glazing units, PCB-containing capacitors)	*M*
17 09 03	other construction and demolition wastes (including mixed wastes)	*M*
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01 and 17 09 03	
20 03 01	light mixed waste, mixed compactable waste	
20 03 04	septic tank sludge	

13.0 Timber Waste Treatment and Reuse

Although our waste timber is not currently classified as hazardous in nature, the varied levels of treatment no matter how nominal applied to all timber products would result in classification of our waste timber waste as treated.

Following a comprehensive review, chipping/shredding of our timber waste to reduce it in size, mass or volume for onward transport is not permitted as this process would require a T6 exemption and a T6 specifically states Untreated Timber. Additionally the use of chipped/shredded treated timber derived from waste on site for paths and tracks however temporary is not permitted on our developments.

14.0 Other Potentially Hazardous Waste

Where products carry the following hazard warning symbols they will be deemed hazardous and may require special means of disposal. There are other substances, which will be deemed hazardous but these are the most common found on our sites.

Dangerous to the Environment | Toxic | Corrosive | Flammable | Oxidising | Explosive | Caution - Less serious health hazards | Longer term health hazards | Contains gas under pressure

14.1 Disposal of hazardous Waste

All developments must have a facility for managing hazardous waste. Disposal of products into these facilities must be strictly controlled. All hazardous waste must be transferred to a licensed carrier using a consignment note to track its movement.

14.2 Paint Tins or Tubs

Paint tins or tubs may be classified as hazardous waste.

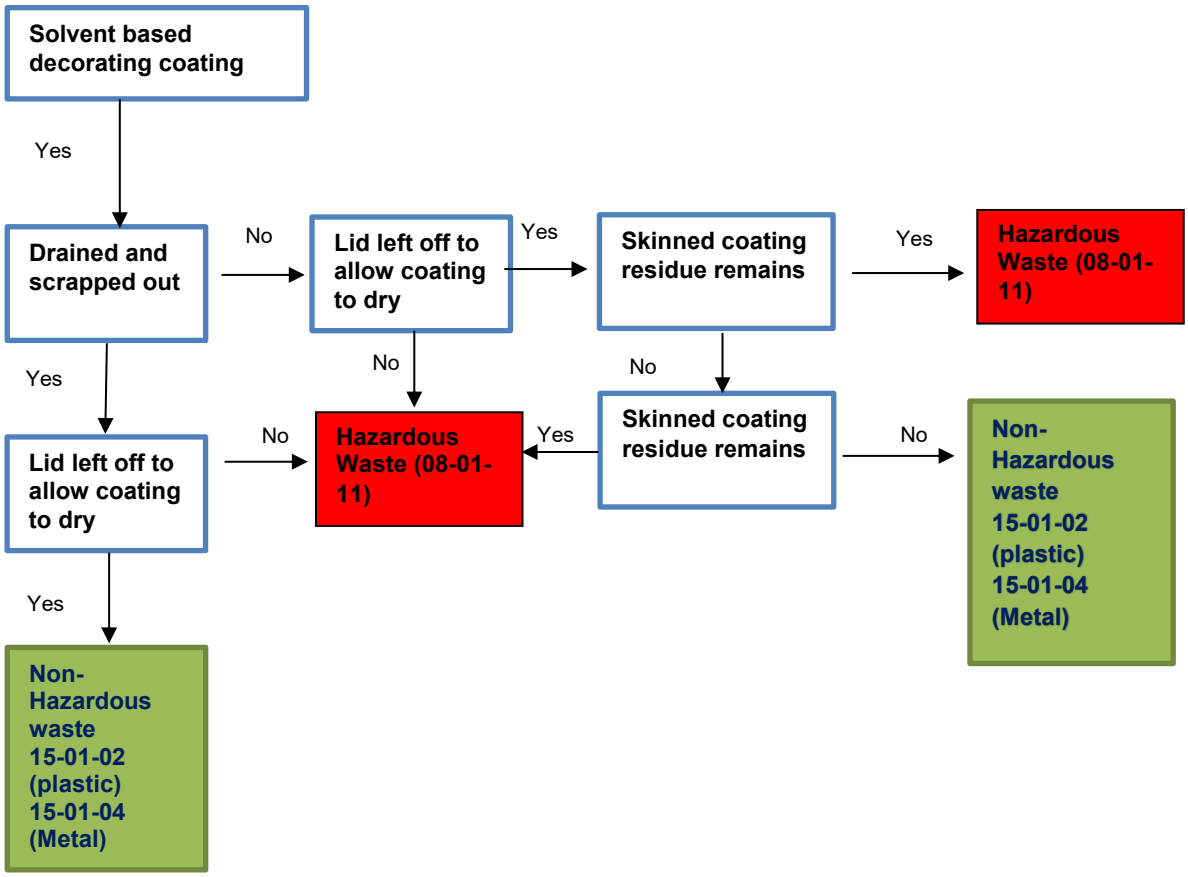
All sites **must** use the paint can/tub recycling service provided by the approved supplier Dulux Decorator centres where practicable. Dulux will provide bags for recycled cans as follows:

- Blue for water based
- Red for solvent based

All cans or tubs being recycled must contain no more than 25mm of wet paint and have lids securely fastened. Dry tubs or cans will not need to have lids on. The Dulux Decorator centre will pick up the empty cans when they make deliveries of new paint to the site.

Solvent Based Paint Cans or Tubs

For solvent based paint or woodcare coatings, the containers which are not recycled as detailed above may be classified as hazardous. The chart below can be used to determine whether the empty or partially emptied containers are classified as hazardous or non-hazardous.



Water Based Paint Cans or Tubs

In the case of water based paint containers, all the waste will be non-hazardous provided the contents are drained/scrapped and the lid is left off to completely dry off residue. The same waste codes will apply for non-hazardous waste packaging as above.

14.3 Mastic Tubes

Non Hazardous Mastic Tubes can be disposed of via LMC/LWC Skips. Seek guidance from your Divisional Buyer if in doubt over the hazardous nature of the mastic or refer to the Material Safety Data Sheet for the particular product.

Mastic tubes displaying hazardous warning labels, must be fully discharged to remove any residue. If there is any residue in the nozzle or any other part of the tube and is not removed prior to disposal, the tube will be classified as hazardous. Nozzles should be removed and any section of the tube with mastic remaining cut away and treated as hazardous waste. The remainder of the tube can be disposed of as non-hazardous waste.

14.4 Resin Tins or Aerosols

Part used resin tins and aerosols displaying one of the hazardous warning signs must be treated as hazardous even if empty.

15.0 Guidance on content of Waste Transfer Notes

Section A - This must contain sufficient information about the waste to enable anybody coming into contact with it, to handle it safely. The description should be in words and by using the appropriate EWC code. It is not acceptable to use non-specific terms such as 'General waste'. It is also important to ensure the quantity and how the waste will be contained is detailed.

Section A - Description of the Waste

Please describe the type of waste below;	
Please give the six figure European Waste Catalogue (EWC code	
Total Quantity of waste to be collected	
Describe how it is contained i.e. loose or packaged	

Section B – This must have details of the site and address where the waste has been produced. This must be signed by an authorised person i.e. site manager

Section B – Waste Producer

Name:	Address	Post Code

Signature:

Section C – This must include the name and address of the company collecting the waste including their waste registration number and be signed by the authorised person i.e. driver

Section C – Person or Company collecting the Waste

Name:	Address	Post Code

Registration Number:

Signature:

Section D – The location where the waste will be deposited must be detailed including the date and time of transfer. The name of the waste broker should also be included.

Section D – Location of disposal/Transfer

Address of place of transfer/collection point			
Date of transfer		Time of transfer	
Waste Broker who arranged the transfer			

The waste management hierarchy has been applied to this waste transfer and consideration given to reusing or recycling waste before transferring it.

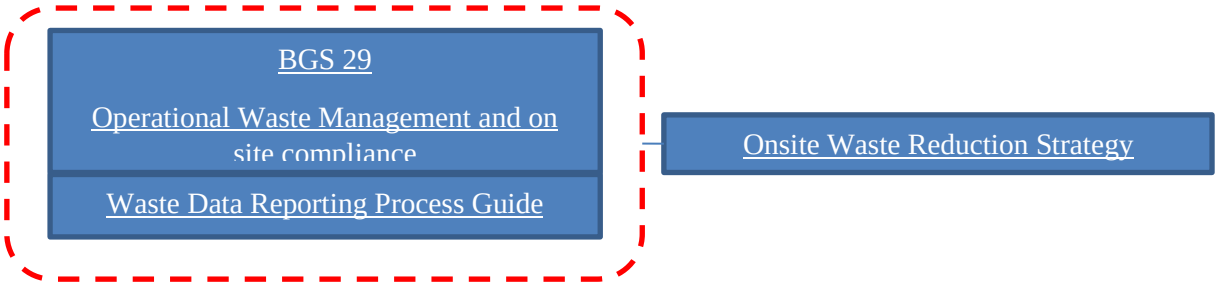
Appendix 1 - Waste Data Reporting Process Guide

1. Introduction

1.1. Objective

This manual sets out the policies and procedures for construction waste reporting for Barratt Developments PLC and its subsidiary companies (together referred to as 'the Group').

1.2. Waste Policies and Procedures



- **The Barratt Group Standard on Waste Management (BGS 29)** details the Group policy for operational waste management on-site. These reflect the Group's commitment to waste management as part of our Group Sustainability Policy.
- This document – **Waste Data Reporting Process Guide** – defines the Group's standards for waste data collection and reporting. This data and reporting process underpins the Waste Strategy outlined above.
- The **On-Site Waste Reduction Strategy** lays out the Group's strategy to drive improvement and ensuring ownership of delivery is clearly defined.

1.3. Policy

- This manual is written to demonstrate the scope and method for the Group's inclusion of construction waste metrics in its public reporting, including in the Annual Report and Accounts and PLC website (www.barrattdevelopments.co.uk). Data collected is also used to assess operational performance, for investor benchmarks, in Group and divisional socio-economic footprints and for stakeholder engagement.
- Unless otherwise stated, compliance with the Waste Data Reporting Process Guide is mandatory for all waste contractors and divisions supplying the Group with data on construction waste.
- The Policy applies to all joint ventures in which the Group holds an interest where a member of the Group is an acting principal contractor unless the Group Commercial Director has agreed a specific amendment for a joint venture.
- Any exceptions MUST be agreed in writing by the Group Commercial Director in advance.
- This manual provides a single point of reference to define and standardise Group construction waste reporting policies and practices. It also provides a tool for spreading best practice across the Group.
- The manual is not intended to act as guidance to waste management practices on site. The Group's Waste Management Standards are included in the Barratt Group Standards (BGS) 29.

1.4. Procedures

- It is the responsibility of the Group Commercial Director to ensure that all records are maintained in accordance with this Guide.
- Any exceptions or agreements to vary from these policies must be authorised by the Group Commercial Director.
- Where authorisation is required from a specified individual, that individual may provide that authorisation via email provided that the documents being authorised are attached in the email chain for reference and for audit purposes.

2. Policy

2.1. Objective

The data collected on construction waste forms an important part in improving operational efficiency, and in external reporting against targets that the Group has made public. It must therefore be consistent, accurate and supported by appropriate documentary evidence.

2.2. Policy

- This data forms the basis for reporting at the end and half of the financial year. The Barratt half year is from the 1 July to 31 December. The full year is from 1 July to 30 June.
- All amounts must relate to waste collected from our sites during, or as at the date of, the reporting period. For example, waste data MUST relate to waste actually removed from site for disposal or recycling during the reporting period (which is not necessarily the same as the amount invoiced or paid in cash in the period).
- Exact figures must be taken from the weighed construction waste taken away from site for disposal by the approved waste management contractor. Estimates are not acceptable unless under exceptional circumstances. The methodology used to calculate any estimates and the basis for such calculations must be documented, reviewed and approved by the Group Commercial Director, and available for audit as required.
- If further information is necessary to provide a true and fair view or to explain significant changes between reporting periods, such information should be collected and saved in the evidence pack.
- Data must be collected by divisions on a monthly basis as per the waste strategy. The data for each month must be returned to Group Commercial on the 19th of the following month for verification (or the next working day where this falls on a weekend or public or business holiday). All data should be checked carefully by the division before submission to Group Commercial.
- Documentation supporting the collection of data must be retained by each division in accordance with the Group's policies and be capable of being produced as evidence for audit purposes. Examples of this include: waste transfer notes, correspondence, emails, summaries and any calculations or conversions made by the suppliers.
- The collection of data and the basis for any estimates (if applicable) must be reviewed and approved by the Group Commercial Director and the Group SHE Director, for inclusion in the Group's public reporting.

3. Corporate reporting scope

Barratt waste collection data includes waste from all residential and mixed construction sites where Barratt is the principal/main contractor.
It **excludes:** joint ventures where Barratt is not the principal/ main contractor; Wilson Bowden Developments; the normal domestic waste created by customers when they move into their homes which is collected by local authority contractors.
It **includes:** construction sites where Barratt is a principal/main contractor and where sub-contractors are undertaking construction activities.

4. Data collection process

4.1. Auditable collection receipts

All construction waste removed from site must be weighed by the waste contractor and a Waste Transfer Note (WTN) provided. In addition to any information provided for legal compliance purposes, WTN must include information on:

- Waste contractor company name
- Size of skip collected
- Waste stream collected (this should align with waste streams identified in section 6

Repeat transfers can be streamlined with less manual paperwork by using a WTN season ticket. A season ticket **covers many transfers for up to 12 months**. A season ticket can be used if all of the below stays the same:

- Both the waste producer and the waste carrier or waste collection business
- The type of waste and description of the waste being transferred
- The locations where the waste is being moved from and to

If any of the above changes during the 12 months, a new WTN will be required, and the season ticket will be void.

An annual waste transfer note is a single note that covers many transfers throughout up to a year. An annual waste transfer note is just another term for a Waste Transfer Note Season Ticket.

You must keep a separate list of the date and amount of waste transferred under an annual note. This done by your waste contractor noting each transfer on a spreadsheet or reporting portal.

With both individual and annual WTN's we will require the waste contractor to consolidate this information for subsequent reporting (0).

4.2. Other waste

Plasterboard Waste must be removed by BDW via Reconomy or Biffa **OR** via a controlled route to BG where BG provide BDW with verification of the volumes of received plasterboard.

If this waste is not disposed of or weighed by a Group waste contractor it must be reported separately by the division.

Groundworkers waste (skips)

Construction waste is defined as materials or substances created as a by-product of the above-ground construction process that must be removed from the construction site and disposed of via either landfill or an alternative disposal route.

We have set out and included a requirement in the trade specs for all Groundworkers to supply monthly data relating to removal of waste in skips.

This includes items not limited to insulation offcuts, packaging, pipe offcuts etc. etc.

Some divisions have identified Groundworkers waste as previously being deposited into BDW skips and have now included a skip specifically designated as Groundworkers waste on their sites and identifiable in the Reconomy / Biffa monthly reports.

Groundworkers excavated materials

We have set out and included a requirement in the trade specs for all Groundworkers to supply monthly data relating to removal of excavated materials from sites.

Groundworkers report their waste weight/volume data and this not included in Divisional submissions.

Monthly consolidation

The waste management companies must consolidate the waste collection receipts into a spreadsheet or waste data portal system showing granularity of waste stream type, housebuilding divisions and the tonnages disposed to landfill , tonnages diverted from landfill and tonnages recycled, reused. Divisional commercial teams are required to use the portal/report provided by the waste management companies and use to populate the “Waste Submission Sheet” Excel template with cumulative YTD data at the site level, which should then be sent to Group Commercial by no later than 5 working days after receipt of the waste tonnage data from your respective Divisional Waste

Construction waste not included in the above must also be collated by divisional teams and populated in the “Waste Submission Sheet” Excel template. This may include other wastes as identified in section 4.2 above and the waste stream must align with those identified in section 6.1. This shall be subject to audit of any calculation and waste collection receipts by Group Commercial if required.

4.3. Validation process

Divisional Commercial and Construction teams are responsible for querying and checking any data before sending to Group Commercial. This should be undertaken on at least a monthly basis. Checks should include checking waste acceptance notes and ensuring arithmetical checks are made on any summaries of data.

Group Commercial will query a sample of data received both from the divisions and from the waste contractors.

Specific checks relating to waste at all levels include:

- Interrogation of submissions recording abnormally high or low volumes of waste.
- Significant percentage changes in waste streams recorded from one reporting period to the next.
- Misalignment between the direction of travel for waste data as submitted and unit completions during the reporting period.
- Cross checking a list of sites submitting waste data with a Group Finance/TM1 record of build active construction sites.
- Cross checking construction waste tonnage to waste management company portals/reports.
- Cross checking submitted legal completions, legally completed area and house build equivalent area against TM1 / Group Finance values.
- Investigating reasons for unusual period-on-period variances.

The legally completed build area with figures held by Group Finance on the TM1 system as per the definition.

The Group Commercial Director will conduct a high level review of the data spreadsheet for sign-off.

The Waste Reduction Group will also discuss data trends, performance against corporate KPI's, and waste-stream or divisional anomalies at the half year and end year time periods as per the waste strategy.

5. Monitoring and compliance

5.1. SHE monitoring visits

Operational waste management procedures including the correct segregation of waste and correct licensing and permits for waste disposal can be found within the Barratt Group Standards on waste (BGS 29). Compliance and monitoring of these procedures at the operational level are found within the Barratt Group Standards on Monitoring, Reporting and Auditing of Safety, Health & Environmental Standards (BGS 06).

5.2. Forward Through Quality (FTQ) Director spot checks

Additional checks on operational waste management are conducted through the Forward Through Quality Process (FTQ), with monthly site visits carried out by a minimum of three Divisional Directors. More information can be found within Construction Processes, Procedures and Guidance, Section 2.03.

5.3. Self-certification through the Commercial Action Group auditing checklist

A development checklist has been produced by the Commercial Action Group, and this list includes recommended waste management practices. Compliance with the checklist is not monitored in its own right but action taken against the checklist impacts on findings from SHE and FTQ visits.

5.4. External assurance

Waste intensity by legally completed area ($tCO_2e/100m^2$) and diversion from landfill (%) is to be externally assured on an annual basis.

6. Waste stream key

6.1. Terminology for waste streams

Across different companies, waste segregated into different skips can be provided different terms though in reality the waste stream is the same. For clarity, the table below acts as a key relating to the waste data discussed.

Barratt Developments PLC term	Reconomy term	Biffa term
Mixed waste	Light / Mixed Compactable	Construction & Demolition
Inert	Inert	Inert
Plasterboard	Plaster	Plasterboard
Hazardous	Hazardous	Hazardous
Wood	Timber	Wood
Metal	Metal	Metals
Other	General / other	General Waste / other

OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL PROCESSES AND PROCEDURES MANUAL (PPM)

BARRATT GROUP STANDARD (BGS)

31 CRISIS MANAGEMENT RESPONSE PLAN – June 2022

Version Control	Date
V1.00	June 2022

Approval and sign-off	Name	Confirmation & date
Sponsor	Steven Boyes, Chief Operating Officer	27.05.2022
Owner	Vince Coyle, Group Construction, and SHE Director	27.05.2022
Author	Vince Coyle, Group Construction, and SHE Director	27.05.2022

Contents

1. Introduction and Scope

1.1 Introduction

Barratt Developments PLC (the Group) is fully committed to achieving high standards of health, safety and welfare, creating a safe working environment at all times.

This document sets out the Group's processes and procedures for Safety, Health and Environmental (SHE). It must be read in conjunction with the SHE policy document located on DocuShare.

The SHE policy is denoted at the start of the section to which it relates by the exclamation mark symbol and text noting what must be complied with, for example:

> **The SHE Policy states:**
>
> The policy statement(s) are noted thus.

This policy provides the narrative as to 'what' must be complied with, within the business and the control around the policy refers to 'how' the policy is to be complied with through these procedures; the control elements are denoted by the tick symbol and text, for example:

> **The SHE Control states:**
>
> The control for the policy is noted thus.

Additionally, where the SHE PPM has a close relationship to other departmental policies and procedures, these are referenced by the warning symbol and text, for example:

> **The SHE Relationship states:**
>
> Reference should be made to the following procedure documents.

The Group Safety, Health & Environmental Director, Group Safety, Health & Environment (or Delegate of Authority where appropriate) is responsible for ensuring that all SHE team members have access to and comply with this information, providing:

- A reference point in the event of any query on policy or procedure
- A standard and consistent operating procedure across the Barratt Group
- An auditable trail of process to enable the Group to inspect the SHE operation and carry out checks on a Division's efficiency and compliance
- Best practice across the Group, by being subject to review and the adoption of regular updates to capture continuing improvements within the business.

It is vitally important that all members of the SHE department are fully conversant with these policies and procedures. The adoption of, compliance with and ongoing review of these policies and procedures will support the department in achieving its objectives.

By following these policies and procedures Divisions will be able to self-audit their processes, this will be backed-up by Group audits on a regular basis for compliance.

1.2 Scope of the SHE Barratt Groups Standards that must be followed

This document covers:

- Crisis management response plan.

2. SHE Policy and Controls

2.1 Table of Policy and Controls

The following table provides details of the SHE Policy statements and the Controls in place to ensure compliance. Additional hyperlinks are provided to sections within this document and to process flow charts for reference.

! Policy	✓ Controls	△ References
Crisis Management Response Plan Crisis management plan to be implemented for incidents/accidents is defined within the procedure and agreed with the Chief Operating officer, RMD or Group Construction and SHE Director.	**Crisis Management Response Plan** Plan to be implemented and a full record maintained.	BGS 06

3. Crisis Management Response Plan

Overview

This procedure outlines the fire and emergency arrangements for the different type of sites/offices.

The SHE Policy states:

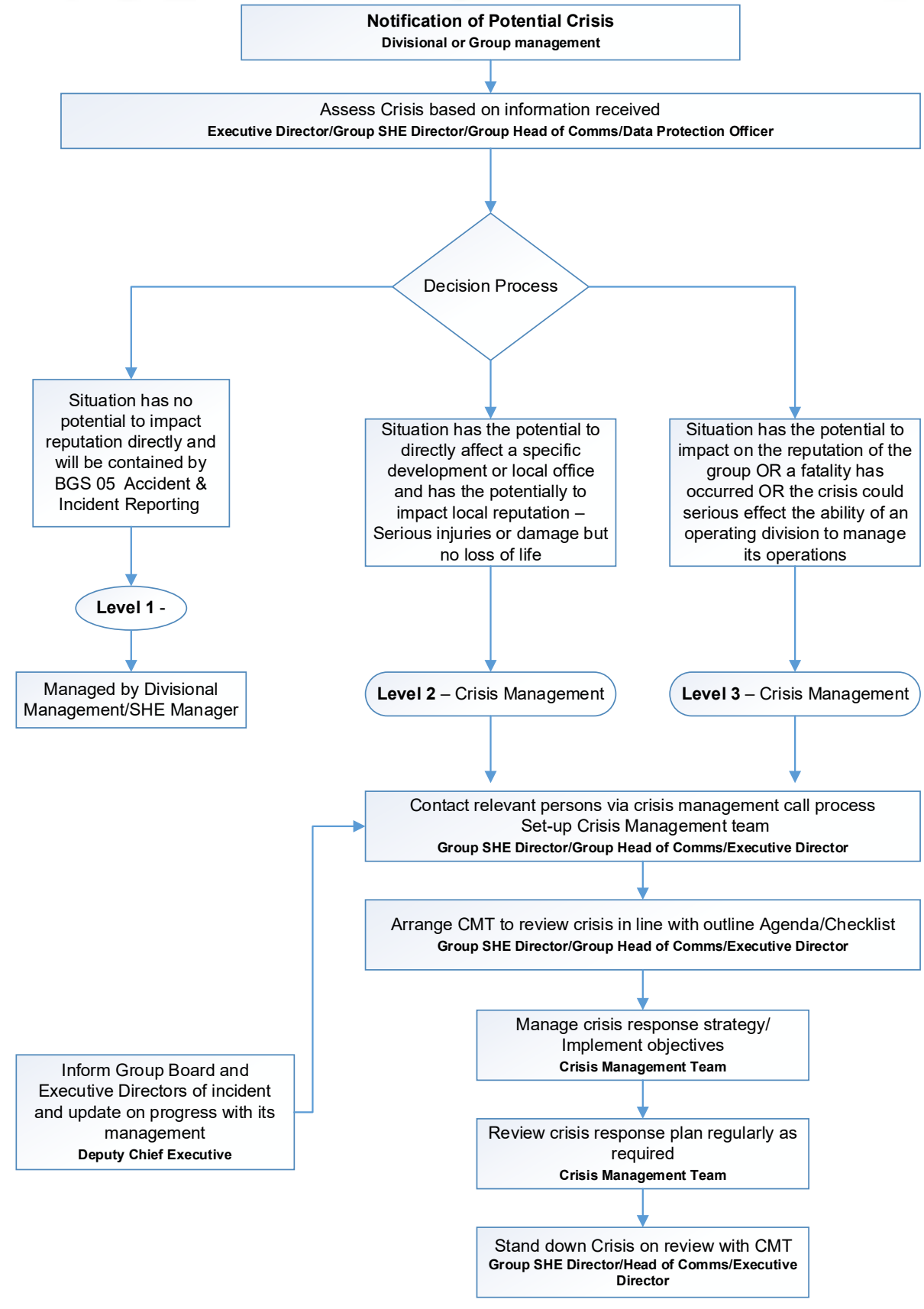
Crisis Management Response Plan

- Crisis management plan to be implemented for incidents/accidents is defined within the procedure and agreed with the Chief Operating officer, RMD or Group Construction and SHE Director.

The SHE Control states:

Crisis Management Response Plan

- Plan to be implemented and a full record maintained.
- The controls for ensuring compliance with this procedure are outlined in BGS 06.


Notification of Potential Crisis
Divisional or Group management
Assess Crisis based on information received
Executive Director/Group SHE Director/Group Head of Comms/Data Protection Officer
Decision Process
Situation has no potential to impact reputation directly and will be contained by BGS 05 Accident & Incident Reporting
Situation has the potential to directly affect a specific development or local office and has the potentially to impact local reputation – Serious injuries or damage but no loss of life
Situation has the potential to impact on the reputation of the group OR a fatality has occurred OR the crisis could serious effect the ability of an operating division to manage its operations
Level 1 -
Managed by Divisional Management/SHE Manager
Level 2 – Crisis Management
Level 3 – Crisis Management
Contact relevant persons via crisis management call process
Set-up Crisis Management team
Group SHE Director/Group Head of Comms/Executive Director
Arrange CMT to review crisis in line with outline Agenda/Checklist
Group SHE Director/Group Head of Comms/Executive Director
Manage crisis response strategy/ Implement objectives
Crisis Management Team
Review crisis response plan regularly as required
Crisis Management Team
Stand down Crisis on review with CMT
Group SHE Director/Head of Comms/Executive Director
Inform Group Board and Executive Directors of incident and update on progress with its management
Deputy Chief Executive

1.0 Introduction

Barratt Developments PLC (the Group) has compiled this Crisis Management Response Plan (CMP) to deal with the immediate consequences and aftermath of a major emergency or crisis risk. The CMP relates to all operations of the Group including all Group Functions, Divisions within BDW Trading Ltd (Barratt Homes, David Wilson Homes and Ward Homes) and Wilson Bowden Developments Ltd.

The CMP deals with major emergencies which will affect the operational structure and/or reputation of the Group including:

- Physical damage to assets,
- Incidents that threaten the health and safety of staff or others affected by our operations
- Major incidents on developments which require special measures to restore normal operations
- Cyber or network incidents
- Environmental contamination
- Supplier failure

The aims of the plan are to:

- Safeguard employees, customers and the general public
- Manage the crisis and cooperate with emergency services and relevant enforcement bodies.
- Protect the Group's reputation
- Maintain business continuity
- Return the Group/division/development to normal business operations as soon as possible

The plan makes provision for the organising of a Crisis Management Team (CMT) which is group of staff who will be responsible for the immediate handling of the crisis or potential crisis and coordinating the Group's response.

The plan will be:

- Reviewed annually by the Group's Risk Committee
- Tested appropriately involving members of the CMT – Pre-draft select crisis management messages including content for dark web sites and templates for crisis statements (ensure these are approved by legal)
- A contact sheet for key personnel (CMT teams) with up to date contact information to be added
- Published in the Group's Occupational Safety, Health & Environmental Management System and Docushare system.
- Example scenarios and contact information should be 'road-tested' 1-2 times per year with CMT, with involvement of Executive Board in a practise scenario once a year
- Plan to be shared with Corporate PR agency

2.0 Definition and Procedures

2.1 Definitions

For the purposes of this plan a crisis is an incident which because of its scale or impact, is beyond the scope of resolution by normal decision making authority within acceptable time scales. The characteristics are:-

- The Group needs to act fast and there is a need for central intervention and/or cross divisional co-operation and either:
    - There is potential major negative PR or other inappropriate stakeholder consequences
    - There is a risk of major disruption to the operation of the Group, operating Divisions or any development.

General guide for defining levels of incident:

Level 1 – A relatively minor or local incident causing no serious physical threat to personnel or property.

- Causing no serious threat or harm
- Can be dealt via procedure BGS 05 'Accident and Incident Reporting' in the Occupational Safety, Health and Environmental Management System
- Not expected to be public or have significant reputational consequences

No CMT involvement

Level 2 – Significant or potential threat

- Situations or incidents which pose a potential threat to personnel or property or can cause disruption to a development
- May threaten the reputation of the Group at a local level or have potential legal ramifications.
- Potential threat or disruption posed to personnel or property
- May include the isolation and or evacuation of a development/structure/office and assistance from the emergency services
- Could become public and be interpreted as inconsistent with our values
- Incident has the potential to impact internal or external data subjects, 3rd parties and/or processors

Level 2 CMT activated

Level 3 – Major or real threat

- Incidents which have the potential to escalate quickly into disasters.
- Will significantly (if not already) threaten human life
- Will affect the reputation of the Group
- Will compromise the functioning of an operating division and/or the Group.
- Major efforts required from the Group's support staff, operating divisional management and emergency services to manage the crisis
- Incident may result in substantial physical, financial or other harm to individuals and/or substantial financial or reputational impact on the Group

Level 3 CMT activated

2.2 Notification (Big Red Button)

In the event of an incident which falls into level 2 or 3 of this plan, any employee can activate a Crisis Management call by dialling **0800 917 0744**. This will direct a call to the Safety, Health & Environmental Director and Head of Corporate Communications (or in their absence, their nominated deputies) who upon receiving the information provided, will decide the level of crisis and who may also be required to respond. A crisis response can also be activated by any Executive Director or Regional Managing Director, based on information relayed to them.

2.3 Immediate Response Process

The Group's immediate response to and recovery from a crisis will be achieved by the CMT implementing the **day one checklist**. The checklist will enable key issues to be considered and actions taken immediately following notification of a crisis.

Where appropriate other relevant documents and emergency procedures will be referred to such as the Group's Occupational Safety, Health & Environmental Management system.

The CMT will communicate as often as possible for status reporting, debriefing at intervals determined by the CMT Coordinator.

In the event of public or media interest these must be referred to the CMT member responsible for communications and no other comments made by any of the CMT.

3.0 Crisis Management

3.1 Crisis Management Team

The Crisis Management Team is composed of nominated staff and is required to pursue the aims of the plan.

3.2 Crisis Management Team Objectives

Primary objectives of CMT will be to:

- Confirm there is a crisis and identify the principal issues affecting the group or operating unit
- Respond quickly as the incident develops – be accurate – check all facts
- Determine and define the scope of the crisis
- Develop a strategy to deal with the immediate impact of the crisis
- Prioritise immediate actions. Minimise further damage/harm
- Assign essential duties to other Group/Divisional staff during the critical recovery stage
- Deploy resources and equipment
- Communicate information, advice and instructions
- Ensure that the Executive Committee and non-executive Directors, are kept fully informed
- Monitor and evaluate conditions
- Give priority to the recovery programme and establish cost recovery mechanisms as soon as appropriate

3.3 Level 3 - Crisis Management Team Composition

CMT Coordinator (Deputy Chief Executive)
CMT Secretary
Executive Director or WBD Managing Director
Regional Managing Director or WBD Director
Group Safety Health and Environmental Director (SHE Matters)
IT Director (IT matters, Data Breach/Loss and Cyber threats)
Divisional Managing Director (Business Representative)
Head of Corporate Communications
Head of Public Relations
Head of Legal Services

Additional Staff will be invited to contribute to the team depending on the nature of the incident. These will include; Human Resources, Finance Director, Divisional Directors, Group Technical and Design, Group Data Protection Officer, external legal advice, external PR advice, Insurance brokers, Divisional SHE Manager and expert witnesses.

The Deputy Chief Executive may delegate responsibility to carry out the CMT coordination to others within the team. All members of the Crisis Management Team must nominate a deputy in the event of unavailability or absence.

The Regional Managing Director may be directed to form a local Crisis Management team to carry out and report actions back to the main group. This will be in cases where divisional action is required and where the detail is best managed by those at a local level.

3.4 Level 2 – Crisis Management Team Composition

CMT Coordinator (Regional Managing Director)
CMT Secretary
Regional Managing Director or WBD Director
Group SHE Director (SHE Matters)
Divisional Managing Director (Business Representative)
Divisional Directors (Technical & Construction)
Head of PR or Local PR Coordinator
Group IT Director (IT matters, Data Breach/Loss or Cyber threats)
Head of Legal Services
Divisional Safety Health and Environmental Manager

The Regional Managing Director may depending on the crisis escalate the incident to level 3 in conjunction with the Group SHE Director.

3.5 Crisis Management Team Coordinator (CMTC)

The CMT Coordinator is responsible for all actions of the CMT in fulfilling the objectives of the CMP. Specifically to:

- Maintain overall control and coordinate actions
- Co-opt any other Group employee or others to assist with the incident
- Logging and dealing with queries
- Arranging communications via conference calls or meetings
- Appoint specialist advisors where required
- Ensure that responsibility is clearly delegated and that all are clear about their roles
- Ensure that the crisis is being dealt with at the appropriate level and the most appropriate staff are taking charge especially at divisional level.

3.6 Crisis Management Team – Communications

- Manage all media enquiries and releases avoiding jargon
- Be consistent by keeping spokespeople informed of crisis events and key message points
- Ensure the CMT is fully aware of the extent and nature of any internal or external interest in the crisis
- Put in place a suitable communications response strategy
- Monitor media coverage and take action as required
- Manage internal communications with other divisions etc.
- Advise on the actions necessary to protect the Group's reputation

3.7 Crisis Management Team Secretary

To work with the CMT Coordinator to:

- Organise meetings or conferences
- Logging and dealing with queries
- Recording actions and decisions
- Maintaining an official record of events
- Disseminating information as required.

3.8 Divisional Managing Director – Business Representative

- Ensure the CMT is aware are fully aware of the facts and implications of the crisis as it affects the Division
- Manage response within the Division/operating unit as defined by the objectives of the CMT
- Brief the CMT on the Divisions progress in dealing with crisis

3.9 Head of Legal Services

- Ensure that all legal, regulatory and insurance issues arising from the crisis are identified, properly managed and brought to the attention of the CMT
- Ensure legal advice is available if necessary to support employees and advise the Group

- Advise on the appointment of any outside consultants
- Advise on issues of disclosure during management of the crisis
- Advise on compensation issues

Note: Legal advice may be subject to legal privilege where appropriate

3.10 Group Safety, Health & Environmental Director

- Ensure that current and on-going Safety, Health & Environmental issues associated with the crisis are identified, assessed, managed and brought to the attention of the CMT
- Develop and coordinate SHE strategies on behalf of the CMT, working with the affected division
- Identify the potential causes of any health and safety issues that have occurred and make recommendation to control the situation
- Advise on the approach to be taken to investigate the crisis
- Coordinate relationships with Enforcing agencies
- Liaise with the Divisional SHE managers to ensure management of the investigation at a local level

3.11 Agenda for Meetings

The CMT Coordinator will be responsible for chairing each meeting and the format will be that as detailed in appendix B or as defined by the Coordinator.

4.0 Record Keeping

The CMT are reminded that making notes, writing documents or recording information may be discoverable in Court. Therefore all correspondence must be appropriate and in line with the agreed objectives of the CMT. Communication either verbally or in writing must reflect the guidance provided by the CMT. Do not destroy or discard documents unless specifically advised by the Head of Legal that they are irrelevant.

Logs must be maintained of all actions taken, messages received/given and verbal discussions which should be submitted to the CMT secretary for inclusion in the Crisis file.

5.0 Standing Down and Review

5.1 Standing Down

The CMT Coordinator will assess the situation at regular intervals and will agree on the appropriate time for the transfer of responsibility to Regional or Divisional Management on a partial or full-time basis.

A weekly update will be provided to the Executive Committee and/or the Group Board.

The CMT Coordinator will recommend the standing down of the CMT on advice from all members.

5.2 Review

The CMT Coordinator will review handling of the crisis at the next scheduled Risk Committee meeting and assess whether procedures or the plan require amendment.

Appendix A - Crisis Management Day One Checklist

Crisis Management Team Coordinator

Activity	Action Required	Date Actioned
Compile a list of required personnel and deputies.		
Obtain accurate report of incident, including full details of all any person injured (if required) or potential significant loss		
Inform all relevant persons including Executive Directors/Non-Executive Directors of the Crisis and the level of response.		
Establish Crisis Management Team and methods of communications.		
Ensure legal advisors are appointed to provide support and advice and to establish legally privileged status of any investigating team.		
Consider with legal advisors the appointment of expert witness to assist with the investigation and advise on actions required.		
Advise Insurers of incident.		
Appoint lead investigator for the incident.		
Arrange for local control room to be set-up either at location of incident or in divisional/regional office.		

Activity	Action Required	Date Actioned
Appoint person to liaise with Emergency Services (if required).		
Appoint person to liaise with external agencies. Consider what they need to know. • Police • HSE • EA • Banks (If financial info is lost) • Suppliers • Customers		
Establish Emergency contacts list and issue to members of the CMT.		
Establish local project management team and provide details of levels of authority and lines of communication.		
Allocate resources and facilities to meet immediate short term needs.		
Consider appointment of individual from outside of existing local management to manage the recovery process.		
Consider if hot-line is required for persons affected by the incident.		
For Data breaches or Cyber threats consider • What data has been lost and how many individuals are affected. • Is it a one-off or likely to recur		

Activity	Action Required	Date Actioned
• Was the data targeted specifically • What is the risk of the data being misused • What effect could any misuse of data have		
Liaise with IT Director and secure access to information on servers potentially relating to the Crisis.		
Review recovery plan with IT Director where services to office or development have been affected.		
Liaise with HR team – Any support or disciplinary action required		
Immobilise Counselling and Support service for any staff or their families affected by the incident.		
Ensure log book is set-up to record all events.		

Crisis Management Team - Communications

Activity	Action Required	Date Actioned
Develop and agree holding statement		
Monitor media output and respond promptly to misinformation.		
Prepare information to be disseminated within the Group. Issue on instruction of the CMT coordinator. Prepare regular updates		
Prepare a list of 'frequently asked questions' with appropriate responses.		
Establish PR team including external support if required.		
Arrange media briefing if required on direction of CMT.		
Maintain log of media interest and update CMT following all enquires.		
Plan ahead regarding future dates relating to the incident (e.g. inquests. Public enquires, anniversaries.		

Appendix B - Crisis Management Team - Agenda

1. Introduction
2. Summary of situation
3. Receive Status Reports on:-
    a. Injuries
    b. Cause
    c. Damage
    d. Possible further damage or containment
    e. Environmental assessments
    f. Business Impact Assessment
4. Management of Crisis at Regional/Divisional level
5. Allocation of responsibilities
6. Liaison with Enforcing authorities
7. Business Reputation – Communications
8. Business Continuity
9. Legal review –update
10. Recovery plan
11. Any Other business
12. Next review

The SHE Relationship states:

Crisis Management Response Plan

- BGS 06

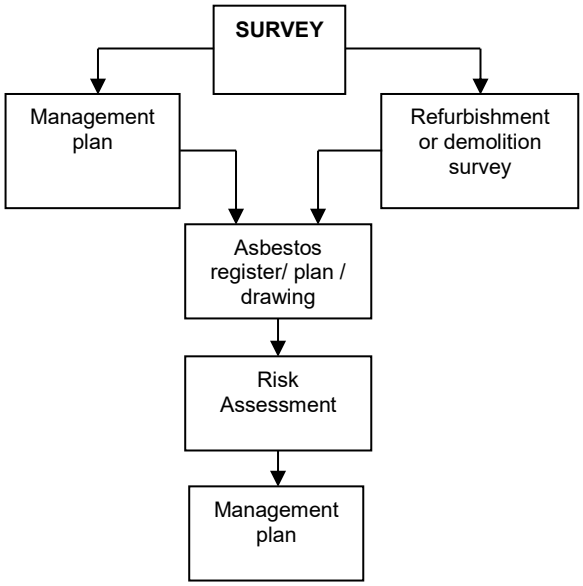
Keeping People Safe

BARRATT GROUP STANDARD (BGS) 33 ASBESTOS - July 2019

Occupational Safety, Health and Environmental Management System

BARRATT
DEVELOPMENTS PLC

		Reference	Responsibility
1.0	**Introduction**		
1.1	The hazard associated with working with Asbestos Containing Materials (ACM) is that when disturbed asbestos fibres are released. Asbestos fibres, if inhaled, are known to be the cause of asbestosis, (asbestos induced lung fibrosis), mesothelioma (cancer of the lining of the lung) and lung cancer.		
2.0	**Managing and Review of Existing Structures for known ACMs and presumed ACMs**		
2.1	The requirements placed on 'duty holders', normally the owner or occupier of the premises: • Take reasonable steps to determine the location of materials likely to contain asbestos • Presume materials to contain asbestos, unless there is good reason not to do so	SHE Form 04	Technical Director
	• Make and maintain a written record of the ACMs and presumed ACMs • Assess and monitor the condition of ACMs and presumed ACMs • Assess the risk of expose to ACMs and prepare a written plan of the actions and measures necessary to manage the risk (ie a management plan) • Take steps to see that these actions are undertaken	Management Plan	Technical Director
2.2	**Types of Surveys**		
	The type of survey will vary during the lifespan of the building / premises. A management survey must be undertaken during the normal occupation of the building to ensure continued management of the ACMs.	SHE Form 04 Refurbishment or demolition survey	Licenced Consultant or Contractor
2.3	A refurbishment or demolition survey will be necessary to assess ACMs and presumed ACMs in a building prior to the premises being upgraded, refurbished or demolished. In each case the area and scope of the works must be agreed with the Surveyor undertaking the report.		Technical Director



		Reference	Responsibility
2.4	The report provided by the surveyor must give clear indication to areas of the building(s) which could not be accessed due to access restrictions or unsafe conditions (such as fragile roofing or exposed leading edges). These areas must be clearly documented requiring further investigation prior to works commencing in affected areas.		
2.5	The duty holder must ensure that sufficient time and resource is given to undertaking the surveys and ensuring the information is provided to the Client, Principal Designer, Principal Contractor and any affected tendering contractors.		
3.0	**Competency for Surveyors**		
3.1	Any organisation(s) employed by Barratt Developments PLC must demonstrate they are technically competent to undertaken surveys for ACMs through accreditation to ISO/IEC 17020 UKAS. Individuals undertaking surveys must demonstrate they are technically competent to ISO/IEC 17024.	BGS 01	Commercial Director
3.2	All surveyors must hold the British Occupational Hygiene Society Proficiency Module P402; Buildings surveys and bulk sampling for asbestos. Individuals must also be able to demonstrate at least six months full time and relevant practical experience on asbestos surveys under the supervision of experienced and suitably qualified personnel.		
3.3	Additional training recognised is P402R refresher modules and Personnel with RSPH Level 3 Certificate in asbestos inspection procedures.		
3.4	The Technical Department must obtain information from existing Health and Safety File and Asbestos Management Plans if they are available. Where works of a demolition / refurbishment nature are to be undertaken, a refurbishment / demolition survey must be undertaken to ascertain if any asbestos based materials are present.	SHE Form 04	Technical Director
3.5	Any suspicious materials must be sampled and sent for an analysis. The sampling must be undertaken by a person who holds a RSPH or BOHS P402 identified in asbestos surveying. Sample must be analysed by a UKAS accredited laboratory, whose systems are accredited to ISO/IEC/17025. .		
3.6	A report of the findings of the survey must be included in the Safety, Health and Environmental Information Pack for the development. This report must contain suitable site plan, written location tables and sample location photographs.	SHE Form 04	Technical Director

		Reference	Responsibility
4.0	**ACM identified during any works**		
4.1	If any suspected ACMs are found during the construction phase, work must cease immediately and the immediate location secured, with appropriate warning notices erected to prevent any damage. Samples of the material must be analysed prior to any work re-commencing.		Contracts Manager / SHE Manager
4.2	Site personnel must be fully aware of their role in the likelihood that ACMs or presumed ACMs are discovered. The SHE Manager must be informed immediately. The HSE may need to be notified in the event of any disturbed ACMs or presumed ACMs.		
5.0	**Removal of any ACM – Licenced Works**		
5.1	Removal of asbestos insulation, insulating boards or sprayed coating must be undertaken by a specialist contractor with a licence issued by the HSE. The contractor must be a member of the Asbestos Removal Contractors Association (ARCA) and must hold a Safety Scheme in Procurement accreditation. A copy of the contractor's licence must be provided to site management prior to any removal works commencing.		Commercial Director
5.2	Any contractors employed to undertake the work must produce a detailed plan of work and assessment of exposure prior to commencing work. The intention to remove the material must be notified to the Enforcing authority by the contractor at least 14 days prior to work commencing. The relevant SHE Manager for the development should review all plans of work submitted by licenced contractors.	Contractors Method Statement Review Procedure / SHE Form 14	Specialist Contractors SHE Managers / Contracts Manager / SHE Manager (Advice Only)
5.3	Prior to commencing work the contractor must have available on site the following; • Plan of Work, which must include a procedure for when additional ACM or suspected ACM have been found. • ASB5 Notification to the HSE including location of enclosure, negative pressure units, 3 stage airlock, decontamination unit and transit routes if applicable • Copy of Asbestos Removal Licence and Insurance • Operatives' Medical Certificates and Face Fit Certificates • Training records for Supervisors and Operatives • Copies of Decontamination Unit, Negative Pressure Units and H-Type vacuum cleaners test certificates • Weekly Inspection Records	Site Records	Licenced Contractor

		Reference	Responsibility
6.0	**Removal of ACM – Non-Licenced Works**		
6.1	Removal of asbestos cement products such as roof sheets, floor tiles, asbestos paper or asbestos backed PVC flooring etc can be undertaken by contractors who do not have a licence issued by the HSE. A Non-Notifiable Asbestos Notification will however need to be issued to the HSE prior to the commencement of these works.		Commercial Director
6.2	A detailed plan of work must be provided by a contractor prior to work commencing, which will include: • Access to work area, prevention of falls and restricting any others • How the material will be removed i.e. whole sheets where practicable • How dust/fibres will be supressed i.e. spays of wetting agent • How the material will be wrapped and disposed of • Personal Protective Equipment		Technical Director
7.0	**Training of Site Management**		
7.1	If any ACM are being removed from a development the site management team must be provided with a SHE briefing which will include the following content. • Health risks associated with asbestos • Controls associated with the removal of ACM • Emergency procedures	SHE Briefings SHEB 08	Contracts Manager / SHE Manager
8.0	**Air Monitoring following completion of the works**		
8.1	Details of the scope of air monitoring for the works must be detailed in the Plan of Work. All air monitoring must be undertaken by a UKAS accredited air testing laboratory independently appointed by Barratt Developments Plc.	Four Stage Certification or Recertification	Licenced Contractor
8.2	All certificates of monitoring must be retained in the site SHE records.	SHE Form 75	
9.0	**Waste Disposal**		
9.1	The disposal of ACMs will be classified as hazardous waste and must only be transported by a registered waste carrier and subject to control via a consignment note.		Technical Department
9.2	Prior to removing asbestos materials from site the contractor must have available on site the following; • Waste Carriers Licence • Waste Disposal Facility Licence • Consignment Note (completed Part E to be returned and retained in site SHE records		Licenced Contractor / Commercial Department

OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL PROCESSES AND PROCEDURES MANUAL (PPM)

BARRATT GROUP STANDARD (BGS)

38 EXCAVATING/DRIVING PILES/DIGGING - June 2022

Version Control	Date
V1.00	June 2022

Approval and sign-off	Name	Confirmation & date
Sponsor	Steven Boyes, Chief Operating Officer	27.05.2022
Owner	Vince Coyle, Group Construction, and SHE Director	27.05.2022
Author	Vince Coyle, Group Construction, and SHE Director	27.05.2022

Contents

1. Introduction and Scope

1.1 Introduction

Barratt Developments PLC (the Group) is fully committed to achieving high standards of health, safety and welfare, creating a safe working environment at all times.

This document sets out the Group's processes and procedures for Safety, Health and Environmental (SHE). It must be read in conjunction with the SHE policy document located on DocuShare.

The SHE policy is denoted at the start of the section to which it relates by the exclamation mark symbol and text noting what must be complied with, for example:

> **The SHE Policy states:**
>
> The policy statement(s) are noted thus.

This policy provides the narrative as to 'what' must be complied with, within the business and the control around the policy refers to 'how' the policy is to be complied with through these procedures; the control elements are denoted by the tick symbol and text, for example:

> **The SHE Control states:**
>
> The control for the policy is noted thus.

Additionally, where the SHE PPM has a close relationship to other departmental policies and procedures, these are referenced by the warning symbol and text, for example:

> **The SHE Relationship states:**
>
> Reference should be made to the following procedure documents.

The Group Safety, Health & Environmental Director, Group Safety, Health & Environment (or Delegate of Authority where appropriate) is responsible for ensuring that all SHE team members have access to and comply with this information, providing:

- A reference point in the event of any query on policy or procedure
- A standard and consistent operating procedure across the Barratt Group
- An auditable trail of process to enable the Group to inspect the SHE operation and carry out checks on a Division's efficiency and compliance
- Best practice across the Group, by being subject to review and the adoption of regular updates to capture continuing improvements within the business.

It is vitally important that all members of the SHE department are fully conversant with these policies and procedures. The adoption of, compliance with and ongoing review of these policies and procedures will support the department in achieving its objectives.

By following these policies and procedures Divisions will be able to self-audit their processes, this will be backed-up by Group audits on a regular basis for compliance.

1.2 Scope of the SHE Barratt Groups Standards that must be followed

This document covers:

- Excavating, driving piles and digging.

2. SHE Policy and Controls

2.1 Table of Policy and Controls

The following table provides details of the SHE Policy statements and the Controls in place to ensure compliance. Additional hyperlinks are provided to sections within this document and to process flow charts for reference.

! Policy	✓ Controls	△ References
Excavating / Driving Piles / Digging Prior to any work involving the breaking of the ground a survey must be undertaken using a cable avoidance tool (CAT) by a suitably trained person Work must be controlled by a Permit to dig / excavate / drive piles and a copy of the service drawing for the dig area must be available for review in the excavator, or be held by the operatives in the work area	**Excavating / Driving Piles / Digging** Statutory inspections /Examinations of excavations must be made by competent personnel and a record maintained by the subcontractor, which must be available on site. SHE form 50 can be used if required.	SHE Form 50

3. Excavating/Driving Piles/Digging

The SHE Policy states:

Excavating/Driving Piles/Digging

- Prior to any work involving the breaking of the ground a survey must be undertaken using a cable avoidance tool (CAT) by a suitably trained person
- Work must be controlled by a Permit to dig / excavate / drive piles and a copy of the service drawing for the dig area must be available for review in the excavator, or be held by the operatives in the work area.

The SHE Control states:

Excavating/Driving Piles/Digging

- Statutory inspections /Examinations of excavations must be made by competent personnel and a record maintained by the subcontractor, which must be available on site. SHE form 50 can be used if required.

		Reference	Responsibility
1.0	This procedure applies to all work that involves the penetrating of the ground at or below surface level (Not just groundworks). This includes all excavations, trenchless techniques, sheet or driven piling and fencing.		
2.0	A safe system of work must be in place for the work which involves but is not limited to: • Correct use of accurate plans to aid the location of services • Use of cable avoidance tools by competent persons • Use of safe digging or drilling techniques • Detail the restrictions for use of plant, including tools and equipment for the work • Permit control documentation • Support of adjacent structures • Safe Means of access into an excavation • Preventing collapse by support or battering sides of excavation • Suitable barriers at ground level to prevent falls of persons and materials • Maintaining fresh air and suitable lighting where required • Contaminated Land • Consideration for the management of water ingress.	SHE Form 14	Site Manager
3.0	Where applicable additional control measures must be introduced in order to manage confined spaces works.	BGS 09	Site Manager

		Reference	Responsibility
4.0	A geotechnical soil investigation survey must be completed in order to determine the physical properties of the soil, and to assess the potential for contamination.	Geotechnical Report SHE Form 04	Technical Director
5.0	Accurate services drawings must always be available on all sites, which are consulted prior to any work taking place. These must be updated when any new services are identified or installed. A register must be maintained of the latest service drawing	Service Drawings As Built Drawings	Technical Manager / Site Manager
6.0	Prior to any work involving the breaking of the ground a survey must be undertaken using a cable avoidance tool (CAT) by a suitably trained person and a copy of their training qualification must be held on site. A copy of the cable locating device 12 Monthly calibration must be available on site. Cables may not be detected if not there is no electrical draw, are pot-ended, or are low voltage cables and therefore radio detection mode may be required. Recorded CAT surveys must continue during the excavation works.	Contractor safe system of work Operating Instructions on radio detection	Site Manager
7.0	The position of any services must be clearly marked on the ground using waterproof spray paint or by erecting suitable signs.	SHE Form 44	Site Manager
8.0	Work must be controlled by a Permit to dig / excavate / drive piles and a copy of the service drawing for the dig area must be available for review in the excavator, or be held by the operatives in the work area.	Contractor Safe System of Work	Site Manager
9.0	The hierarchy of control to ensure safe digging for service connections on site is: • Services chambers created where practicable which can be easily accessed to allow plot connections etc to be made • Sand/gravel bags placed upon laid services to negate the need for digging in close proximity to the services for any final connections • Vacuum/suction extraction plant where ground conditions permit their use. Where practicable this plant must be used in close proximity to any high pressure or high power services • Where any of the above cannot be applied, safe digging techniques can be undertaken	SHE Form 44 Safe System of Work	Site Manager
10.0	Where safe digging techniques are being applied the following must be followed:	SHE Form 44 Safe System of Work	Site Manager

		Reference	Responsibility
	• When digging near cables, insulated hand tools i.e. spades and shovels with wooden or fibreglass handles must be used • Mechanical excavator / power tools must not be used within 0.5m of any service (electric, gas, water or communication services). • Road pins or metal stakes must not be driven into the ground in the vicinity of any service routes. • Before using a mechanical excavator, trial holes must first be dug using hand tools, to confirm the depth and position of services.		
11.0	Traffic routes must be maintained at a safe distance from the edge of the excavation, with suitable traffic management barriers erected where the risk assessment requires protection. Contractors are to provide the protection for their specific work activities	Traffic Management Plan	Site Manager
12.0	Where plant movements across the site have the potential to damage underground services then exclusion zones or grillage protection must be installed, in order to distribute the weight of the plant. Designated plant may also be considered as part of the traffic management control measures	Contractor safe system of work Site Plant Risk Assessment	Site Manager
13.0	An assessment of the support system required for the prevention of a collapse of the sides of an excavation must be provided by the sub-contractor.	SHE Form 14 BGS 18 SHE Form 05	Site Manager/ Temporary Works Coordinator
14.0	Suitable access must be provided to an excavation based on the assessment detailed in 13.0. No persons should enter an unprotected foundation excavation to remove small items of debris prior to pouring concrete		Site Manager
15.0	Barriers must be placed at ground level by the contractor in order to prevent the falls of persons, materials or plant into an excavation. These must be pedestrian crowd safety barriers which are a minimum of 1m high and are coloured red or white so that they are visible. Lengths of chain/bunting tape slung between posts or 1m high mesh (Netlon) supported by steel pins or timber stakes do not meet the requirement. *Note: Barriers can be removed in order to allow access for an excavator etc but must be replaced once the machine moves away from the dig area.*		Site Manager

		Reference	Responsibility
16.0	If pedestrian access is required across an excavation, proprietary platforms or rigid matting must be provided which incorporates suitable guardrails and crossing points.		Site Manager
17.0	For protection of excavations adjacent to public highways refer to New Roads and Street Works Act for guidance (NRSWA) requirements for public protection when undertaking road works.	New Roads and Street Works Act – Chapter 8	Site Manager
18.0	Stepping the sides of the excavation is an alternative to battering with the depth and width of the steps determined using the angle of repose guidance below, however the vertical distance must not exceed 1.0m.		Site Manager
19.0	The height of any foundation islands need to be considered and reduced where reasonably practicable. Any access on to the islands to work must be reviewed and safe access provided. No compressors or plant should be stored on the islands		Site Manager
20.0	Battered excavations need regular monitoring. When deciding on the angle of repose, see guidance below.		Site Manager
21.0	Ensure spoil heaps and material are at least 1.5 m from the edge of any excavation or further away when required by the depth of the trench and the angle of repose in order to prevent potential collapse of the trench. (No dumpers are permitted on to spoil heaps and warning signs erected if required)		Site Manager
22.0	If plant and equipment is used to tip back filling materials into trenches, stop blocks must be provided.		Site Manager / Contractor Supervisor
23.0	Where an excavation is considered a confined space then it must be subject to a Confined Spaces – Permit to Enter.	SHE Form 14 SHE Form 48	Site Manager
24.0	Statutory Inspections/Examinations must be made by competent personnel and a record maintained by the subcontractor, which must be available on site.	SHE Form 50	Site Manager/ Contractor Supervisor
25.0	Excavators are subject to the Provision and Use of Work Equipment and the Lifting Operations and Lifting Equipment Regulations. If an excavator is used as a crane, then a photographic record of the Lifting Equipment inspection certificate must be recorded electronically	BGS 34 SHE Form 55	Projects Director / Contracts Manager / Site Manager

		Reference	Responsibility
26.0	Any damage to a service must be isolated or an exclusion zone needs to be established. The utility/ service provider must be notified, and a record of the incident must be recorded.	Logincident	Site Manager
27.0	The Site Manager must advise the development Line Managers and SHE Manager immediately by telephone in order to initiate an investigation and to determine if the incident is reportable under the provision of Schedule 2 RIDDOR.	BGS 05	Site Manager

Guidance on Angles of Repose

Material	Dry Ground (degrees)	Wet Ground (degrees)
Gravel	30-40°	10-30°
Sand	30-35°	10-30°
Silt	20-40°	5-20°
Clay	20–45°	10-35°
Peat	10-45°	5-35°
Broken Rock	35°	45°
Top Soil	35-40°	45°

The SHE Relationship states:

Reference should be made to the following procedure documents.

SHE Form 50

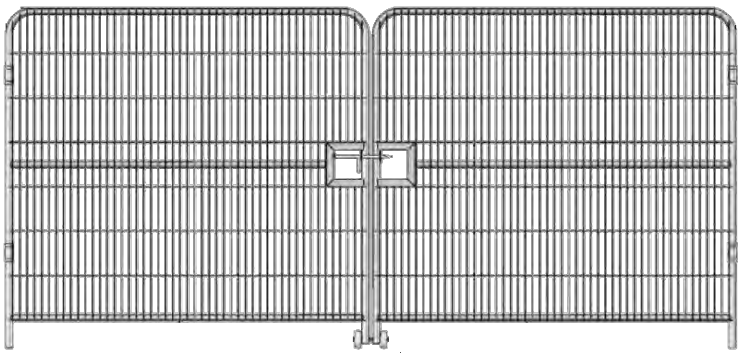
Keeping People Safe

BARRATT GROUP STANDARD (BGS) 41 DEVELOPMENT SECURITY AND SIGNAGE - July 2019

Occupational Safety, Health and Environmental Management System

BARRATT
DEVELOPMENTS PLC

		Reference	Responsibility
1.0	**Development Security Assessment**		
1.1	The specific controls for the prevention of unauthorised access to the development must be assessed and detailed in the Construction Phase Safety, Health and Environmental Plan. This must include • Arrangements during normal working hours, evenings and weekends • Provision of perimeter fencing • Control of access/egress to the site welfare and structure under construction • Provision of on–site security or CCTV linked to control centre. If CCTV is used, appropriate warning signs must be displayed. • Locking of site out of normal working hours As part of the assessment, consideration must be given to what levels of security are needed, considering impacts such as location, nature of construction and proximity to residential areas, schools and other public venues.	SHE Form 05	Contracts Manager
2.0	**Fire Safety During Construction Works**		
2.1	See specific development fire security arrangements	BGS 32	Commercial Director
3.0	**Security Guards**		
3.1	Security guards must be Security Industry Authority (SIA) registered.	BGS 03	Commercial Director
3.2	Appropriate risk assessment must be provided, which includes controls for any lone working.	SHE Form 14	Site Manager
3.3	A specific risk assessment must be undertaken by the security company to determine the use of guard dogs.		Site Manager
4.0	**Fencing / Hoarding**		
4.1	Proprietary fencing/hoarding must be erected in accordance with designs and/or manufacturer's instructions to secure the perimeter of the site.	Docushare-Temporary Works	Site Manager
4.2	Heras type fence panels must be anti-climb. They must be double clipped and additional measures taken to prevent collapse during high winds or vandalism. All supporting feet must be positioned so that they do not constitute a tripping hazard, especially for those external to the site boundary and any protruding part clearly highlighted.	Docushare – Temporary Works	Site Manager

		Reference	Responsibility
4.3	If Heras panels are used to secure site boundaries they must be secured to fence posts (min 75mm x 75mm), where practicable.		Site Manager
4.4	1.8m high close boarded fencing can be used to secure areas within the boundary of the site to provide segregation from construction activity and occupied areas.		Site Manager
4.5	A weekly inspection of the perimeter fencing must be undertaken.		Site Manager
5.0	**Access gates to the Development**		
5.1	All vehicle access points to the construction areas of a development must have proprietary gates, which have wheels to aid opening and closing, and be able to be effectively locked at the end of each day. A typical gate is shown below  Fig. 1 Pedestrian gates to the construction area		Contracts Manager Site Manager
5.2	All pedestrian gates must be locked at the end of each day		Site Manager
6.0	**Protection of ladders or access stairs to scaffolds**		
6.1	All ladders to scaffolds must be removed from the ground to first lift at the end of each day and securely stored to prevent them being easily re-erected by unauthorised persons.		Site Manager
6.2	Where it is not practicable to remove the ground floor ladder, a ladder guard is a suitable alternative. This is a proprietary metal plate that secures over the rungs of the ladder. Site-made timber alternatives may be acceptable, as long as they are robust and can be secured in place. When using ladder guards, the following should be noted: • They must be locked in place – rope lashing is not acceptable		Site Manager

		Reference	Responsibility
	• They must make the ladder rungs unusable. No more than 50mm of each rung should be visible when the guard is pushed to one side • They should cover a minimum of six rungs • Any handles on the guard should not act as a means of climbing access • A suitable guard must be used for each ladder  Fig 2. Suitable ladder guard		
6.3	Where proprietary stairs are provided, access to the stairs must be prevented by a gate, which is secured at the end of each day.		Site Manager

		Reference	Responsibility
	 Fig 3. Gate to secure proprietary stairs		
7.0	**Signage**		
7.1	All signage that is to be displayed must be from the Group approved supplier. Any additional signage must be approved by the SHE Manager	Docushare – Signage Brochure	Contracts Manager/Site Manager/SHE Manager
7.2	A Development signage board must be erected and displayed at the entrance to the Development.	Docushare – Signage brochure – CSP 5	Contracts Manager/Site Manager
7.3	Caution Construction Keep out signs must be erected at 25m intervals along the perimeter fencing.	Docushare - Signage Brochure GS 5	Site Manager
7.4	Signage within compound must be displayed in accordance with the standard compound layout.	Docushare - Standard Compound Layout	Site Manager
7.5	SHE information board must be displayed in the Site Office.	Docushare - Signage Brochure CSP 1b	Site Manager

		Reference	Responsibility
7.6	SHE information board must be displayed in the Canteen.	Signage Brochure CSP 1a	Site Manager
7.7	Campaign posters must be displayed in proprietary frames above urinals in the male facilities.		Site Manager
7.8	Campaign posters must be displayed in proprietary frames above wash hand basins in female facilities.		Site Manager

SITE WATER MANAGEMENT INSPECTION

Site

Date

Description of Drainage

TICKS IN BOXES ARE NOT ACCEPTABLE - PLEASE MAKE COMMENT / IDENTIFY ACTIONS. WHERE APPLICABLE PHOTOGRAPHS MUST BE INSERTED AS EVIDENCE.

No.	Item	Yes	No	N/A	Comments	Action By	Action Taken	Closed Out
1.	Is the diesel tank over 10m away from any receptors i.e. surface water drains/ watercourse, and are they in a bund and is there a spill kit available?	○	○	○				☐
2.	Are all waste stations set up 10m away from any receptors i.e. surface water drains/ watercourses?	○	○	○				☐
3.	Do the works on site require working close to watercourses? If so are all relevant permits and licences in place?	○	○	○				☐
4.	Are the receptors i.e. surface water drains protected from slurry entering? Are gully bags deployed and working effectively	○	○	○				☐
5.	Is there an interceptor fitted in the gully at the end of the line nearest to the outfall?	○	○	○				☐
6.	Is a SUDS risk assessment in place, is it appropriate?	○	○	○				☐
7.	Are balancing lagoons or other holding areas protected at inlets and outlets with a filtration system? i.e.Terrastop	○	○	○				☐
8.	Are outfalls to the public watercourses running clear?	○	○	○				☐

No.	Item	Yes	No	N/A	Comments	Action By	Action Taken	Closed Out
9.	If there are watercourses on site, are bunds constructed along the riverbanks? If so ensure that they do not have exposed mud which can cause run-off in adverse weather.	◯	◯	◯				☐
10.	Any over pumping must have an area dedicated to allow suspended solids to settle, either grassy areas, settlement tanks (not into gullies)	◯	◯	◯				☐
11.	Are spoil heaps sited away from any receptors i.e. surface water drains/watercourses? Do they need to be protected against contamination?	◯	◯	◯				☐
12.	Are there designated areas for wheel washing and plant washing? And are receptors i.e. surface water drains/watercourses protected?	◯	◯	◯				☐
13.	Are site roads clean to prevent mud spreading on and off the site into watercourses?	◯	◯	◯				☐
14.	Is dewatering in progress, if so does the water being filtered require consent/ licence?	◯	◯	◯				☐
15.	Review sewage control and any pumping stations. Are pumping station controls and monitoring in place and being maintained?	◯	◯	◯				☐
16.	Are dust suppression measures planned and controlled to prevent run-off entering watercourses?	◯	◯	◯				☐
17.	Are there any other constraints issues identified during the inspection?	◯	◯	◯				☐

Item	Action By	Action Taken	Closed Out
			☐
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			☐

SIGN OFF

Name	Position	Date	Signed
			✗