

### Safety is paramount

### Constructing a better environment



## Safety, health and environmental (SHE) code of practice

October 2015

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This is a controlled document.

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**1.0** **Scope**

This code of practice, together with specific references to safety, health and the environment in tender and other documents, will ensure projects consistently achieve the highest, and where possible industry leading standards above and beyond legal compliance.

The Environment Agency reserves the right to amend this document, consulting with representatives of our key framework partners as appropriate.

This Code of Practice states our:

a) Commitment to health, safety and the environment

b) Expectations of framework partners and other suppliers in respect of their health, safety and environmental performance; and

c) Arrangements for suppliers to report incidents and statistics used in benchmarking our overall performance.

Note: This code of practice applies to construction work as defined in the CDM regulations 2015. It does not automatically apply to other works that the Environment Agency has elected to apply CDM principles (such as man riding grass cutting plant working near water)

# **Environment Agency Core Values**

The Environment Agency sets out its core values as a corporate body and these are interpreted for construction activities over leaf.

In addition, the strategic leadership board (SLB) has made its own commitment to excellence in construction on EA schemes. This and the Environment Agency’s core values are reproduced in the appendices.

The Environment Agency will hold workshops at regular intervals to explain the principles of its Beyond Zero (BZ) approach, and will, when requested make every effort to support additional workshops requested by its supply chain. Supply chain partners will ensure that appropriate staff attend these workshops and actively seek to introduce the concepts of BZ into their development plans.

Note: BZ is not a set of rules, it’s a way of working together to be as good as we can be.

# **2.1 Constructing a better place**

We and our Contractors and Designers will work to:-

Design and deliver projects which create or enhance habitat and biodiversity, protecting areas with environmental designations and priority species

Identify and manage invasive non native species such as Japanese Knotweed, Himalayan Balsam and American Signal Crayfish in the works, while maintaining good bio-security to reduce their spread.

Maintain and improve aquatic habitats and providing angling, boating and other facilities which enable people of all abilities to enjoy outdoor recreation.

Protect people and communities and to create better places where people can enjoy the environment and the benefits that this can bring.

* 1. Socially Aware and Community Conscious Employer

Contractors and Designers are expected to:

Use local employment and local training initiatives where practicable.

Adopt a policy of equal opportunities to encourage a diverse workforce.

Offer training and development to all staff, including the client, to meet individual, project and company needs.

**2.3 Our Mission Statement, Targets & Objectives**

All our teams and framework partners will ensure that the Mission Statement is prominently displayed on all sites or operating depots and included in all site inductions.

We will always seek opportunities to continually improve

|  |
| --- |
| *‘Safety is Paramount. Constructing a Better Environment’*  Our Mission: To be the industry leader in Safety, Health, and Environmental performance. |
| 1. Develop a clear, shared vision of excellent safety, health and environmental stewardship where every individual is proud to belong and encouraged to excel. 2. Ensure that project teams always consider whole life risks to health safety and environment. 3. Work efficiently and effectively together, across projects and frameworks, to share knowledge, and set minimum standards for common aspects of our work, which will be comparable with, or exceed the best that industry has to offer. 4. Senior management lead by example, listening to every employee and framework partner; considering seriously any idea or innovation, and so taking every opportunity to change or adapt our systems and processes to permanently change, for the better, our ways of working. 5. We will promote sustainable construction and minimise environmental and social impacts, protecting areas with environmental designations and priority species. 6. Create and improve wildlife habitat and seek environmental enhancement at every opportunity including facilities which enable people to enjoy outdoor pursuits. 7. Ensure everyone working on our projects are adequately resourced, and competent to lead on health, safety and environment in their area of responsibility. 8. We know that from time to time there will be problems. We will use these as positive opportunities to ensure we learn, continue to improve and to excel at what we do, so that we are defined by what we are becoming and not by what we have been. 9. Working together to ensure we are efficient with resources throughout design and construction so as to make best use of available resources and take account of whole life value. 10. Progress towards achieving a zero incident culture will always be the principle driver of our safety, health and environmental programme. However, we recognise that external agencies will wish to make numerical comparisons and we will use appropriate benchmarks.   In 2014 we achieved our target of zero accidents or environmental incidents caused by management or management system failure on our capital works programme.  Our goal is to ensure we consistently maintain this record and strive for excellence in all we do. |

# **3.0 Adoption of national schemes and standards**

**3.1 Considerate Constructors Scheme (CCS)**

All Environment Agency construction projects that have the potential to have a significant impact on the public eg near schools, recreation area, residential area or are on site in excess of a calendar month will register with the Considerate Constructors Scheme.

Projects wishing to opt out of CCS will do so only with permission of the Environment Agency’s HSW (Construction) Senior Business Partner. There must be reasonable grounds for exemption (such as works within a restricted access site where there will be minimal impact on public and other businesses).

CCS posters must be displayed on all public site information boards and additional banners erected where they are clearly visible to the public.

CCS audits must be copied into the project team and the Environment Agency’s HSW (Construction) Senior Business Partner.

**3.2 Qualification and certification arrangements**

3.2.1 Environment Agency Area Operations Field Teams carrying out construction work

Works carried out by our teams are specialist in nature. Training and certification has been developed to ensure our teams are competent to undertake these specific activities.

Everyone working on our sites, including visiting workers, shall be CSCS or affiliated registered scheme, this rule does not apply in the case of:

1) Infrequent visitors who have been inducted and are escorted at all times

2) Any person with a statutory right, for example, the police, the fire and rescue service, HSE inspectors, Environment Agency officers undertaking there legal duties.

All plant operators shall be trained and certificated to Lantra or CPCS standards.

3.2.2 Externally delivered construction work

All contractors, sub-contractors, designers and routinely visiting Environment Agency staff shall be CSCS or affiliated scheme registered. An example sign in sheet is available in Appendix B to record this information as required.

All plant operators shall be CPCS or affiliated scheme registered.

CSCS and CPCS requirements shall apply to everyone on site except:

1) Prearranged visitors to the site where:

a) It is not reasonable for the visitor to obtain a CSCS card,

b) The contractor[[1]](#footnote-1) has agreed, and

c) The contractor is able to apply safe guards to ensure safety, for example with school parties.

2) Where Environment Agency teams or land owners require access to the site for operational reasons and do not have CSCS cards, provided

a) The circumstance has been identified in advance,

b) That no reasonable alternative exists and

c) Arrangements have been made and recorded in the construction phase plan for the safety of the visitors and site staff who may be affected.

3) Where there is no CSCS card for the task in question AND there is another suitable qualification which the individual holds.

4) Any person with a statutory right, for example, the police, the fire and rescue service, HSE inspectors, Environment Agency officers.

**3.3 Constructing Better Health (CBH)**

Contractor companies will be encouraged to become members of the CBH scheme. WEM framework contractors must be registered under the scheme and all direct employees working on Environment Agency projects will be subject to health surveillance under this by 2014.

Other framework suppliers, subcontractors and second tier contractors will be encouraged to join the CBH scheme. We expect 100% of those working on Environment Agency projects to be subject to health surveillance by 2018.

The Environment Agency operates its own health surveillance programme which meets the requirements described in this document.

**3.4 Civil Engineering Environmental Quality Assessment Award (CEEQUAL) Scheme**

CEEQUAL promotes improved sustainability in project specification, design and construction. The project team will consider applying with the Environment Agency for ‘whole project awards’ for ‘flagship’ projects where sustainability is embedded at the core from the outset.

Applications need to be agreed by the appropriate Environment Agency executive manager. Currently it is not intended to submit all projects for CEEQUAL awards but we will learn lessons from those that apply and share these across the various frameworks.

**4. Competence**

**4.1 Competence Management**

Each Framework Partner and CDM duty holder is responsible for strictly ensuring the competence, including physical capability, of each organisation, team and individual to carry out their undertaking, the Environment Agency also require the following minimum standards:

a) In addition to the CSCS, CPCS, and CBH requirements detailed above, anyone acting as:

* Site Manager and/or
* Site General Foreman,
* Area Operations team members supervising works\*,
* ECC Site Supervisors and ECC Project Managers ,

Must hold as a minimum a current CITB or IOSH Site Management Safety Training Scheme qualification.

\*note: There will be phased introduction for Area Operations team by 2018

Exceptions to this requirement require dispensation from Environment Agency’s Construction Safety, Health & Environment Manager.

The 3 day IOSH Safety Supervisors qualification in Site Investigation (SI) is a suitable alternative to the management courses for non notifiable Site Investigation works. For notifiable projects the CITB or IOSH management courses requirement will apply.

b) Everyone acting in the roles described above, must have attended CIRIA’s ‘Environmental Good Practice on Site’ training or CITB ‘Site Environmental Awareness Training Scheme within the last 5 years. Contractors may wish to provide comparable in-house environmental training. This must be approved by the Environment Agency’s Construction Safety, Health & Environment Manager.

Note: There will be phased introduction for Area Operations team by 2018

c) All operatives carrying out vehicle marshal duties whilst on site must have attended appropriate marshal training.

d) Contractors and Designers must be able to demonstrate that at least 90% of supervisory, management, or professional staff involved with any Environment Agency project have been

assessed and are shown to be competent in the use of their own company’s safety, health & environment management systems.

e) Accidents on site frequently involve the use of subcontractors. The Principal Contractor is therefore expected to take particular care in the selection, and supervision of subcontractors. Attention should be given to assessing the competence and experience of labour only subcontractor personnel, and of plant operators.

**5.0 Risk Management**

**5.1 Risk Assessment and Method Statement Reviews**

The Environment Agency has invested considerable effort in developing risk management procedures that meet the requirements below. These arrangements will be followed.

The Principal Contractor is entirely responsible for safety and environmental management on site during construction. Risk assessments, method statements and permits must be produced in a style, language and level of detail suitable for the employees who will be working to them.

Contractors must include a schedule of risk assessments and method statements for significant activities during construction in or with their project Health and Safety Plans. The schedules must be updated when changes occur on site or new hazards/activities come to light. Revised schedules must be forwarded to the ECC Project Manager, the Site Supervisor and where relevant to the Environmental Clerk of Works for Environmental risks

The EA Project Manager or where appropriate, the Site Supervisors or Environmental Clerk of Works acting on their behalf, will periodically review arrangements for the identification and management of risk. They may comment upon and offer suggestions regarding risk assessments, method statements and permits, but they are not responsible for them and the Principal Contractor may choose to accept or not accept any suggestions made.

If reviewers are concerned that the documented systems will lead to undue risk they will advise the contractor of their concerns and inform the Environment Agency Project Manager, and Environment Agency Construction SHE Team

Contractors and designers must avoid impact to the environment by planning and managing their activities appropriately and by maximising environmental opportunities.

Where relevant, contractors will contribute to the Environmental Impact Assessment (EIA) process as agreed with the Environment Agency Project Manager to minimise environmental damage through careful design and construction methodology, including protective or remedial actions where damage is unavoidable.

Contractors and Designers will deliver the actions assigned to them in the Environmental Action Plan (Environmental Risk Assessment) and they will work with the Environmental Clerk of Works (or other) to ensure this is done effectively and actions are completed and signed off

Contractors and Designers will locate sensitive areas and segregate or protect them from harm. These areas must be clearly marked on drawings, site rules and the induction.

Contractors will not store materials under the canopy or within the sensitive root zone of trees and will erect tree protection fencing in areas of high risk, such as traffic routes.

Any changes to works that could increase environmental risk must be discussed with the EA Project Manager or Environmental Clerk of Works.

**6.0 Specific Risk Management Arrangements**

Teams are responsible for identifying and implementing effective arrangements. The following must be taken into account and complied with on Environment Agency Schemes.

**6. 1 Design criteria - RAG List**

Designers and Contractors will use [the Red Amber Green (RAG) list](https://gateway.asite.com/exchange/dpd?actionId=11&id=2455084$$NYsnUt&p_id=50171$$Bi5QfY&type=1&doc_ref=300_10_SD14) when considering options in both design and construction phases.Where work is to be contracted outside the framework, they will ensure that the organisations usedalso comply with the RAG list requirements

**6.2 Pollution Prevention Planning & Provision**

Designers and Contractors must minimise in-channel works as far as practicable and implement suitable mitigation measures where required, considering active spawning seasons and other restrictions on the sites.

Designers and Contractors must engage with local Environment Agency Environment Officers to make use of their local knowledge and expertise in planning and undertaking works in or near to watercourses.

Before starting works, contractors must identify site drainage, other pathways, watercourses and groundwater source protection zones. This information, together with site specific measures to prevent spread of pollution, must be included in the site environmental emergency plan or site pack (following Environment Agency Pollution Prevention Guidance Note 21). This will include actions to be taken in the event of silt, concrete and other chemical incidents where these risks exist.

Site activities must be undertaken in accordance with the essential pollution prevention requirements and further best practices identified in [PPG 6 Construction and demolition sites](https://www.gov.uk/government/publications/construction-and-demolition-sites-ppg6-prevent-pollution)

Particular attention should be given to the use of grout, cement and concrete works including a suitable arrangement for wash out of equipment, taking best practice into account

All operatives must be trained in use of spill kits. Where works are anticipated to last more than 30 days or are being carried out in an environmental sensitive site where the risk of spills have the potential for significant impact, in addition a mock exercise will be undertaken within 2 weeks as standard unless defined in the CPP or site pack.

Where other risks exist (i.e. silt, grout etc) formal site specific arrangements including communications lines must be developed and operatives must be trained in these.

Spill kits must be appropriate to the risk and amount of fuel and oils on site. Consideration will be given to the provision of suitable PPE (such as impermeable gloves), maintenance of the kits and where the kits will be located on the site.

Provision must be made on all sites for the disposal of hazardous waste (e.g. following spills)

**6.3 Welfare Provision**

Shower facilities will be provided in line with legislative requirements, based on risk assessment. On projects employing more than 4 people and lasting more than 30 days, the contractor will consult site staff whether they wish to have these facilities and record the fact. Otherwise shower facilities no longer need to be provided under this Code of Practice.

In addition to legislative welfare requirements construction sites will have:

* Housekeeping of all welfare facilities to the highest standards;
* a Deb ‘skin care safety board’, or similar, complete with a ‘protect, cleanse, restore’ system in all toilet facilities on sites;
* a separate dispenser sun barrier cream provided from April to September

**6.4 Housekeeping**

Everyone on site will ensure that the highest standard of materials, waste storage and segregation, housekeeping and litter control is established and maintained on site at all times.

**6.5 Mandatory Personal Protective Equipment (PPE)**

Everyone on our projects will wear as a minimum on site:

Long trousers of a suitable kind

Safety boots with steel toe cap and mid sole

Safety helmet

High visibility vest or jacket

Suitable gloves

Suitable glasses when carrying out any activity unless the RA removes the requirement

Suitable, well maintained life jackets must be provided for persons working or visiting the vicinity of deep water, and personnel must ensure that life jackets are correctly worn.

The risk assessment and site rules will determine additional PPE which may be required.

A sufficient quantity and variety of PPE such as gloves, glasses, high visibility clothing and so on must be provided to allow for the immediate replacement of damaged or lost items, and to supply occasional visitors attending site.

**6.6 Activities Taking Place in Close Proximity to the Public**

Risks to the public must be assessed and suitably managed on all sites. There must be specific management controls where construction work is adjacent to, or affects, public highways, footpaths and bridleways.

In general the standards normally applied by Chapter 8 of the New Roads and Street Works Act will apply, and personnel responsible for such activities will be expected to hold an appropriate street works qualification as a minimum and preferably the appropriate Sector Scheme 12 qualification.

Every effort must be made during the planning and management of activities to reduce the impact on the public and act as a ‘considerate constructor’ at all times. This includes reducing noise, dust and vehicle/plant movements as far as reasonable.

Construction teams should seek to engage with the community and respond promptly to complaints (relating to on and off-site activities), put things right and seek feedback.

**6.7 The Use of Vehicles and Site Plant**

Construction teams must ensure adequate segregation between plant, vehicles and pedestrians. Adequate arrangements must be in place to prevent persons being put at risk from operated plant.

In a recent example of best practice, contractors have provided pedestrian barriers for archaeological teams, outside of the danger zone of excavators. Arrangements were such that no one was allowed to encroach beyond these until the machine had been hydraulically isolated. Contractors are expected to follow these arrangements or alternatives with similar controls for all such activities.

Works involving ride on plant operating close to water or embankment edges where there is a significant drowning risk must work in accordance with a documented site specific RA.

Every dumper over 2T used on the highway as part of our projects will have proximity sensors, or an alternative means of eliminating blind spots, fitted as standard,. The same arrangements will apply to other ride on plant used on site unless there is a specific RA which identifies these controls are not necessary.

Recognising that technology is now available, we will look to ensure all earth moving plant is fitted with 360 vision technology by 2018 allowing phased upgrade.

There will be a zero tolerance on the failure to wear seat belts where fitted, unless a specific documented RA has been produced.

Plant must be inspected after delivery for any obvious defects. Particular attention should be made to the condition of hydraulic hoses. Damaged hoses must be replaced.

Plant must be inspected regularly for any damage or wear and tear that may result in leaks of fuel and hydraulic fluid.

Maintenance of site plant will be done in a way to minimise the environmental risk, with appropriate control measures in place.

Suitable pollution prevention measures will be put into place under attachments, static plant or other items where there is a risk of leaks or spillages

All on-site plant with hydraulic systems working in, over, or within 10 metres of watercourses, vulnerable groundwater zones and sensitive areas such as SSSI’s, must use biodegradable hydraulic oil.

Exceptions to this, for specialist plant, must be justified and the pollution risk assessed by the Contractor and approved in writing by the Environment Agency Project Executive or Operations Manager for internally delivered works.

All site plant will be supplied with bio-degradable hydraulic oil, subject to the exemption above, by 2018

**6.8 Use of Mats**

Environment Agency Area operations field teams will follow their own arrangements. All other contractors will ensure the following:

Where any item of ride on plant is to be used on mats within one machine width of a water body, stream, or river, the risk of sliding towards the water will be assessed and controlled.

**6.9 Working near Overhead Power Lines and Underground Services**

Designers must ensure that as far as reasonably practical scheme designs minimise conflict with services.

All schemes will be subject to a services survey carried out by a competent supplier. Except where a RA identifies no hazard exists.

Construction teams should prioritise the use of soil picks and vacuum excavation wherever possible. Flame retardant clothing must be worn, unless Risk Assessed out, when excavating within 500mm of a known live electric or gas main. Insulated tools must be used when working in close proximity to electrical services.

**6.10 Working at Height**

When designing, or constructing temporary work platforms, access ways etc. Stair way systems will be prioritised over ladders.

**6.11 Invasive and non Native species**

We will identify and manage invasive non native species such as Japanese Knotweed and Himalayan Balsam in the work locations. Excavation of affected areas is the least preferred option.

Sites will follow the [relevant bio-security advice](http://www.nonnativespecies.org/checkcleandry/) with site specific arrangements formally documented and followed.

**6.12 Management/Resource Efficiency and Carbon Management**

Contractors and Designers will:

* Use Site Waste Management Plans effectively on all schemes.
* Take advantage of opportunities for standardisation, prefabrication, off-site manufacture and locally sourced materials.
* Encourage innovation of cost-effective low carbon solutions.
* Prioritise, as far as practicable, energy efficiency initiatives on site and in design, such as connection to the grid, insulated cabins, fuel efficient plant and vehicles, low carbon concrete.
* Use information available from the Environment Agency’s Procurement Sustainability Risk Assessments for each project.
* Adopt a zero waste approach.
* Specify, design, source and prioritise materials and products from recycled or renewable sources, and avoid virgin, and as far as practicable, finite resources.
* Use on-site borrow pits where appropriate to win material with subsequent habitat creation.
* Use the [CL:AIRE register of materials](http://www.claire.co.uk/index.php?option=com_content&view=article&id=800&Itemid=333) to source material and to offer excess material
* Use available design tools to maximise resource efficiency e.g. ‘[WRAP Designing out Waste Tool for Civils Projects’](http://www.wrap.org.uk/content/designing-out-waste-design-team-guide-civil-engineering) and the [Construction Carbon Calculator](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/409239/LIT_7067_9ea464.xlsm) during options design and construction stages to identify, investigate and implement carbon reduction opportunities.
* Comply with the UK Government timber procurement policy for all timber including temporary works.

**6.13 Emergency Arrangements.**

When work is in progress, framework partners, and CDM duty holders will ensure there are effective arrangements for managing safety, health or environmental incidents and emergencies.

We would not normally expect our contractors to undertake any lone working except where the risk involved is no greater than for a member of the public in a non-construction environment, for example, whilst travelling to sites, inspecting completed works from a public access etc.

In all instances where contractors elect to undertake lone working, suitable documented arrangements including monitoring and emergency situations must be in place.

**7.0 Information and Communication**

**7.1 Health, Safety & Environment Managers Groups**

Forums will be established where this is considered to be a benefit to the framework community for the sharing of information, best practice and learning to allow collective work on common problems. Contractors and design consultant Safety, Health & Environment Managers will be invited to lead and attend framework meetings along with representatives from the Area Operations teams.

**7.2 Design Risk Assessments and Buildability Statements**

Designers will ensure that all risks which cannot be eliminated or adequately controlled, and which may not be immediately apparent to the contractor, are clearly identified. As a minimum, this will involve effective use of SHE boxes on drawings. Hazard maps must also be produced for WEM delivered works. Other contractors will be expected to comply by 2018.

Designers will ensure that hazard information which may be relevant to operators or maintainers of the asset, for example confined spaces, mechanical systems etc are identified for inclusion in the safety file.

**7.3 Site Induction and Briefings**

Each Contractor must include within inductions, information regarding the SHE Code of Practice, and what this means in respect of individual health, safety and environmental performance and behaviour.

Inductions should be appropriate to the level of risk, the activities on site and will include site specific SHE risks associated with the project. In particular the key items from the Environmental Action Plan (EAP) where relevant, will be shared during the induction.

Operatives any physical work will be briefed on the appropriate method statement. Method statements will be debriefed (‘brief back’) by operatives before the second use of that method to ensure that staff have:

a) understood the method statement.

b) Any defects in the method statement discovered during the first period of use can be raised and remedied before work continues.

c) added any changes to the method of works can be added to the method statement and re-briefed to the operatives before starting works.

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**8.0 Monitoring and Review**

**8.1 Contractor Health, Safety and Environmental Monitoring**

The Environment Agency has its own active monitoring arrangements which will apply to internally delivered works. For externally delivered works the following requirements apply:

All projects lasting between 7 and 30 days will be inspected by the Contractor’s own competent management staff and the findings recorded.

Projects lasting for 30 days or more must be inspected by the Contractor’s own competent HS&E Advisor normally at two week intervals with at least one visit being for the purposes of an inspection which will be recorded.

Following each recorded inspection, and within four working days of the visit, the HS&E Advisor’s report will be provided to the following as appropriate:

* Environment Agency Project Manager
* EEC Project Manager
* Site Supervisor

Each designer and contractor shall ensure that arrangements are in place to assess the competency of professional and supervisory staff against the requirements of their own company’s safety, health and environmental management systems.

**8.2 Annual Supplier Review**

As part of our partnering approach, we will review performance annually with each key supply chain partner. We will listen to their views of the performance of the Environment Agency and its frameworks so that opportunities for improvement can be captured.

The Environment Agency will review their own performance against compliance of the SHE Code of Practice.

**8.3 Accident / Incident and Near Miss Notification and Investigation**

Health and Safety

Environment Agency Area Operations teams follow their own reporting procedures. The following explains the approach for all other projects delivered by external contractors.

All RIDDOR reportable events, accidents requiring medical attention, and near misses with a potential serious consequence must be reported by the Contractor at the earliest opportunity to the ECC Project Manager, Site Supervisor and Environment Agency Project Manager.

Initial reports for such incidents must be followed by a written report using the form in Appendix A or a comparable form containing this information.

A final and comprehensive investigation report must be provided by the Contractor to the Environment Agency Project Manager, Construction SHE Team, and where relevant, the ECC PM within 14 days. This period can be extended for complex incidents following agreement with the Project Manager and/or the Environment Agency Construction SHE team.

The accident investigation should consider the guidance contained in the HSE publication HSG 245, ‘Investigating Accidents and Incidents’.

Environmental Incidents

Environment Agency Area Operations teams follow their own reporting procedures. The following explains the approach for all other projects delivered by external contractors.

All environmental incidents and significant near misses must be reported to the Environment Agency Incident Hotline 0800 80 70 60 at the earliest opportunity, and then to the Environment Agency Project Manager, Construction SHE Team, and where relevant, the ECC Project Manager, Site Supervisor and Environment Agency NEAS Officer.

Initial and final reports will be submitted as for a health and safety incident.

The Environmental incident and near miss reporting poster shall be displayed in a prominent position in the site office and in the welfare accommodation.



Appendix A - INFORMATION REQUIRED from the Contractor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Title & address of site | | | | |
|  | | | | |
| **Name of main Contractor** |  | **Name of injured party** | |  |
| **Date of incident** |  | **Name of injured party’s employer** | |  |
| **Time of incident** |  | **Who were they?** | | Contractor;  Member of the Public;  Other, describe; |
| **Reported to the EA PM by** |  |  | |  |
|  |  |  | |  |
| Injury/incident details | | | | |
|  |  | **Tick** | **Type & comment** | |
| Estimated Severity  (see over for definitions) | HSE Reportable |  |  | |
| Medical Attention Required (not first aid) |  |  | |
| Near miss with serious potential outcome |  |  | |
| Environmental Incident |  | NIRS Ref: | |
| **Part & side of body injured/ Environment affected** |  | **Type of injury or DO classification** | |  |
| **Immediate cause of injury** |  | | | |
|  |  |  | |  |
| Investigation details | | | | |
| **Who is undertaking the investigation?** | Name;  Title;  Contact no.; | **When will the investigation reports be provided to the EA PM?** | | Incident facts confirmed;  Interim report, if applicable;  Final report; |

Appendix A - Background information

1. All those incidents identified below must be reported to the Environment Agency (EA) Project Manager and where relevant the ECC Project Manager at the first opportunity following the incident.
   1. All HSE Reportable incidents, including fatalities, specified injuries, injuries resulting in over 3 days absence, dangerous occurrences and diseases, or . include over £50k worth of property damage.
   2. All injuries or incidents, which are not reportable to the HSE but

* Require medical treatment by a doctor or a nurse, or
* In the case of people at work, result in an absence of 1, 2 or 3 days, or
* Result in £10k-50k property damage.
  1. Significant near misses. If a Contractor is unsure as to whether an incident is reportable to the EA the Contractor should consult the EA Project Manager.
  2. All environmental incidents and near misses, following the procedure in the ‘orange’ posters

1. Using the template overleaf will ensure that all the information required in the first instance is provided to the Environment Agency. Contractors should use the template to provide as much information as possible. Contractors can produce subsequent revisions of the template as more information becomes available.
2. Contractors are required to investigate their own injuries and incidents; the depth and detail of the investigation must be proportionate to the incident severity or potential severity. Investigation reports should reach the EA Project Manager by no later than 14 days following the accident or incident; any deviation from this must be reported to and agreed with the Project Manager and/or Construction Safety Health and Environment Manager.

# **Appendix B Site Register**

# Induction record & information required By Environment Agency

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Date** | **Name** | **Employer & CSCS No.** | **Contractor Direct & Sub-contr. staff** | **EA & Client representatives** | **Others** | **CSCS**  **Registered?** Yes or No |
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|  | **Totals** | | |  |  |  |  |

1. CSCS Registered? – either Yes or No (copies of CSCS cards or equivalent acceptable to the CECA Handbook, to be held on site

**Appendix C - Strategic Leadership Board Commitment.**

The Strategic Leadership Board (SLB) is made up of senior managers from each of the main framework organisations, ncpms, Procurement and the Environment Agency customers. SLB have committed themselves to promoting the highest standards of safety, health and environmental stewardship as follows:

* SLB Members are individually committed to and make themselves personally accountable for moving us to a place *beyond zero*, knowing that it will be hard, and some will say impossible, but because it is right.
* SLB will create organisations and a partnership to which every employee is proud to belong and is encouraged to excel, so that health safety and environmental incidents are no longer part of what we do.
* SLB members will lead by example, and in particular committing themselves to eliminating all accidents and incidents caused by reasonably foreseeable management system failures by 2014.

**Appendix D**

**The Health and Safety timeline for ncpms projects only**

The H&S timeline has been developed as a guide for ncpms project delivery.  It signposts the main Health and Safety considerations, inputs and products against the various stages of project delivery.

Using the gateway milestones as reference points, it identifies the parties responsible for undertaking certain H&S activities and can be used as a guide during the planning and execution of projects.  It is not meant to be a comprehensive guide to Health and Safety process, but aims to be a simple overview that helps to bring more consistency into the planning and delivery of Health and Safety inputs during a projects lifecycle.

**Notes for using the timeline**

1. Parties shown (BOLD) are to receive documents produced.

2. The above focuses on the relative order of activities rather than relative timescales.

3. Tender documents to include H&S Risk Register.

4. Reference required at this stage to RAG/Buildability statement reference document.

5. The above milestones and actions provide a baseline for projects to work from with the process being tailored by the project team to reflect the level of significant hazards and the risks associated to those hazards.

6. The design should be checked against the RAG list periodically during the design phase.

7. CDM requirements for the SI process are to be discussed with the Principal Designer (PD)

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1. [↑](#footnote-ref-1)