

Highways England Company Limited

Concrete Roads Framework – LEW

Scope

Health & Safety

Annex 15

CONTENTS AMENDMENT SHEET

Amend. No.	Revision No.	Amendments	Initials	Date
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1	HEALTH AND SAFETY
1.1	General Requirements
1.1.1	The <i>Contractor</i> complies with the <i>Client</i> 's health and safety policies, procedures, and guidance notes as detailed in Annex 02 to the main Scope.
1.1.2	The <i>Contractor</i> complies with and operates according to all relevant and prevailing health and safety legislation, considerations, guidance and industry best practice. The <i>Contractor</i> Provides the Works in a way that aligns to the <i>Client's</i> health and safety policies and initiatives.
1.2	Management of Health and Safety
1.2.1	The Contractor
	• operates a formal health and safety management system which complies with ISO45001:2018 or another equivalent and relevant standard accepted by the <i>Project Manager</i> , and
	 documents the systems and fully and effectively implements the health and safety management system prior to the <i>starting date</i>.
1.2.2	The Contractor
	 obtains certification from a body accredited by UKAS (or another body accepted by the <i>Project Manager</i>) of its health and safety management system within 6 months of the Contract Date and submits to the <i>Project Manager</i> a copy of all certificates within one week after it is obtained.
	If the <i>Contractor</i> already holds such certification at the Contract Date, the <i>Contractor</i> submits to the <i>Project Manager</i> a copy of all certificates within one week of the Contract Date.
1.2.3	The <i>Contractor</i> operates and develops its health and safety management system to meet the <i>Client's</i> requirements. The <i>Contractor</i> provides consistency of approach and interoperability with other stakeholders where appropriate, ensuring activities are consistent between all stakeholders, allowing seamless provision of <i>works</i> between different sites within the Working Area.
1.2.4	The <i>Contractor's</i> health and safety management system forms part of the <i>Contractor's</i> Quality Plan.

1.3 Con	tractor's occupational health management system
1.3.1	The Contractor:
	 operates an occupational health management system in line with requirements of the Health and Safety Executive's prevailing construction occupational health management model, Essentials of Managing Construction Health Risks, and
	• participates in <i>Client</i> working groups to improve health and safety management performance in relation to the following topics
	 designing for health and safety in buildability and operability and maintenance,
	\circ construction health and safety improvement and
	\circ sustainable design and sustainable construction.
1.3.2	If, in the opinion of the <i>Client</i> , the <i>Contractor</i> is Providing the Works in an unsatisfactory manner or commits a breach in:
	any prevailing legislation or,
	• the Contractor's health and safety management system or,
	 a subcontractor's health and safety management system or,
	• the <i>Client's</i> health and safety management system,
	the <i>Project Manager</i> notifies the <i>Contractor</i> following the process set out in GG128 (Requirements for reporting incidents, events and undesirable circumstances: health, safety, wellbeing, structural and environmental) (see link in Annex 02) and raises formally via the Quality Points system and the <i>Client's</i> H&S management system assurance process.
1.3.3	The notification provided by the <i>Project Manager</i> to the <i>Contractor</i> sets out the breach or breaches identified with reasons and outlines the minimum steps required of the <i>Contractor</i> to rectify the breach, and a date for rectifying.
1.3.4	Where the <i>Contractor</i> has been given notification of a breach, the <i>Contractor</i> rectifies the breach or failure to Provide the Works, in a satisfactory manner, by the date specified by the <i>Project Manager</i> . The <i>Contractor</i> corrects other breaches that are not notified by the <i>Client</i> .
1.4 Sub	contractors' health and safety management systems
1.4.1	The <i>Contractor</i> ensures that any of its subcontractors (at any stage of remoteness from the <i>Client</i>) working on sites where the <i>Contractor</i> is the principal contractor operate a formal health and safety management system which fulfils the requirements set out above.

1.5	Health and safety culture and communication
1.5.1	The <i>Contractor</i> ensures that it creates a culture and communications that align to the <i>Client's</i> "Home Safe and Well" message. The <i>Contractor</i>
	 operates a behavioural safety programme,
	 establishes, operates and delivers health and safety employee consultation arrangements to its employees in accordance with applicable prevailing health and safety legislation,
	 provides relevant health and safety training, including induction, to staff and visitors to ensure compliance with prevailing health and safety legislation and approved codes of practice and
	 participates in <i>Client</i> events, programmes and initiatives as appropriate and if requested.
	 leads and participates in programmes and initiatives with the Partners as appropriate and if requested.
1.6	Health and safety exchange of information
1.6.1	The <i>Client</i> provides information to the <i>Contractor</i> to enable the <i>works</i> to be performed in a safe and legally compliant manner.
1.6.2	The <i>Contractor</i> provides information in the frequency and format specified in the contract, or if a different frequency and format is required, as specified by the <i>Project Manager</i> .
1.6.4	The <i>Contractor</i> immediately brings to the attention of the <i>Project Manager</i> any issue or potential issue that may have a detrimental impact on the health and safety of any stakeholders.
1.7	Health and safety resources
1.7.1	The <i>Contractor</i> retains sufficient competent health and safety resource as part of its management structure.
1.7.2	The minimum requirements for the <i>Contractor's</i> health and safety resources are that their leads
	 have membership of The Institution of Occupational Safety and Health (IOSH),
	 are qualified to National Examination Board in Occupational Safety and Health (NEBOSH) standard (or higher),

	• have a demonstrable working knowledge of prevailing health and safety legislation, guidance and approved codes of practice relevant to the <i>works</i> and
	• have the appropriate level of competence, training and demonstrable experience in the field for which they are Providing the Works.
	The named roles and descriptions for this contract are set out in the <i>quotation information</i> .
1.8 Hea	Ith & safety competence of <i>Contractor's</i> employees
1.8.1	The <i>Contractor</i> ensures that its employees are competent to Provide the Works and upon request provides the <i>Project Manager</i> with information about the <i>Contractor's</i> arrangements for assuring employee competence and with employee training records.
1.8.2	Before commencement of the <i>works</i> , the <i>Contractor</i> provides the <i>Project Manager</i> with a statement (signed by a person authorised to sign tenders on behalf of the company) to confirm that all the <i>Contractor's</i> employees and subcontractors (at any stage of remoteness from the <i>Client</i>) are competent to undertake the roles that they are assigned to, to deliver the <i>works</i> . The <i>Contractor</i> provides further signed statements to the <i>Project Manager</i> when any new <i>Contractor</i> employees are appointed or assigned to deliver the <i>works</i> .
1.8.3	For roles where no suitable recognised competence standards exist, the <i>Contractor</i> provides information against the selection criteria and method used to provide assurance of competence.
1.9 Hea	Ith and Safety in Construction
1.9.1	The <i>Contractor</i> ensures that assets, including materials and equipment, are used, installed, constructed and maintained in accordance with prevailing legal requirements, standards and specifications instructed by the <i>Client</i> .
1.10 Inc	dent Reporting and Investigation
1.10.1	The <i>Contractor</i> complies with the <i>Client</i> 's Guidance GG128 "Requirements for reporting incidents, events and undesirable circumstances: health, safety, wellbeing, structural and environmental" or its later update or replacement, including any time periods required by GG128 (see link in Annex 02). If a time period is not specified in GG128 then the <i>period of reply</i> applies unless agreed otherwise by the <i>Project Manager</i> .
1.10.2	Following the notification of an incident, the <i>Contractor</i> , in line with the <i>Client</i> 's standards, determines if a formal investigation is required, and if

	necessary follows the notification, investigation and reporting procedures as set out therein.
1.10.3	The <i>Contractor</i> undertakes investigations with an independent competent person who has relevant training, knowledge and experience in effective accident/incident investigation.
1.10.4	Nothing prevents the <i>Contractor</i> from carrying out its own (additional) investigation of an incident, and in such case, the <i>Contractor</i> provides a copy of its completed incident report to the <i>Client</i> .
1.10.5	 The incident report provides information on the circumstances surrounding the accident/ incident and any remedial measures to be taken in order to prevent a recurrence and relevant photographs and statements as an integral part of the report.
1.10.6	Where the <i>Contractor</i> is compiling a draft investigation report, the <i>Contractor</i> discusses the findings of the draft report with the <i>Project Manager</i> prior to the production of the final draft of such a report.
1.10.7	The <i>Contractor</i> implements applicable recommendations arising from incident investigations within the timescales agreed with the <i>Project Manager</i> .
1.10.8	The <i>Client</i> has the right to investigate any incidents wherever they may occur.
1.10.9	The <i>Contractor</i> provides the <i>Client</i> unrestricted access at all reasonable times to the facilities, equipment, materials, employees and records of the <i>Contractor</i> or the subcontractor (at any stage of remoteness from the <i>Client</i>) for this purpose (subject to any statutory or contractual obligation prohibiting this access).
1.10.10	The <i>Contractor</i> provides a copy all materials related to an incident to the <i>Project Manager</i> within the timescales agreed. Any material that would otherwise fall to be disclosed by the <i>Contractor</i> to the <i>Client</i> may be withheld by the <i>Contractor</i> , provided that the <i>Contractor's</i> legal adviser confirms to the <i>Client</i> that the material is
	 a confidential communication between the <i>Contractor</i> and its legal advisor for the purposes of seeking or giving legal advice that the legal advisers would normal expect to be given legal privilege in the normal course of its business with the <i>Contractor</i>, or a confidential communication between the <i>Contractor</i> or its legal advisers and a third party where the communication came into

	existence with the dominant purpose of being used in connection with contemplated, pending or actual litigation in adversarial proceedings (as opposed to investigations or fact-finding inquiries).
1.10.11	The <i>Contractor</i> ensures that all subcontracts (at any stage of remoteness from the <i>Client</i>) contain requirements similar to subparagraphs 1 and 10 above.
1.11 Hea	Ith and Safety Inspections
1.11.1	The Contractor
	• carries out formal site safety inspections as agreed with the <i>Project Manager</i> and documents the findings of these inspections,
	ensures that only competent persons carry out inspections,
	 notifies the <i>Project Manager</i> in advance of the date of an inspection, and allows the <i>Client</i> to participate in inspections if the <i>Project</i> <i>Manager</i> requests to do so and
	• takes effective actions to ensure that any issues identified during inspections are effectively addressed within the timescales agreed with the <i>Project Manager</i> .
1.12 Hea	Ith and Safety Management Audit
1.12 Hea	Ith and Safety Management Audit The Contractor allows the Project Manager unrestricted access at all contracted hours to the premises, equipment, materials, employees and records of the Contractor and any subcontractors (at any stage of remoteness from the Client) (unless a statutory or contractual obligation prohibits the disclosure of any such records) to audit any, or all of the Contractor's health and safety management systems. The Contractor includes, in all subcontracts, the rights of access for the Project Manager.
	The <i>Contractor</i> allows the <i>Project Manager</i> unrestricted access at all contracted hours to the premises, equipment, materials, employees and records of the <i>Contractor</i> and any subcontractors (at any stage of remoteness from the <i>Client</i>) (unless a statutory or contractual obligation prohibits the disclosure of any such records) to audit any, or all of the <i>Contractor's</i> health and safety management systems. The <i>Contractor</i>
1.12.1	The <i>Contractor</i> allows the <i>Project Manager</i> unrestricted access at all contracted hours to the premises, equipment, materials, employees and records of the <i>Contractor</i> and any subcontractors (at any stage of remoteness from the <i>Client</i>) (unless a statutory or contractual obligation prohibits the disclosure of any such records) to audit any, or all of the <i>Contractor's</i> health and safety management systems. The <i>Contractor</i> includes, in all subcontracts, the rights of access for the <i>Project Manager</i> . The <i>Contractor</i> implements all recommendations from such audits agreed by the <i>Client</i> within a timescale mutually agreed between the <i>Client</i> and the
1.12.1	The Contractor allows the Project Manager unrestricted access at all contracted hours to the premises, equipment, materials, employees and records of the Contractor and any subcontractors (at any stage of remoteness from the Client) (unless a statutory or contractual obligation prohibits the disclosure of any such records) to audit any, or all of the Contractor's health and safety management systems. The Contractor includes, in all subcontracts, the rights of access for the Project Manager. The Contractor implements all recommendations from such audits agreed by the Client within a timescale mutually agreed between the Client and the Contractor.

	competent persons are maintained to continuously fulfil duty requirements throughout the <i>works</i> .
1.13.3	Principal contractor duties (as defined by CDM Regulations 2015) are to be undertaken by the <i>Contractor</i> when instructed by the <i>Project Manager</i> . The <i>Contractor</i> refers to the Construction Industry Training Board (CITB) guidance when carrying out the principal contractor role. Where the <i>Contractor</i> is not required to undertake the principal contractor duties, the <i>Client</i> notifies the <i>Contractor</i> as to who will be undertaking this role.
1.13.4	During the pre-construction phase and before setting up a construction site in Working Area, the <i>Contractor</i> creates a construction phase plan in respect of the relevant <i>works</i> in compliance with Regulation 12(2) of the CDM Regulations 2015 and provides a copy of the plan to the <i>Project</i> <i>Manager</i> .
1.13.5	Where instructed by the <i>Project Manager</i> , the <i>Contractor</i> undertakes the role of principal contractor and associated duties in respect of the <i>works</i> to which the CDM Regulations 2015 apply including:
	• work carried out by the <i>Client</i> or
	work carried out by Others.
1.14 Med	ical Fitness
1.14.1	The <i>Contractor</i> advises the <i>Project Manager</i> of any known medical disability or condition of any <i>Contractor</i> employees, or subcontractor's employees, or employees of any other related party, which is to be risk assessed and effective controls put in place to ensure their own health, safety and wellbeing and the health, safety and wellbeing of others.
1.14.2	
	When requested by the <i>Project Manager</i> , the <i>Contractor</i> provides such information and other evidence (anonymised and with consideration given to the protection of Personal Data at any stage of remoteness from the <i>Client</i>) as may be reasonably required by the <i>Client</i> to demonstrate compliance with the above requirement.
	information and other evidence (anonymised and with consideration given to the protection of Personal Data at any stage of remoteness from the <i>Client</i>) as may be reasonably required by the <i>Client</i> to demonstrate
	information and other evidence (anonymised and with consideration given to the protection of Personal Data at any stage of remoteness from the <i>Client</i>) as may be reasonably required by the <i>Client</i> to demonstrate compliance with the above requirement.

1.15.3	The <i>Contractor</i> monitors and records working days lost due to illness and stress-related conditions, and introduces management systems for minimising ill health. This data is supplied on request to the <i>Project Manager</i> .
1.16 Alco	ohol and Substance Abuse
1.16.1	The <i>Contractor</i> ensures its employees, whilst engaged in Providing the Works, are not at any time in possession of, do not take, have not taken, and are not under the influence of any intoxicating substance ('Prohibited Substance'). This requirement does not apply where the <i>Contractor's</i> employees possess a Prohibited Substance for bona fide medical reasons for which the <i>Project Manager</i> has given acceptance for such <i>Contractor</i> employees to be engaged in Providing the Works.
1.16.2	The <i>Contractor</i> notifies the <i>Project Manager</i> of any its employees who are undergoing a voluntary detoxification/rehabilitation programme whereupon the <i>Client</i> has the right to prevent such <i>Contractor's</i> employees from Providing the Works.
1.16.3	Where the <i>Project Manager</i> is of the opinion that any of the <i>Contractor's</i> employees (or any subcontractors involved in Providing the Works) may be in possession of, have taken, or are under the influence of any Prohibited Substance while Providing the Works, the <i>Project Manager</i> instructs the <i>Contractor</i> to perform the following as appropriate of such <i>Contractor</i> employees
	breath testing by breathalyser,
	urine testing by urinalysis,
	 both breath testing and urinalysis and
	• a search of personal possessions/ work area of such <i>Contractor</i> employees for evidence of a prohibited substance.
1.17 Hea	Ith and Safety Charity-based Incentive Schemes
1.17.1	The <i>Contractor</i> adopts charity-based incentive schemes covering local and national charities if requested to do so by the <i>Client</i> .
1.18 Hea	Ith and Safety Maturity Matrix Action Plan
1.18.1	If the <i>Contractor</i> (or where there is a joint venture, each Consortium Member) does not have an agreed Health and Safety Maturity Matrix Action Plan ('HSMM Action Plan') with the <i>Client,</i> the <i>Contractor</i> (or each Consortium Member) delivers a HSMM Action Plan and submits it to the <i>Project Manager</i> not later than 6 weeks following the Contract Date.

1.18.2	The HSMM Action Plan is based on the Health and Safety Maturity Matrix ('HSMM') and the associated implementation plan produced by the <i>Contractor</i> (or each Consortium Member). It details specific actions to be taken under this contract by the <i>Contractor</i> (or each Consortium Member) and its subcontractors (at any stage of remoteness from the <i>Client</i>) in order to support delivery of the improvements identified in the implementation plans for the <i>Contractor</i> (or each Consortium Member).		
1.18.3	The <i>Contractor</i> (or each Consortium Member) updates their HSMM Action Plan as needed to support delivery of the improvements identified in the implementation plans and on each anniversary of the Contract Date. The annual updates are based on the updated HSMM and implementation plans produced by the <i>Contractor</i> (or each Consortium Member).		
1.18.4	The <i>Contractor</i> (or each Consortium Member) keeps a controlled copy of the HSMM Action Plan available for inspection by the <i>Client</i> at all times.		
1.18.5	 The <i>Project Manager</i> notifies the <i>Contractor</i> (or a Consortium Member) if at any time the <i>Client</i> considers that the HSMM Action Plan: does not comply with the requirements of this contract or is not capable of delivering the improvements identified in the implementation plans. 		
1.18.6	Following such notification, the <i>Contractor</i> (or each Consortium Member) reviews the HSMM Action Plan and reports to the <i>Project Manager</i> setting out proposed changes. If the <i>Project Manager</i> accepts the proposals, the HSMM Action Plan is changed within agreed timescales.		
1.18.7	If the <i>Contractor</i> (or where there is a joint venture, each Consortium Member) does not have an agreed Health and Safety Maturity Matrix Action Plan ('HSMM Action Plan') with the <i>Client</i> , the <i>Contractor</i> (or each Consortium Member) delivers a HSMM Action Plan and submits it to the <i>Project Manager</i> not later than 6 weeks following the Contract Date.		
1.19 Man	1.19 Management of Road Risk		
1.19.1	The <i>Contractor</i> ensures that it has systems in place for the effective management of occupational road safety in accordance with guidance provided by the HSE or other relevant industry guidance.		
1.19.2	The <i>Contractor's</i> road safety management system has provision for assessing traffic management, driver competence and eligibility, driver safety training, vehicle maintenance and accident and incident investigation.		

1.20 Drivi	ing for Better Business	
1.20.1	The <i>Contractor</i> , as part of its organisation's health and safety at work programme	
	 complies with an accredited scheme for managing "Work- Related Road Risk" (WRRR), 	
	• provides evidence of this to the <i>Project Manager</i> and	
	• manages WRRR to an appropriate standard for the <i>works</i> that is being provided.	
1.20.2	Within six months of the Contract Date, the Contractor	
	 registers with the "Driving for Better Business" (DfBB) programme, 	
	 undertakes the DfBB risk assessment and gap analysis of their 'driving at work' activities which covers all drivers and vehicles that may be used on business, 	
	 implements a 'driving for work' policy that 	
	 complies with "Health and Safety Executive" (HSE) guidance, 	
	\circ applies to all areas of the business,	
	\circ applies to all types of driving undertaken,	
	 is communicated effectively to all employees who may drive for business purposes and 	
	 includes a statement from their chief executive officer (CEO) or board director responsible for WRRR that outlines the importance attached to work-related road safety, 	
	• implements an effective system for measuring and monitoring fleet activity including the frequency and severity of any collisions, together with driver and vehicle compliance. This includes as a minimum	
	 records of crashes and investigation results, 	
	 driver training or education supplied, 	
	 driver licence checking and relevant insurance checking, 	
	 employee policy acceptance and 	
	 vehicle checks and defect reporting, 	

	 implements an effective system for promoting the same level of awareness regarding WRRS and compliance with HSE guidance through any subcontractors involved in Providing the Works. The <i>Contractor</i> completes (and ensures that all its subcontractors complete
	• includes these requirements in all subcontracts (at any stage of remoteness from the <i>Client</i>).
1.20.3	<i>The Contractor</i> shares knowledge and best practice with the DfBB community where appropriate or as advised by the <i>Project Manager</i> and attends any related events/ initiatives as instructed by the <i>Project Manager</i> .
1.21 Secu	urity
1.21.1	The <i>Contractor</i> obtains the consent of its employees to the searching at any time by an authorised representative of the <i>Client</i> , of their person or their property or of any article including, without limitation, any container, package, box, holdall, suitcase or vehicle which is in the possession or use of <i>Contractor</i> 's employees on the <i>Client</i> 's premises/ property /site, or being retained by the <i>Client</i> on behalf of the <i>Contractor</i> or <i>Contractor</i> 's employees.
1.21.2	Any person not complying or unwilling to comply with the requirements above, is removed from the <i>Client</i> 's premises/ property /site and not permitted access to the <i>Client</i> 's premises/ property /site.
1.22 Rais	ing the Bar Initiative
1.22.1	The <i>Client's</i> "Raising the Bar" initiative and subsequent guidance documents derive from a drive to raise health and safety standards across the industry through sharing best practice approaches. Details are found in Annex 02 .
1.22.2	The <i>Contractor</i> compares the "Raising the Bar" initiative guidance with their own health and safety practices and provides a report to the <i>Project Manager</i> prior to the <i>access date</i> detailing

	 where the "Raising the Bar" initiative guidance is more comprehensive than the <i>Contractor's</i>, the <i>Contractor</i> produces a remedial plan for bringing their working practices up to this minimum standard and where the <i>Contractor's</i> working practices surpass those set out in the guidance, the <i>Contractor</i> provides details of these to allow the <i>Client</i> to update the guidance for the benefit of all road workers. 	
1.22.3	The <i>Client</i> undertakes an independent audit process established to assure the implementation of "Raising the Bar" initiative activities. Assessment (and expectation) levels will increase over time as health and safety standards are raised and the bar is set incrementally higher.	
1.22.4	The "Raising the Bar" initiative and subsequent guidance documents derive from a drive to raise health and safety standards across the industry through sharing best practice approaches. Details are found in Annex 02 .	
1.23 Home Safe and Well initiative		
1.23.1	The <i>Contractor</i> submits to the <i>Project Manager</i> for acceptance, a strategy of how it will operate around the <i>Client's</i> "Home Safe and well" initiative.	
	The <i>Contractor</i> commits and contributes to the <i>Client's</i> "Home Safe and Well" initiative by defining their own commitment to getting everyone home safe and well, and considers where a positive difference can be added.	
	The Contractor	
	 considers how its role in connecting the country can really make a difference and embed safety as the first imperative across all areas of responsibility, 	
	 recognises the behaviours that enable the culture change required to achieve our vision and deliver the objectives of the organisation, engages and collaborates as appropriate with the wider business, supply chain and other stakeholders to promote health, safety and wellbeing, recognising behaviours that bring "Home Safe and Well" to life, 	
	 is responsible and accountable for the health, safety and wellbeing of those employed by the <i>Contractor</i> and those the <i>Contractor</i> works with and 	
	 embeds the "Home Safe and Well" approach within the Health and Safety Maturity Matrix (HSMM) and associated implementation and action plans. 	

1.24 Deleterious and hazardous materials	
1.24.1	Asbestos The <i>Contractor</i> complies with the Control of Asbestos at Work Regulations 2012 and General Guidance 105 asbestos management (GG105) see link in Annex 02 .