

Contractors, Safety, Health and Environment Conditions

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CONTENTS

1. Purpose	4
2. Scope	4
3. Roles and Responsibilities.....	4
4. Guideline Overview	4
4.1 Entry onto the Premises.....	4
4.2 Health and Safety.....	5
4.3 Welfare Facilities	9
4.4 Site Housekeeping.....	10
4.5 Waste.....	10
4.6 Hazardous Substances.....	11
4.7 Asbestos.....	11
4.8 Lead.....	11
4.9 Legionella	12
4.10 UXO	12
4.11 Application.....	12
4.12 Contract Award	13
4.13 Sub-contracting.....	13
4.14 Designers	13
4.15 Use of Services, Utilities and Equipment	13
4.16 Excavations – HSG 47 to be followed.....	13
4.17 Work on Highways and Footpaths	13
4.18 Cartridge Tools.....	13
4.19 Cranes, Hoists and Lifting Equipment.....	14
4.20 Confined Spaces.....	14
4.21 Gas/Gases	15
4.22 Manual Handling of Loads.....	16
4.23 Site Transport including Mobile Plant	16
4.24 MEWP (Mobile Elevating Works Platform).....	17
4.25 Noise at Work	18
4.26 Open Edges and Openings-Working at Height	18
4.27 Working near water.....	18
4.28 Diving activities	18
4.29 Electrics & Temporary Electrics	19
4.30 Site Transport	19
4.31 Machinery and Machinery Guards	20
4.32 Temporary Works (TW)	20
4.33 Working at Height	20
4.34 Environmental Risks	22

5.	Supporting Information	24
5.1	Referenced Documents (KBS Maritime).....	24
5.2	Definitions	24
5.3	Abbreviations	24
5.4	Version History	25

1. Purpose

To define Contractors Safety, Health and Environment Conditions guideline to provide the user with guidance for following the minimum contractor standards for KBS Maritime.

2. Scope

Relevant to Supply Chain and Safety, Health Environment and Quality (SHEQ) and applicable to KBS Business Management.

3. Roles and Responsibilities

- The **SHEQ Lead** is responsible for this guideline and for ensuring this it meets KBS Maritime SHEQ governance requirement.
- The Quality Management Representative is responsible for ensuring this document meets the requirements of the KBS Maritime Business Management Framework and Quality Policy.

4. Guideline Overview

This schedule sets out the minimum contractor standards required for Safety, Health and Environmental management (SHE) for KBS Maritime. It is not intended to be exhaustive but shall be considered the minimum standard acceptable by KBS Maritime for activities under its control.

In the event of any fault or failure occurring, or is considered likely to occur, KBS Maritime shall direct all operations to cease until satisfied they can safely re-commence. The Party(s) responsible for any such breaches shall also be responsible for the costs and corrective actions.

4.1 Entry onto the Premises

On initial arrival, or after a period away from Portsmouth Naval Base (PNB), the Contractor shall ensure that its employees, agents or sub-contractors report to the PNB Contractor Reception Centre (CRC) before entering site and commencing work. A PNB induction will be carried out at the CRC and a T-Card provided on completion. The T-Card will be used in some applications i.e. accessing some projects, buildings etc. The Contractor shall ensure that its employees, agents or sub-contractors do not undertake any work activity without the written prior approval of KBS Maritime.

Contractor employees, agents or sub-contractors will be issued with Passes at Trafalgar Gate, once clearances has been reviewed and approved.

The Contractor shall not work outside agreed hours without the prior written approval of KBS Maritime. The Contractor shall ensure that its employees, agents or sub-contractors shall not go into any part of a workplace, except as may be necessary to carry out their work. Only recognised routes must be used. Lone working by the Contractor's employees, agents or sub-contractors without prior written consent of KBS Maritime is prohibited.

Security passes must be visible at all times. When carrying out certain tasks it may not be unreasonable for the passes to be covered by coats and overalls etc. The Ministry of Defence (MoD) reserves the right to check security passes, search persons and vehicles when leaving PNB. More detailed Security Information may be supplied by KBS Maritime.

There is a No Smoking (tobacco based products) MOD policy on PNB. Vaping is allowed in designated areas only.

4.1.1 Young Persons

No person under the age of 18 years shall be permitted onto site without the written permission of KBS Maritime.

The Contractor shall ensure that persons under the age of 18 years are under constant supervision and only carry out duties for which they have been sufficiently trained and instructed.

Contractors will prepare risk assessments, specific to young persons, in addition to task specific risk assessments and provide copies of such risk assessments to KBS Maritime when requested.

4.2 Health and Safety

4.2.1 Zero Harm and Net Zero Carbon Goals



KBS Maritime is committed to a Zero Harm goal for Safety, Health and Environment. Zero Harm means the elimination of fatalities, serious or life-changing injuries, occupational health-related conditions and a low injury-frequency rate. Contractors must be committed to support KBS Maritime in achieving Zero Harm, SHE Goals.



KBS Maritime is committed to aiding and supporting the MoD/PNB in achieving their Net Zero Carbon goal. Net Zero Carbon means delivering a reduction in the overall greenhouse gas emissions of PNB and associated activities, to enable the MOD to meet its Net Zero Carbon Naval Base 2050 target. Contractors must be committed to support KBS Maritime in achieving Net Zero Carbon Goals.

4.2.2 Health, Safety and Environmental Legislation

The Contractor has a statutory obligation to conduct their undertakings in compliance with legislation. The conditions set out in this schedule do not alter, or alleviate, the Contractor's statutory obligations.

4.2.3 Emergency Procedures

The Contractor shall ensure that its employees, agents or sub-contractors are aware of and comply with emergency arrangements in respect of accidents, incidents, fire, gas leaks, environmental pollution, summoning the emergency services and evacuation; and confirm with KBS Maritime whether any additional emergency arrangements are required.

All emergency related calls should go to 999, This is on both mobiles and landlines.

When calling, please clearly state the following:

- Your full name
- Location of emergency (Building Name/Number or Street Name)
- Give full details of the nature of the emergency e.g. fire, medical emergency, bomb alert etc.
- Any injuries?
- Number of people involved

If 999 is dialled whilst on HMNB, the MDP Control Room will be informed via 999 control centre to ensure the emergency vehicle is escorted to the incident.

You can also contact the Emergency Response Team (ERT) directly – save the below contact numbers in your mobile phone.

07961 422669 or 07961 422682

4.2.4 Accident and Incident Reporting

As the first response to an accident/incident where danger still exists, the Contractor shall implement prompt remedial action to control immediate risks, however it should be noted that following a fatality, dangerous occurrence or specified major injury, the accident location must, where safe to do so, be left undisturbed until such time as KBS Maritime advise otherwise.

Contractor shall co-operate with any investigations.

All near misses and accidents, including those notifiable to the HSE under the RIDDOR Regulations, shall be reported to KBS Maritime and the MOD.

If an accident or incident occurs on board a Royal Navy ship, the Contractor shall inform the ship directly as well as complying with section 13.3

4.2.5 First Aid

The Contractor shall ensure that adequate first aid facilities are in place. KBS Maritime will ensure that notices are displayed at prominent locations identifying the First Aid arrangements.

4.2.6 Health and Safety Monitoring

KBS Maritime shall advise the Contractor of assurance and monitoring activities carried out from time to time. KBS Maritime will provide Audit /Inspection reports to the contractor, which will detail any issues that give rise of concern with regards to SHE as well as comments on good practice techniques employed on site.

Where Contractors undertake assurance and monitoring activities, they shall ensure they provide KBS Maritime relevant reports and findings. Site Safety, Health and Environment Consultations

The Contractor shall attend Safety, Health and Environment consultations, and shall send an appropriate representative. Such consultations shall include seminars, safety action groups and presentations.

4.2.7 General Competence and Training

The Contractor is responsible for the provision of a competent trained workforce and shall ensure that they receive suitable training and regular updates.

The Contractor shall ensure that all persons under their control receive a site-specific task induction prior to commencing work on site.

The Contractor will provide records of training if requested by the KBS Maritime.

Contractor employees, agents or sub-contractors will be fully trained and competent for the tasks they are required to perform, and the Contractor is responsible for demonstrating this prior to work commencement. They will also hold relevant Trade skill cards, for example but not limited to:

- CSCS Safety Skills – (CITB)
- ARCA/ACAD – Asbestos
- Gas Safe Register – (Gas)
- ECS– (Electrical)
- CCDO – Demolition Operatives
- CISRS – (Scaffolding)
- CPCS – (Plant)
- NRSWA – (New Road and Street Works)

All Contractor management and supervisors managing works must demonstrate competence, for example but not limited to:

- CSCS
- SSSTS
- SMSTS
- IOSH Managing Safety

Contractors whose duties are managing, or supervising projects and their operatives must be easily identified to KBS Maritime by the wearing of a Black Safety Helmet.

4.2.8 High Risk Activities, Risk Assessments and Method Statements

Where the activities of the Contractor are likely to put any person at risk, the Contractor shall carry out a risk assessment and produce a written safe system of work which will be used to brief all relevant persons associated with the activity and which will be applied to ensure that the work is carried out safely. Risk assessments and method statements must be issued to KBS Maritime for review prior to any works commencing.

The Contractor shall also ensure that a Method Statement on how the task is to be completed safely must be produced. This is to be briefed and followed by the contractors' employees, agents or sub-contractors. This can also take form as a more complex Safety Plan.

These are to be reviewed by KBS Maritime prior to any projects starting.

Before work commences, the Contractor shall produce a written risk assessment in respect of the Services and a safe system of work and a specific written risk assessment in respect of any high-risk activities, including, without limitation, the following:

4.2.9 KBS Maritime SHE Safety Critical Controls for High-Risk Activities:

- Working at Height – Use fall prevention for people and tools
- Electricity and Pressure – Always lock off and test
- Mobile Equipment/Vehicle Operations – Stay within safe zones or stop the vehicle
- Lifting Operations – Never walk under a suspended load
- Fire/Explosion – Keep escape routes clear
- Evacuations/Ground Disturbance – Never dig without a permit
- Structural Failure – Confirm design limits before starting
- Asphyxiation – Never enter a confined space without a permit in place
- Driving – Never use a mobile phone while driving

4.2.10 Lone Working and Out of Hours

No Lone Working or Working out of the agreed normal hours of work is permitted without the prior agreement of KBS Maritime.

4.2.11 Alcohol and Drugs

KBS Maritime recognises the inherent risks associated with drug, alcohol and solvent use or abuse, and is intent on safeguarding its workplaces and work activities from these risks.

The Contractor shall be aware and must communicate to their employees, agents or sub-contractors, that whilst carrying out work activities they must abide by KBS Maritime alcohol and drugs policy which prohibits:

Being in possession of alcohol, drugs, or substances capable of abuse;

Consuming alcohol, drugs, or engaging in substance abuse;

Being on site having consumed alcohol, drugs, or solvents. This includes prescribed drugs without informing their supervisor and having first confirmed with their doctor that the drugs would not affect their fitness for work;

Trading of alcohol, drugs and substances of abuse

4.2.12 Stop Work Authority / Red Card

KBS Maritime are empowered to use the Stop Work Authority / Red Card, if they believe that the working environment is not safe. This will be in place until it is made safe.

Contractors' employees, agents or sub-contractors can also use this process if they believe that their working environment is unsafe. This will be in place until it is made safe.

4.2.13 Personal Protective Equipment

The Contractor shall provide suitable personal protective equipment on an individual basis to all employees, agents and must ensure that they are instructed in and make full use of such equipment as the circumstances demand. Contractors must also ensure all of their sub-contractors abide by these requirements.

The minimum personal protective equipment will be:

- Safety helmets. BS EN 397
- Safety footwear incorporating steel toecaps and mid-soles (S3 minimum) BS EN 20345
- High visibility vests, jackets. Full Hi-Viz clothing to be determined by RAMS
- Protective eyewear. BS EN 166. Higher specifications of eye protection shall be provided where the Risk Assessment specifies it is required

Hand protection gloves must be worn as standard on all project activities. Task Specific Gloves to worn as per risk assessment

No shorts to be worn on any KBS Maritime work areas.

The Contractor must ensure that hearing protection is worn in areas of high noise levels or where an area has been designated a hearing protection zone and mandatory signage is in place.

The Contractor shall ensure that personal respirators (RPE) shall be worn in areas of high vapour, fume or dust content. Welding/Gas cutting operative must wear Full Air Fed Mask.

All Operatives wearing RPE must have a Face-Fit test. Evidence must be available to KBS Maritime.

4.2.14 Prevention/ Hot Works

Contractors' employees, agents or sub-contractors shall comply with the current Fire Safety Plan. Any Isolations of Building Fire Alarm systems must have a MOD Fire Alarm Isolation Permit.

There is a No Smoking Policy on the PNB site. The contractor's employees, agents or sub-contractors shall comply with this Policy. Vaping at present is allowed in designated areas only.

Where reasonably practicable, substitute hot works processes with cold systems. For example, use roof systems that avoid naked flames.

The Contractor shall ensure that no operation or activity can result in fire or explosion. No Hot Works shall commence until the Hot Work Permit has been granted by KBS Maritime.

Heated tar pots shall not be sited on roofs or other structures. The Contractor must allow for and provide a stand-by safety sentry.

The Contractor is responsible for the safe storage, handling and use of all compressed gas cylinders or containers delivered or used on PNB and must at all times comply with the provisions of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations.

Before using oil, gas or other hazardous heating appliances, the Contractors employees, agents or sub-contractors shall obtain approval for the type and location of the heater from KBS Maritime.

At the completion of each working day or period of work on PNB the contractors' employees, agents or sub-contractors shall ensure a thorough check of all areas where work or operations is carried out to ensure no fire, or other unusual or hazardous conditions are present. Where Hot Work has been carried out, Post Hot Work checks are required. There should be a continuous fire watch of the hot work area for at least one hour after the end of hot work, followed by at least one more check two hours after the end of hot work. This is then recorded on the Hot Work Permit by the Sentry.

If materials within the vicinity of the hot works have the potential to retain heat or may be subject to self-heating or become enclosed in a void such a roof void, additional control measures such as a non-contact (IR) thermometry device or a thermal imaging device, must be used. The times and Temperatures of these reading are recorded on the Hot Work Permit by the Sentry.

The Contractors employees, agents or sub-contractors must obtain a written permission from KBS Maritime before commencing any paint spraying activities.

The Contractor employees, agents or sub-contractors must ensure that where they have reason to believe that there is danger from flammable gas or vapour, they shall stop all work, vacate the area and report the incident to KBS Maritime. Works shall re-commence following a written direction from KBS Maritime.

All Fire Sentries and Hot Work Operatives must be competent in the task and must have the correct Firefighting equipment and obey the Hot Works permits time scales, including post fire watch.

4.3 Welfare Facilities

With prior permission from KBS, the welfare facilities within the building can be used. Otherwise, the contractor must provide welfare facilities. Note that permits are required for welfare units and the permit will take 2 weeks to arrange and agree.

The Contractor must also be informed on who will connect electrical power, water and sewage to the welfare unit if required.

Any temporary cabin brought onto site must have a container permit. This will be arranged by the KMS Maritime Project Manager. All temporary cabins must be provided with a fixed or temporary fire detection system i.e. smoke alarms etc; this includes material storage units with electrical supplies. The contractor must also provide an appropriate Fire Risk Assessment and a record of the completed Safety Activity Audit for the temporary cabin.

Through the permit process, the Portsmouth Explosive Safety Advisory Group (PESAG) will advise if any additional instructions need to be followed for cabins being placed within the blast radius of the Upper Harbour Ammunitioning Facility (UHAF). The area northeast of the purple arc in the screenshot below is within the blast radius.



Unless agreed by KBS Maritime all metal waste must be managed by the PNB Waste Provider. This can be actioned by KBS Maritime via the Service Centre.

4.6 Hazardous Substances

The Contractor shall identify all hazardous substances which it brings onto PNB, or are produced or created on site. The Contractor shall undertake COSHH Assessments for all substances and provide a copy of the assessment to KBS Maritime together with the associated Risk Assessment(s).

The Contractor shall provide all personnel associated with the use of hazardous substances all necessary control measures and shall instruct personnel on the relevant COSHH Assessment, hazards and controls.

Where the Contractor provides local exhaust ventilation as a control measure it shall be subject to planned maintenance, inspection and examination and shall have a current statutory thorough examination certificate. This shall be made available to the KBS Maritime on request.

The Contractor must obtain the approval of the KBS Maritime before storing paint, thinners, petrol, oils or any other flammable liquids, or harmful substances, chemicals or materials.

Where the Contractor's activities may produce a flammable or explosive atmosphere, it shall comply with the Dangerous Substances and Explosive Atmosphere Regulations.

The Contractor shall ensure all substances are disposed of correctly. The Sub-Contractors shall take measures to avoid accidental contamination by such materials.

4.7 Asbestos

In locations where the presence of asbestos is known, KBS Maritime will employ an Asbestos Removal Specialist to remove any asbestos found.

In locations where the presence of asbestos is suspected and has not been confirmed, copies of asbestos surveys will be issued to the Contractor for his records. Additionally, all personnel employed must have completed a recognised Asbestos Awareness course. Should any Asbestos (or suspected Asbestos) be discovered, the Contractor shall immediately evacuate the work site and advise KBS Maritime (noting the date and time of such discovery) KBS Maritime will direct (in writing) the mutually agreed actions that follow.

The Contractor shall not remove asbestos from site.

After completion of any asbestos removal works, KBS Maritime and the Contractor shall inspect the works to identify and agree any changes to the scope of works. The Contractor shall evaluate such changes and present them to KBS Maritime, within 10 working days of the joint inspection, for review and agreement.

Asbestos surveys for the PNB will be supplied if relevant at the PCI stage by KBS Maritime. A full Refurbishment & Demolition Asbestos survey will be instigated by KBS Maritime prior to the start of the Project, depending on the information available and instruction from the PNB Asbestos RP (KBS Maritime, Compliance Team)

4.8 Lead

PNB and any building or structures connected to the PNB, may have lead paint (under various coats) on walls and structures. KBS Maritime will have sampling carried out and findings reported back to the Contractor prior to any works starting. Any person involved in removing or working with Lead paint must have a site specific risk assessment for such works.

The Contractor must ensure that all employees working with lead or lead containing materials have received the relevant information, instruction, training and equipment including PPE/RPE

prior to commencement of the work. This should be documented and retained for future reference;

The Contractor is responsible for ensuring employees are under suitable health surveillance including biological monitoring if determined needed by the appointed doctor; and ensuring engineering control measures are provided to reduce exposure and that they are adequately maintained to ensure their continued effectiveness.

A safe system of work is adhered to by all concerned.

4.9 Legionella

Where Contractors are required to manage legionella risk this shall be in compliance with the HSE's ACOP and Guidance document (L8) and associated documents (e.g. HSG 274 PARTS 1-3). All Contractors and their subcontractors for all work covered under the L8 document shall be registered with the Legionella Control Association (LCA) for the type of work undertaken.

Designers, manufacturers, importers, suppliers and installers of water systems that may create a risk of exposure to legionella bacteria, must:

Ensure, so far as is reasonably practicable, that the water system is so designed and constructed that it will be safe and without risks to health when used at work

Provide adequate information for the user about the risk and measures necessary to ensure that the water systems will be safe and without risks to health when used at work. This should be updated in the light of any new information about significant risks to health and safety that becomes available, so that duty holders can ensure relevant changes are made to their risk assessment and controls.

All water fittings and installations installed in a project must be designed and comply with The Water Supply (Water Fittings) Regulations 1999.

Adequate Information must be supplied to KBS Maritime by the Contractor on newly designed and installed water systems. This information will be forwarded to the PNB Legionella RP (KBS Maritime Compliance) to be added into the Legionella Risk Assessments and Written Scheme.

4.10 UXO

Any unidentified materials found during the excavation must be presumed to be UXO, the following action must be taken:-

- Stop work, move away to a safe place, ensure others do not enter the area
- Inform KBS Maritime.
- Contact the MDP Control Room 02392 722823
- The MoD police will then take control of the area.

A copy of the up to date UXO location map will be provided to the Contractor by the KBS Maritime at Contract Tender Stage and prior to Construction Phase.

4.11 Application

Compliance with the conditions set out in this schedule is mandatory on all KBS Maritime work activities. The contents of this schedule are in line with statutory duties. Where this schedule imposes conditions which are more stringent than those implied by statute, these have been brought to the attention of the Contractor as part of the tender documentation. The Contractor therefore agrees and acknowledges that this schedule is appended to the Contract.

The Contractor shall ensure that all personnel under their control are aware of the relevant requirements within this schedule, prior to commencing work on site.

Formal records that are referred to in this schedule are certificates, registers, training records, inspections and examinations. These shall be retained on site by the Contractor and made available for inspection on request.

4.12 Contract Award

Prior to commencing work on site, the Contractor shall attend a pre-start meeting that will include SHE requirements. KBS Maritime have been appointed under the FMSP contract as Principal Designer and Principal Contractor

4.13 Sub-contracting

The Contractor shall include and will be deemed to have appended this document in any sub-contract.

4.14 Designers

The Contractor shall advise KBS Maritime, in writing, of any residual risk, or relevant health and safety information relating to the design.

The Contractor shall identify, in conjunction with the Contractor Sponsor and the Principal Designer and Principal Contractor, its input into the Health and Safety File and establish or comply with procedures for its production and compilation.

The Contractor shall co-operate in the overall design process with KBS Maritime, the Principal Designer and any other designers who have an interfaced input.

4.15 Use of Services, Utilities and Equipment

The Contractor employees, agents or sub-contractors shall obtain written permission from KBS Maritime before it uses a third party's equipment or connects to any existing utilities or services. Where such permission has been received, they shall ensure that the work is carried out by competent persons and that suitable and compliant connections, plugs or couplings are used.

4.16 Excavations – HSG 47 to be followed.

Before the Contractor commences breaking of ground /excavation work, it shall obtain a Permit to Dig from KBS Maritime and ascertain the existence and route of buried services in the work zone. Refer also to KBS Maritime detailed procedure Excavations Permit to Dig ([ID-10132](#)). Site underground services drawings will be provided by KBS Maritime. This will include presumed UXO on PNB Site. This is from historic surveys and updates carried out on PNB

Before conducting an excavation, CAT (Cable Avoidance Tool) or Ground surveillance equipment scans must take place to verify any underground services.

The Contractor must provide Secured fencing / barriers to adequately protect any excavations or openings. (Heras and Chapter 8)

The Contractor shall maintain the surrounding areas in a tidy condition and keep loose material of any kind clear of access routes and working spaces.

Due to Historic Building material Back Fill there is a slight possibility that ACM could be in the ground. Any contractors making penetrations to the ground or building must have received Asbestos awareness training within the last 3 years. If any suspect material is found, then all work is to stop in that area and KBS Maritime must be contacted, ASAP. Any Asbestos works must be verified by the Compliance team and the PNB site Asbestos RP before works commence.

4.17 Work on Highways and Footpaths

All signage and barriers for works on the Highway or adjacent to the highway (including footpaths) shall comply with Chapter 8 of the New Roads and Street Work Act.

4.18 Cartridge Tools

The Contractor shall not use these tools without prior written permission from KBS Maritime.

4.19 Cranes, Hoists and Lifting Equipment

The Contractor shall not operate KBS Maritime lifting equipment and hoists/tools without prior written permission from KBS Maritime.

Where the Contractor provides its own equipment, it shall make the relevant inspection certification available on site. Any Lifting Equipment (i.e., Cranes, etc.), when using outriggers the pad sizes must be calculated to no greater than 100 KN m² / 10 Ton m². Any further information must be obtained from the KBS Maritime Chief Engineers Civil Engineering team. Refer to ED 001-2023-2 Ground Bearing Pressures Across PNB and in Additional Pre-Construction Information for details. Please note that in certain areas, lifting will only be permitted by request to EnACT Civil Engineer at approved outrigger locations only. If further information is required, then the KBS EnACT Team should be contacted via the Project Manager

If the Contractor intends to hire their own mobile cranes, they shall seek prior authority from KBS Maritime.

- Particular attention is drawn to the adherence of the following:
- Naval Base weight restrictions as referenced in KBS ED 001-2023-2 that are in place on caissons, weak jetties and structures.
- SHIPHAZ procedures and Permit to Work requirements in the vicinity of ships.
- If the Contractor intends to implement a road closure or blockage, it must notify KBS Maritime in advance.
- Barriers and signs shall be provided by the Contractor where pedestrian access or roadways are blocked / obstructed; and overhead obstructions.

If the Contractor carries out a lifting operation on site, they shall comply with the Lifting Operations and Lifting Equipment Regulations.

Other equipment such as Telehandlers ,forklift etc that are not designed for lifting suspended loads, then a basic lifting plan must be in place.

The Contractor shall consult with KBS Maritime before commencing any lifting operations on site.

A competent Lifting Appointed Person shall be nominated to co-ordinate lifting operations on site. This person will be appointed by the Contractor if the lifting operations are under the Contractors control on a contract lift.

The Contractor must appoint competent personnel for lifting duties i.e. crane supervisor, crane driver, machine operator, slinger/signaller.

All lifting plans must be agreed by KBS Maritime, including in some cases the KBS SHE Team and/ or a KBS Lifting AP.

4.20 Confined Spaces

The Contractor shall not permit any person to enter a confined space without the written permission of KBS Maritime. In this context, confined spaces can include deep excavations, manholes, sewers, drains, chambers, tanks, tunnels, shafts, ducts, pipelines, boreholes and other unventilated rooms. Confined Space Operations ([ID-10136](#))

- Saltwater Network: Penstock wells, Culverts and Pump Wells. Potential to have a Toxic/Explosive or oxygen deficient environment. Also has a risk of flooding if access is not controlled. Method of communication should be a considered if the work site is to be a long distance from the entrance.
- Caissons: large steel structures which may have oxygen deficient environments. Typically access is via a long vertical ladder.

- Service Tunnels/Buildings: Subterranean tunnels holding services for the dockyard: hazards include asphyxiation, drowning, services (HV/Steam/Air) and asbestos.

Safe working in a confined space shall be controlled by issue of and strict adherence to a KBS Maritime Confined Space Permit.

The Contractor shall ensure that no person shall enter any confined space without ensuring that the Responsible Person, as defined in the permit, has certified that the confined space is 'safe to enter' and certification of entry is posted at the compartment entrance. Contractors must also have a Safety Rescue plan in place for working in Confined Space.

In addition, PNB operates a Confined Space Rescue Team (ERT) between 8.00 a.m. & 4.00 p.m. (week-days) The Contractor shall ensure that, where possible, all confined space working should be undertaken, in this time period.

Confined Space Equipment Required:

- Rescue Harness to EN 361 & EN 1497
- Fall Arrest Rescue Block Inertia Reel With Retrieval Winch to EN360 and EN1496
- Tripod to EN 795 Class B
- Escape Set to EN 1146 or EN 402
- Multiple Gas Detector
- Safety Boots, Overalls, Hard Hat, Gloves, Safety Glasses. Wellies/Chest Wader

Contractors must also supply a first aider, who must not be a CS Entrant.

Suitable and sufficient RAMS must be submitted prior to entry and must take into account known hazards as well as task specific.

4.21 Gas/Gases

4.21.1 LPG

If the Contractor brings LPG cylinders onto site it shall adhere to the following instructions:

All LPG cylinders not in use shall be stored outside in a compound not less than six metres from any building the compound shall be divided to separate full cylinders from empty ones and be clearly marked LIQUIFIED PETROLEUM GAS – HIGHLY FLAMMABLE – NO SMOKING

Oxygen cylinders shall not be stored alongside LPG

LPG cylinders when in use on site shall be secured upright

LPG cylinders shall be fitted with the correct regulator, hoses, crimped connections and (where used with burning/welding gear) gauges and flashback arrestors. A programme of planned inspection of all equipment shall be implemented and equipment shall only be installed by competent persons

Suitable fire extinguishers shall be provided;

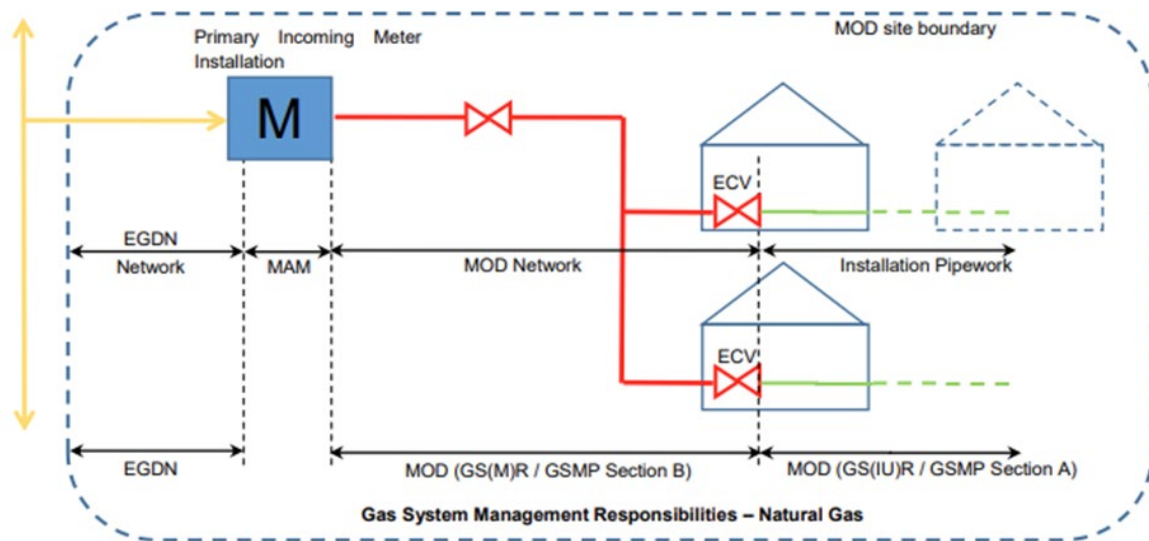
Armoured hoses shall be provided and there should never be less than three metres between the cylinders and the appliance;

When LPG is used as a fuel at an office or welfare facility the cylinder shall be secured outside the building. Gas rings are prohibited and only fires with automatic cut out are permitted and all containers must have sufficient high and low level ventilation (fixed vents).

4.21.2 Natural Gases

The Gas Safety Case, provided to KBS Maritime by DIO, defines a MOD network to incorporate all MOD gas pipework systems running between a Primary (bulk) Meter installation, managed by

the Meter Asset Manager (MAM) and situated on the MOD site and the ECVs situated at the inlet to each domestic or non-domestic secondary meter or appliance. Shown below:



If working on a gas network, permission is required to carry out work from the KBS Maritime Gas RP acting as Network Controller. This shall be obtained, through the relevant gas permit, prior to any works being carried out on any gas network within HMNB Portsmouth.

KBS Maritime is required to ensure the integrity of gas pipelines, services and PRIs are in accordance with the standards outlined within the Gas Safety Case. These are the Institution of Gas Engineers and Managers documents:

- IGEM/TD/3 Edition 5 – Steel and PE Pipelines for Gas Distribution.
- IGEM/TD/4 Edition 4 – PE and Steel Gas Services and Service Pipework.
- IGEM/TD/13 Edition 2 – Institution of Gas Engineers Pressure Regulating Installations for Natural Gas, Liquefied Petroleum Gas and Liquefied Petroleum Gas/Air

The Sub-Contractor shall comply to the above standards and provide RAMS for review and qualifications of their operatives to the Gas RP prior to work commencing.

The KBS Maritime Gas RP will carry out periodic inspections on the works undertaken.

If working on a gas installation, permission is required to carry out work from the KBS Maritime Gas RP. This shall be obtained prior to any works being carried out on any gas installation within managed by KBS Maritime.

KBS Maritime is required to ensure compliance with the Gas Safety (Installation and Use) Regulations 1998 (GS(IU)R) for installation pipework. The Sub-Contractor shall comply with this and use the latest edition of IGEM/UP/2.

The Sub-Contractor shall provide RAMS and designs for review and qualifications of their operatives to the Gas RP prior to work commencing.

The KBS Maritime Gas RP will carry out periodic inspections on the works undertaken.

4.22 Manual Handling of Loads

The Contractor shall assess its manual handling activities wherever there is a risk of injury. Wherever it is possible to design out or mechanise a handling activity Contractors shall ensure that this is done.

4.23 Site Transport including Mobile Plant

- If the Contractor utilises mobile plant it shall:

- Nominate a competent person with the responsibility for the safe use of mobile plant;
- Provide the correct items of plant taking full account of the work activity and site conditions.
- Provide competent plant operators who are in possession of proof of competence.
- Ensure vehicles with restricted vision are fitted with reversing alarms, cameras and a hazard beacon.
- Establish a programme of planned inspection and maintenance for all mobile plant by a competent person.
- All operator ridden mobile plant shall undergo a daily check.

The Contractor will only bring vehicles on site, which meet all current standards of roadworthiness and are fitted with seat belts.

The Contractor must prepare a traffic movement plan to segregate vehicles and pedestrians and eliminate the need to reverse, wherever possible. When reversing is necessary, vehicles shall use a banksman at all times. They must also ensure a safety zone around the vehicle when in operation.

Vehicle movements must conform to existing traffic management arrangements, Naval Base Standing Orders & Byelaws and be sympathetic to other works in the vicinity or affected by the Services.

The Contractor shall ensure that vehicles shall only be parked in car parks, or on sites with the permission of KBS Maritime.

All vehicles are required to comply with the Road Traffic Act, and any restrictions imposed by the Authority within the boundary of its property. Contractors shall ensure that its employees, agents or sub-contractors comply with the specified Maximum Speed limit of 20 mph within PNB. Other speed limits are indicated in selected areas. Infringement of any of PNB bylaws may result in prohibition of future entry or possible prosecution and penalty points on personal licence.

All vehicular restricted areas must be observed, particularly weight limits over caissons and weight restrictions imposed throughout PNB on weak jetties and docksides.

The Contractor shall ensure that its employees, agents or sub-contractors avoid obstructing mobile yard transport, particularly dockside cranes.

The Contractor shall ensure that none of its vehicles shall drive over any temporary service pipes or cables unless protected by recognised protective devices.

Rollover protection is to be fitted to all mobile plant, wherever practical, seat belts shall be worn where fitted in all vehicles and plant.

The Contractor acknowledges that:

- When the forklift truck is parked, the forks shall be lowered fully to the ground position
- The forklift truck shall only be driven with the forks in the lowest position possible and keys shall not be left in the ignition or anywhere else on the forklift truck.

The Contractor agrees that operators of forklift trucks are required to hold a current full UK driving licence whilst transiting the road network system at PNB.

4.24 MEWP (Mobile Elevating Works Platform)

The Contractor shall ensure that all operatives of Boom lifts/ Cherry pickers, shall wear a safety harness / lanyard and must be clipped on whether working at height externally or internally of buildings or simply travelling at low levels.

For Scissor Lifts, a risk assessment must be undertaken detailing the requirement for the operators to wear a Safety Harness and Lanyard especially if being used on uneven ground. This

risk assessment should also detail requirements for wearing Harness and lanyard when working near water (see section 44 below).

The Contractor shall ensure that all operators are trained and certified as competent for the particular type of MEWP operated i.e. IPAF. Plus all MEWP will have a six-monthly recorded examination undertaken by a competent person. Also evidence of annual servicing of the MEWP.

The Contractor shall ensure that all Boom lifts/ Cherry pickers MEWPs are fitted with a Tier 1 type crush protection, for example 'Sanctuary Zone'.

If there is a requirement to remove the Tier 1 type crush protection, permission from a KBS SHE Team Member must be obtained prior to the removal. RAMS may be requested by the KBS SHE Team, for review dependent on task and risk.

4.25 Noise at Work

The Contractor shall identify the items of plant and machinery which generate noise levels in excess of the lower exposure action value of 80dB (A) and display appropriate warning labels or notices. Hearing protection shall be made available to any person exposed to noise levels above the lower exposure action value of 80dB (A).

The Contractor's RAMS shall confirm the location and use of noisy equipment, and shall provide suitable hearing protection to their employees, agents or sub-contractors exposed to noise levels above the upper exposure action value of 85dB(A) and they shall instruct, train, maintain and enforce the use of hearing protection wherever necessary.

4.26 Open Edges and Openings-Working at Height

The Contractor shall plan and execute its works such that it never leaves any persons at risk from exposed edges or floor openings. The Contractor shall only remove protective rails or coverings with the authority of the Contractor Sponsor/KBS SHE Team and shall only do so as part of a suitable safe system of work.

4.27 Working near water

Suitable and sufficient RAMS must be in place for working near or over water. Dock, Lock and Berthing areas exposed to water have Edge/Fall protection in place, but some older areas will use link chain and post fencing which may require further mitigation for W@H and further edge protection /fall prevention may need to be installed. The use of life preservers/ jackets must also be risk assessed (minimum of a 100 standard for sheltered waters).

Contractors must have a Safety Rescue plan in place for working in these areas. The PNB ERT (Emergency Response Team) do not have a Rescue boat. Therefore this must be considered by the contractor within their rescue plan.

The use of MEWPs near water must also be risk assessed to determine when the contractor wears a life preservers/ jacket and if attached via Harness/Lanyard to the MEWP (Boom lift) when, depending on the height, you would un-clip.

4.28 Diving activities

Following the identification of diving services required for the delivery of works, a request for diving services will be sent to the KBS Maritime Diving & Maritime Manager (DMM).

The DMM shall consult with the KBS Contractor Host, to review the request and consider all options for providing diving services. Project Delivery Requiring Diving Services ([ID-10183](#))

The DMM shall advise on the preferred diving solution and service provider with consideration to specialist knowledge of the underwater environment including geographical features; location or alternative solution that may negate the need for diving. The Diving safety induction will be carried out by the DMM

The DMM SME is responsible for reviewing the contractors Dive Plan & RAMS for new work/ change in scope of existing work prior to work commencing/re-commencing to ensure standards compliance and shall confirm the review is recorded in OSHENS under "Diving Contractor Dive Plan & RAMS Review" (The Diving Operation shall not commence until The Diving & Maritime SME has given approval to proceed).

4.29 Electrics & Temporary Electrics

The Contractor shall ensure that all work involving electrical installations, tools or equipment, shall only be carried out by registered electricians and who are on the Skilled Persons register.

KBS Maritime to arrange a skills test for new electricians (to KBS Maritime) with the KBS Maritime HV Control Room electrical Team. Once assessed and qualification are reviewed, the electrician will be placed on the Electrical Skills Person Register.

4.30 Site Transport

The Contractor shall plan traffic movement to segregate vehicles and pedestrians and eliminate the need to reverse, wherever possible. Where this is impractical, the Contractor shall use a competent vehicle banksman, to give clear signals to the driver of the vehicle and to ensure that the rear of the vehicle is clear of persons and obstacles.

The Contractor shall nominate competent vehicle banksman for vehicles which have restricted vision and which are operating in a location, or in a manner which could create danger to persons or equipment.

The Contractor shall plan vehicle movements to conform to existing traffic management arrangements, Naval Base Standing Orders & Byelaws and be sympathetic to other works in the vicinity or affected by the Services on the PNB or PNB satellite sites

All loads are must properly secured before movement takes place, and shall ensure that its employees, agents or sub-contractors shall avoid obstructing mobile PNB transport, particularly dockside cranes.

The Contractors vehicles that are classed for annual MOT tests, must hold a valid MOT test certificate for use within PNB .The Contractor shall have the necessary insurance cover suitable for the class of vehicle being driven.

Seat belts shall be worn where fitted in all vehicles and plant.

The use of mobile phones and personal stereo equipment with earplugs while driving or operating plant shall not be permitted.

Passengers may only be carried in vehicles designed for such purposes with passenger seats fitted.

The Contractor shall not use plant for towing anything unless it is specifically designed to do so. The Contractor acknowledges that in most cases, forklift trucks have a 'hitching pin' fitted to the rear which is not designed to be used to tow anything. The Contractor shall provide documentary evidence to support vehicle and plant capabilities to KBS Maritime on request.

The Contractor acknowledges that use of forklift trucks by untrained personnel is strictly forbidden. On arrival at KBS Maritime or the Authority's sites, any of the Contractors personnel required to drive fork lift trucks must be certificated as competent. ` The Contractor shall ensure that Certificates of Competence' of all operators shall be available at all times whilst on site.

The Contractor agrees that no keys shall not be left in the ignition or anywhere else on the Contractors vehicles.

4.31 Machinery and Machinery Guards

The Contractor shall not remove guards, fencing or other safety devices from any machinery or plant.

4.32 Temporary Works (TW)

Temporary works can be defined, broadly as,

- Earth works - Support to trenches; excavations; slopes and stockpiles.
- Access and Support scaffolding – more detail in section 4.27.3.
- Structures - Concrete form works; edge protection ; false work ; propping; façade retention; shoring; edge protection; temporary bridges; site hoarding and signage; site fencing; cofferdams; rebar cages.
- Equipment and Plant Foundations – Mortar silo bases; tower crane bases; supports; anchors and ties for construction hoists and mast climbing work platforms; ground works to provide suitable areas for plant e.g. mobile cranes, piling rigs and MEWPs; outrigger pads, site cabins foundations; site access and haul roads; and hard standing for plant and materials.

Unless otherwise agreed, the Contractor shall be responsible for TW design, KBS Maritime shall provide a checking service. The Contractor shall allow a minimum of 20 business days for the KBS checking/commentaries and Contractor's incorporation of comments.

4.33 Working at Height

The Contractor shall ensure compliance with the statutory obligation to provide a safe place of work for any person required to work at height. All Working at Height activities must be appropriately planned, organised and supervised before work starts and supervised during the activities. The Contractors shall apply the following hierarchy of controls:

Provision of suitably protected working platforms, this may be scaffolding or mechanical/electrical platforms; or where this is not reasonably practicable,

Provision of suitable personal suspension equipment; or, where this is not reasonably practicable,

Provision of a suitable and sufficient means of arresting a fall of any person.

The Contractor shall not use trestle platforms, ladders or stepladders as working platforms unless agreed by KBS Maritime.

Regardless of the type of access or work platforms provided, the Contractor shall ensure that it shall be erected, operated and maintained by persons who are competent through training and experience.

Harness, Lanyards and Fall Arrest Equipment will have a six-monthly recorded examination undertaken by a competent person. All harness must have a unique identification number that must be clearly visible.

An Emergency Rescue Plan must also be produced by the Contractor for any Working at Height activities.

4.33.1 Roofs

No works are allowed on any roof that is accessed, via a fixed ladder over 6m or an area that is designated as a Restricted High Place, without the prior written authority and a relevant Permit to Work from KBS Maritime.

Adequate precautions shall be taken to prevent persons, from falling from or through any roof, including barriers and fencing around edges and skylights, in addition to warning signs etc.

Precautions are also to be taken to prevent damage to the roof.

Valleys, gutters, down pipes etc. are kept free from obstruction and all equipment, waste material or rubbish, removed from the roof.

Any door leading on to the roof may be required as an escape route in the event of fire and shall not be obstructed.

4.33.2 Ladders

All ladders used must be in good condition and safe to use. They are to be used only in accordance with accepted safe practice and relevant legislation. Ladders are not to be used as primary working platforms.

Where work at height is necessary, the Contractor will only use ladder or stepladder where it is shown to be the most suitable access equipment compared to other access equipment options. If these other options are unavailable, then the use must be agreed by KBS Maritime.

4.33.3 Scaffolding

All Scaffolding Companies either contracted direct by KBS Maritime or via a Contractor must be a member of the of the NASC (National Access & Scaffolding Confederation)

If any scaffolding is erected and is to carry lighting, alarm or similar small power circuits of over 50V AC, or erected next to a structure which has external lightening protection, the Contractor shall ensure that the structure is earth bonded prior to handover for use. The Contractor is required to inform KBS Maritime who will arrange this.

Scaffolding is not erected without the written permission and approval from KBS Maritime.

The Contractor shall ensure that all scaffolds shall be designed and erected in accordance with the minimum statutory requirements of the Work at Height Regulations 2005 and NASC guidelines:

All current NASC Safety and Technical Guidance Notes are considered best practice and should be adopted as a minimum standard at KBS Maritime sites. The most notable of these are SG4:15, TG20:21, TG4:11 and TG12:10.

The use of "trap door" access will not be used for personal or equipment transit in any designs or standard installations. Consideration and agreement must be reached with KBS Maritime in respect to scaffold designs avoiding impinging or blocking access and egress route especially those designated for emergency evacuation. The use of Ladder traps can only be authorised by the KBS SHE Team.

Modular external staircase i.e. HAKI must be used to access working stages of scaffolds. Where this cannot be achieved authorisation must be obtained by KBS SHE Team.

The Contractor shall comply with the Construction Industry Scaffolders Record Scheme (CISRS)

Where 'Gin Wheels' are used they must be braked.

The Contractor shall ensure that all scaffolds erected at KBS Maritime or the Authority's sites shall be constructed in accordance with TG20:21, or be specifically designed, or, in the case of proprietary system scaffolds, be constructed within the scope of the manufacturer's instructions

KBS Maritime reserves the right to remove scaffold Tags where a concern is raised and seek assistance and clarification before allowing access to continue.

Before allowing any mobile scaffolding tower to be used, the Contractor shall ensure that it is suitable for its intended purpose, that the erection instructions are on site, and that the operatives erecting, dismantling and using the scaffold are competent and have received formal training (such as PASMA course) and a seven day inspection process is in place and inspection after any events or Adverse weather.

4.34 Environmental Risks

The Contractor shall identify aspects of its work activities which could have a significant impact on the environment. These risks and control measures shall be documented within associated Safe Systems of Work, Risk Assessments and / or Method Statements. Any Environmental risks or requirements will be detailed in KBS Maritime Environmental Sustainability assessment Project Environmental (Sustainability) Check List ([ID-10195](#)), Pre-construction Information ([ID-10192](#)) and Construction Phase Plan ([ID-10199](#)) where applicable.

4.34.1 Airborne Pollutants

The Contractor shall identify those activities which have the potential to cause air pollution and shall implement controls to eliminate or minimise the risk to people or the environment.

4.34.2 Listed Buildings/Heritage Features

If the Contractor is engaged on works where there are known or suspected listed heritage features, it shall establish, via KBS Maritime, the relevant constraints and comply with the relevant specific systems of work instructed. The KBS Maritime Heritage Contact must be involved and permission given priority to any works on Listed or Heritage building, jetties, Locks and Docks or equipment.

The Contractor shall report any unexpected finds which could be of archaeological or heritage interest to KBS Maritime for further investigation and the activity stopped immediately, to await further instruction from KBS Maritime.

4.34.3 Contaminated Land

If the Contractor is engaged on works where there is known, or suspected contaminated land risks, they shall establish, via KBS Maritime, the relevant constraints and comply with the relevant site specific systems of work instructed, including obtaining a Permit to Dig.

The Contractor shall report any unexpected contamination to KBS Maritime for further investigation and the activity stopped immediately, to await further instruction from KBS Maritime.

4.34.4 Natural Environment

If the Contractor is engaged on works where there is the likelihood of encountering legally protected wildlife, plants or habitats they must comply with the relevant site specific systems of work instructed.

The Contractor shall report any unexpected encountering of potentially legally protected wildlife, plants or habitats to KBS Maritime for further investigation and the activity stopped immediately, to await further instruction from KBS Maritime. A Marine Management Organisation permit will have to be obtained before works are carried out in or over Portsmouth Harbour Waters. KBS Maritime will carry out this duty.

4.34.5 Environmental Noise

If the Contractor is requiring to work outside normal work hours, they must have prior permission from KBS Maritime. Where this is permitted, and the Contractors activities are likely to generate noise levels which could cause a nuisance to third parties, this shall be identified and mitigating action agreed with KBS Maritime prior to works proceeding.

The Contractor shall ensure that all plant is shut down/switched off when not in immediate use.

Wherever possible, the Contractor shall ensure that noisy equipment /activities are screened, or positioned away from, locations likely to cause a nuisance to third parties, for example, office staff. Where negative impacts are reported, the Contractor may be requested to implement control measures to reduce noise levels to the third party.

4.34.6 Water Pollution

The Contractor shall identify any activity which has the potential to pollute a waterbody and shall implement controls to eliminate or minimise the risk, and deal with emergencies, such as accidental release. The controls should include the following:

Storage of oils, fuels & chemicals away from waterbodies and drains;

Storage of oils, fuels and chemicals in impermeable bunded areas with 110% capacity of maximum potential spill, and with the facility of securing any hoses and nozzles within the bund;

Controlling surface water run-off from paved areas, roads, excavations, etc.;

Disposal of potentially silty water (from de-watering, etc.) in a manner agreed via KBS Maritime and never directly into a waterbody or surface water drain;

Supervise fuelling at designated locations using correct fuel containers; Use static plant that has an integral drip tray or use drip trays underneath plant and empty them in a manner agreed.

The contractor is responsible for providing relevant spillage kits appropriate to the work activities and chemicals stored/used. A brief must be given instructing their workforce in the spillage kit use, the agreed emergency procedures and site reporting requirements if a spillage occurred.

4.34.7 Energy and Water Consumption

The Contractor shall provide details of the impact of its operations on the site's energy and/or water demand, to the Contractor Sponsor.

The Contractor shall take steps to minimise its usage of energy and water consumption, including managing energy usage in their work area / buildings, using suitable low impact fixtures and fittings, and reporting faults and leaks to KBS Maritime.

The Contractor shall also be required to provide meter readings if instructed by KBS Maritime.

4.34.8 Legal and Sustainable Timber Policy

The Contractor shall comply with the provisions of clause 10.4 of their Contract (Timber).

They must also provide evidence to KBS Maritime that they are complying with the provisions of clause 10.4 of their Contract (Timber) This includes proof of a Government Timber Certification Scheme, from their Suppliers i.e. FSC/PEFC Chain of Custody (CoC) Certificate and once purchased evidence of the CoC process on the delivery note and/or Invoice.

4.34.9 Recycled Aggregates

If the Contractor purchase recycled aggregates for use in the services, it shall only obtain them from producers who operate to the WRAP Quality Protocols for recycled aggregates.

If the Contractor purchases recycled aggregates but is unable to purchase from a producer operating to the WRAP Quality Protocols it shall raise this immediately with KBS Maritime, as the recycled aggregates may not be permitted onto site.

4.34.10 Painting and Coatings Controls

DSEAR /COSHH conditions to be risk assessed where applicable by the Contractor. Suitable and sufficient controls measures must be managed and maintained during the works.

4.34.11 Guidance on DERT associated with working near HM Ships

DERT (Declaration of Emissions Rotations and Transmissions). HM Ships will at time transmit or turn ships radar systems. KBS Maritime will arrange for the DSO (Duty Ships Officer) to confirm if a DERT is in place. This could affect lifting activities or roof work on buildings within the area of Emissions Rotations and Transmissions as referenced on the DERT form.

All work must stop immediately if the HM Ship has declared that an Emissions Rotations and Transmissions form is not in place, and the HM Ship radar systems is seen to be rotating.

5. Supporting Information

5.1 Referenced Documents (KBS Maritime)

JMS ID / Ref	Title
ID-10136	Confined Space Operations
ID-10183	Project Delivery Requiring Diving Services
ID-10195	Environmental Sustainability assessment Project Environmental (Sustainability) Check List
ID-10192	Pre-construction Information
ID-10199	Construction Phase Plan

5.2 Definitions

Term	Meaning
Hot Works	Works generating heat as part of the process
Lone Working	Individuals working on their own, permanently or temporarily
OSHENS	Online accident/incident reporting portal

5.3 Abbreviations

Acronym/Abbreviation	Meaning
ACAD	Asbestos Control and Abatement Division
ACM	Asbestos Containing Material
ARCA	Asbestos Removal Contractors Association
CCDO	Skills card for the Demolition Industry
CISRS	Construction Industry Scaffolders Record Scheme
COSHH	Control of Substances Hazardous to Health
CPCS	Construction Plant Competence Scheme
CS ENTRANT	Confined Space Entrant
CSCS	Construction Skills Certification Scheme
DETR	Declaration of Emissions Rotations and Transmissions
DMM	Diving and Maritime Manager
DSEAR	Dangerous Substance and Explosive Atmosphere Regulations
DSO	Duty Ships Officer
ERT	Emergency Response Team
FLJ	Fountain Lake Jetty
FMSP	Future Maritime Support Programme
HAKI	Company name
HSE	Health and Safety Executive
HV	High Voltage
IOSH	Institution of Occupational Safety and Health
IPAF	International Powered Access Federation
LCA	Legionella Control Association
LPG	Liquefied Petroleum Gas
MEWPS	Mobile Elevating Works Platform
MOD	Ministry of Defence
MOT	Ministry of Transport
NASC	National Access and Scaffolding Confederation
NICEIC	National Inspection Council for Electrical Installation Contracting -Industry register for electrical businesses
NRSWA	New Roads and Street Works Act

PASMA	Prefabricated Access Suppliers and Manufacturers Association
PCI	Pre-Construction Information
PNB	Portsmouth Naval Base
PPE	Personal Protective Equipment
RAMS	Risk Assessment Method Statement
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrence Regulations
RP	Responsible Person
RPE	Respiratory Protective Equipment
SHE	Safety, Health & Environment
SHIPHAZ	Ship Hazards, such as radar transmissions
SME	Subject Matter Expert
SMSTS	Site Management Safety Training Scheme
SSSTS	Site Supervision Safety Training Scheme
UXO	Unexploded ordnance
WRAP QUALITY PROTOCOLS	Waste and Resources Action Programme – the Government’s partner for quality protocols for recycled aggregates

5.4 Version History

Version Number	Date Issued	Comments
1.0	October 2021	First publication
2.0	16 th May 2023	Full Version
3.0	7 th September 2023	Hyperlinks removed, changes to cl. 4.1.3
4.0	20 th May 2024	Minor changes made to paragraphs Confined Spaces, Working Near Water and Natural Environment.
5.0	14 th October 2024	Minor change to 4.34.6 responsibility of provision of spillage kits
6.0	27 th December 2024	Minor change to clause 4.19
7.0	14 th August 2025	Updated emergency contact number in sections 4.2.3 and 4.10