

Bellway Homes p.l.c.

Health and Safety Policy

Effective from

January 2025

Owner: Claire Birkhead, Group Health, Safety and Environmental Director

Executive Sponsor: Jason Honeyman, Chief Executive

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1. General Statement of Policy

It is the policy of Bellway p.l.c and its subsidiary companies ('the Group'), collectively agreed by the Board of Directors, to do all that is reasonably practicable to prevent personal injury, harm to health and death to all within its employ and others who may be affected by the Group's activities. Employees at all levels together with sub-contractors are to actively support the Group in its efforts to ensure the requirements of this policy, the Health and Safety at Work Act and all other relevant legislation is complied with.

In addition, it is the policy of the Group to promote good health amongst employees and sub-contractors and be connected with the prevention of occupational and non-occupational disorders and diseases. Work related stress is included within the meaning of good health.

In support of the above objectives, the Group will provide the following as may be required to deliver this policy in practice:

- Resources
- Information
- Training and supervision
- Suitable plant and equipment
- Safe systems of work

This policy will be reviewed and updated to meet with changes within the organisation and/or legislation by the Group Health, Safety and Environmental Director. The Board of Directors will review this policy, and approve any updates, annually.

Signed:



1ST December 2024

Jason Honeyman

Chief Executive

For and on behalf of the Board of Directors of Bellway p.l.c.

2 Health and Safety Duties

2.1 Main Board of Directors

The Main Board of Directors will:

1. Be familiar with the Group health and safety organisation as it operates throughout the Group.
2. Ensure sufficient funds and facilities are made available to enable the objectives of this Policy to be met.
3. Enable the Chief Executive Officer to take an active role by attending health and safety meetings with the Regional Health and Safety Managers.
4. Review health and safety performance regularly and set targets for improvement.
5. Ensure all Directors, Managers and supervisors are aware of their responsibilities regarding health and safety and carry them out.
6. Reprimand Divisional Directors where failures in health and safety are found within their division.
7. Ensure action is taken on failures regarding health and safety issues reported to the Main Board of Directors.
8. Set a personal example generally, including by wearing the appropriate protective clothing and using walkways when visiting site.

2.2 Regional Chairmen

Regional Chairmen must be trained in health and safety and must:

1. Read and understand the contents of this policy and ensure it is brought to the attention of all staff under their control.
2. Ensure they are sufficiently trained in health and safety requirements in the construction industry to enable them to perform their role effectively.
3. Ensure staff under their control have received sufficient training to perform their duties.
4. Ensure staff under their control are aware of their responsibilities with regards to health and safety and carry them out.
5. Ensure sufficient information is collected about all sites within their Region to allow risk assessments to be conducted and health and safety information can be supplied as necessary.
6. Ensure where failings in health and safety have been identified that remediation action is taken where needed including through the disciplinary process where warranted.
7. Ensure competency checks are conducted on all outside contractors.
8. Set a personal example generally, including by wearing the appropriate protective clothing and using walkways when visiting site.

2.3 Managing Directors/Directors Responsible for Divisions

Managing Directors/Directors Responsible for Divisions must be trained in health and safety and must:

1. Read and understand the contents of this policy and ensure it is brought to the attention of all employees and sub-contractors.
2. Ensure adequate funds and facilities are made available within the Division to allow the requirements of this policy and legislation effecting the Group's operations to be met.
3. Ensure staff at all levels receive adequate and suitable training to conduct their work to the required standard and continued professional development is promoted.
4. Ensure staff under their control allocated responsibilities regarding health and safety perform their duties.
5. Authorise all Weekend Working Request Forms. The Site Manager/Assistant Site Manager/Authorised Person who is allocated to supervise the on-site weekend working must have attended the five-day site manager safety training and hold a valid first aid certificate. Employees must work no more than a maximum of 13 weekends in a calendar year. The Construction Secretary must record the weekend working on a tracker, which must be made available upon request.
6. Appoint yourself as Client, the Technical Director as Principal Designer, and the Construction Director as Principal Contractor as per our Construction (Design and Management) Regulations Procedures.
7. Attend health and safety meetings with external health and safety consultants.
8. Support the Group by actively seeking improvement in health and safety and ensuring as far as is practicable that set health and safety targets are met.
9. Ensure the procedures laid down to comply with CDM are followed.
10. Co-operate with our Regional Health and Safety Managers.
11. Set a personal example by wearing the appropriate protective clothing and using walkways when visiting site and by openly supporting the Site Manager and others in their delivery of Company safety requirements on site.
12. Follow all rules set by site and this policy.

2.4 Group Health, Safety and Environmental Director

Responsible to the Main Board of Directors to ensure health and safety legislation is being compiled with throughout the Company, the Group Health, Safety and Environmental Director will:

1. Maintain competency in health and safety legislation and best practice as are relevant to the house building and construction industry.
2. Provide advice and assistance to all Bellway Homes Divisions on health, safety, welfare and environmental matters.
3. Liaise closely on a day-to-day basis and provide a monthly health, safety and environmental report to the Chief Executive Officer. The report will set out any health, safety and environmental issues identified, the remedial action taken, information on all accidents, information on new legislation when required and the findings and recommendations of any audits conducted.
4. Provide an annual health and safety report to the Main Board of Directors which includes a full update on operational health, safety and environmental performance for the preceding 12 months together with planned activities for the following 12 months.
5. Conduct audits of divisions (through a combination of Regional Health and Safety Managers and external health and safety consultants) to ensure compliance with health and safety legislation and our procedures and policy relating to health and safety issues.
6. Monitor the performance of external health and safety consultants.
7. Update this Policy when required.
8. Advise the Group on new legislation and assist in preparing any new procedures required.
9. Provide updates to supporting documentation relating to health, safety and environmental matters as and when required.
10. Monitor accident trends and issue instructions to prevent re-occurrences.
11. Collect details on all accidents throughout the Group.
12. Maintain records of accident statistics.
13. Set safety targets and monitor performance.
14. Liaise with the HSE and other enforcement bodies (such as EA, NRW or SEPA) where required.
15. Recommend any training required and assist with identifying suitable training providers.
16. Set a personal example by wearing the appropriate protective clothing and using walkways when visiting site.
17. Generally, promote good health, safety and environmental practices throughout the Group.

2.5 Regional Health and Safety Managers

Responsible to the Group Health, Safety and Environmental Director to ensure health and safety legislation is being complied with in their operating divisions, Regional Health and Safety Managers must:

1. Keep up to date with developments in health, safety and environmental legislation and best practices are relevant to the house building and construction industry.
2. Provide advice and assistance on health, safety, welfare and environmental matters.
3. Conduct audits of Divisions to ensure compliance with health, safety and environmental legislation and our procedures and policy relating to such matters.
4. Monitor the performance of our external health and safety consultants.
5. Attend health and safety meetings as and when required.
6. Liaise with the Health and Safety Executive and other enforcement bodies, as necessary.
7. Recommend any training required and assist with identifying suitable training for others.
8. Set a personal example by wearing the appropriate protective clothing and using walkways when visiting site.
9. Generally, promote good health, safety and environmental practices within the Group and on site.
10. Follow all rules set by site and this policy.

2.6 External Health and Safety Consultants

The external health and safety consultants will:

1. Give advice and assistance to management on all legal requirements affecting the health, safety, welfare and environment within our Company.
2. Advise on changes in legislation and the way in which it will affect our operations.
3. Investigate and prepare a report on all reportable accidents if requested.
4. Monitor and inspect the Group's construction sites every 3-4 weeks as a minimum and complete a report on their findings. The report is to be emailed to the divisional management team, the Group Health, Safety and Environmental Director, and the Regional Health and Safety Manager, and the Site Manager.
5. Check and ensure risk and COSHH assessments are available on all sites as required and that suitable method statements are provided where necessary.
6. Give advice on training requirements within the Division(s) they cover.
7. Attend health and safety meetings at least every 6 months having drafted a report on all trends covering the preceding period and compiling information on Company performance regarding health, safety, welfare and environment.
8. Generally, promote good health, safety and environmental practices within our Company.
9. Set a personal example by wearing the appropriate protective clothing and using walkways when visiting site.
10. Follow all rules set by site and this policy.

2.7 Technical Directors/Managers

Technical Directors/Managers must be trained in health and safety and must:

1. Read and understand the contents of this policy and ensure it is brought to the attention of staff under their control.
2. Determine the ability of the internal Technical Department to undertake the duties under CDM, and where the Principal Designer role is to be held in-house, sign the Principal Designer Appointment form in accordance with the CDM Procedures.
3. Instigate and control the procedures required under Construction (Design and Management) Regulations (CDM) relevant to technical / design functions.
4. Ensure competency checks are conducted on all external designers, apply the competency checks required to have them approved on COINS as the CDM Procedure describes.
5. Directly employed designers will have their competency checks undertaken no less than every five years.
6. Directly employed designers will receive adequate training and supervision to perform their duties under CDM.
7. Ensure proper attention is given during the design stage to health, safety and environmental issues including safety during in construction and maintenance phase requirements.
8. Ensure the Pre-Construction Phase Plan is issued to the Commercial Director / Manager before the tender process commences, together with all up to date drawings, design briefs and specifications as required.
9. Ensure Construction Phase Health, Safety and Environment Plan is issued to the Construction Department before Bellway become the Principal Contractor.
10. Ensure all new sites are registered with the Health and Safety Executive and monitor expiry dates to prevent any expiring while still under construction.
10. Set a personal example by wearing the appropriate protective clothing and using walkways when visiting site.
11. Co-operate with the Group Health, Safety and Environmental Director, the Regional Health and Safety Managers and external health and safety consultants.
12. Follow all rules set by site and this policy.

2.8 Commercial Directors / Managers

Commercial Directors / Managers must be trained in health and safety and must:

1. Read and understand the contents of this policy and ensure it is brought to the attention of staff under their control.
2. Assess the competency of all contractors before they are given an order for any projects.
3. Control the Approved Contractor List for the division.
4. Ensure all risk assessments and method statements are distributed to site and an electronic copy is uploaded to COINS.
5. Ensure tenders include the Pre-Construction Health, Safety and Environment Plan to allow contractors to adequately prepare their safe systems of work.
6. Ensure pre-start meetings are held with contractors prior to their commencement on site, in accordance with the CDM Procedures.
7. Bring any significant risk to the attention of the Principal Designer on any given project.
8. Contribute to the Construction Phase HSE Plan in relation to contractors selected and procurement decisions made.
9. Set a personal example by wearing the appropriate protective clothing and using walkways when visiting site.
10. Cooperate with the Group Health, Safety and Environmental Director, the Regional Health and Safety Managers, and the external health and safety consultants.
11. Follow all rules set by site and this policy

2.9 Land Directors / Managers

Land Directors / Managers must be trained in health and safety and must:

1. Read and understand the contents of this policy and ensure it is brought to the attention of staff under their control.
2. Understand the procedures for lone working and ensure their staff will act in accordance with these procedures when assessing land alone.
3. Assess the environmental and health and safety risks of the land being procured.
3. Communicate all known risks associated with land being procured to the CDM Team.
4. Complete the CDM Forms as required by the CDM Procedures.
5. Set a personal example by wearing the appropriate protective clothing and using walkways when visiting site.
6. Follow all rules set by site and this policy.

2.10 Sales Directors/Managers

Sales Directors/Managers must be trained in health and safety and must:

1. Know the contents of this policy as it affects the sales department.
2. Ensure the Sales Advisors are provided with adequate training to enable them to conduct their work in a safe manner and in accordance with our Health and Safety Policy.
3. Ensure Sales Advisors are induction trained using Sheet 16 "SAFETY RULES" contained in our policy and procedures under induction training of site operatives and that they fully understand relevant site rules pertinent to their own safety and the safety of the public (e.g., traffic management, lone working etc.).
4. Ensure cabins provided are well lit, heated and ventilated and kept in a clean and tidy condition.
5. Ensure suitable sanitary and welfare arrangements are provided and properly maintained for site sales staff.
6. Ensure emergency procedures for summoning help are provided.
7. Ensure your sales staff are not put at risk in challenging neighbourhoods, assess the risks and ensure control measures are in place.
8. Ensure that an adequate supply of safety helmets and high visibility clothing is available for use by potential purchasers/visitors.
9. Ensure a small first aid kit is provided in all sales cabins/show houses on site.
10. Ensure a suitable fire extinguisher is provided in all sales cabins/show houses on site.
11. Ensure safe access is provided for clients/visitors on site.
12. Ensure safe parking arrangements are provided for clients/visitors on site.
13. Co-operate with the Group Health, Safety and Environmental Director, the Regional Health and Safety Managers and external health and safety consultants.
14. Set a personal example by wearing the appropriate protective clothing and using walkways when visiting site.
15. Follow all rules set by site and this policy.

2.11 Sales Advisors

Sales Advisors must be trained in health and safety and must:

1. Ensure the sales complex/show homes/cabins are maintained in a clean and tidy condition and be responsible for passing out this information to relevant members of staff/sites.
2. Ensure they have been inducted on site and are fully aware of relevant safety matters pertinent to their own safety and that of potential purchasers/visitors.
3. Ensure potential purchasers/visitors wear safety helmets and are accompanied if looking at site locations or homes outside the sales complex.
4. Be courteous but firm by instructing visitors with children to keep them under control during site visits.
5. Comply with the risk assessment for Customer/Public Site Visit (GRA06, see File 3).
6. Consult with the Site Manager to ensure only safe means of access and egress to properties are used during site visits. Refer to the relevant risk assessments.
7. Report all accidents involving visitors or yourself to the Site Manager promptly.
8. Ensure your first aid kit is well stocked where provided.
9. If in doubt with about any matters regarding health and safety on site consult the Site Manager or the Regional Health and Safety Manager.
10. Wear suitable shoes and the appropriate protective clothing and hard hat when out on site.
11. Use all provided walkways and set a good example.
12. Follow all rules set by site and this policy.

2.12 Construction Directors

Construction Directors must be trained in health and safety and attend Divisional Health and Safety Meetings with the Regional Health and Safety Managers and external health and safety consultants where required. Construction Directors must:

1. Read and understand the contents of this policy and ensure it is brought to the attention of all employees under their control.
2. Undertake the following duties:
 - 2.1 Receive all health and safety information sent from the Group Health, Safety and Environmental Director.
 - 2.2 Have responsibility for advising the Director in charge of their division about any health and safety information they receive.
 - 2.3 Have responsibility for maintaining a full set of supporting documentation as outlined under the "ARRANGEMENTS" section in this policy and updating this documentation with any new information supplied from the Group Health, Safety and Environmental Director.
 - 2.4 Have responsibility for coordinating health and safety meetings with external health and safety consultants at least every six months.
 - 2.5 Ensure the monthly health and safety report is compiled in full and forwarded to the Group Health, Safety and Environmental Director on the last working day of every month.
 - 2.6 Have responsibility for collecting all accident/incident reports and forwarding them with the monthly health and safety report to the Group Health, Safety and Environmental Director.
 - 2.7 Have responsibility for ensuring a database is set up to record all training conducted in their division as outlined under "TRAINING" in this policy
3. Attend meetings which are required under our procedure to deal with the requirements of the Construction (Design and Management) Regulations.
4. Accept the role of Principal Contractor for the sites in your division where competence permits in accordance with the CDM Procedures.
5. Ensure Construction Managers and Site Managers perform the duties as laid down in this policy.
6. Ensure the Construction Phase Plan is complete and sent to site before works commence.
7. Ensure all sites are displaying their live F10 notifications, insurances, and policy statements.
8. Ensure all sites have adequate welfare on sites, sufficient for the size and diversity of the workforce.
9. Ensure contractors risk assessments and method statements are sent to site before the contractor commences work on the site.
10. Ensure Construction Managers and Site Managers fully comply with health and safety requirements and this policy and ensure that any breaches are proactively and robustly addressed, using the Disciplinary Procedure where appropriate.
11. Ensure prompt action has been taken to deal with issues found by our external health and safety consultants during their site inspections.
12. Pass on information to the Group Health, Safety and Environmental Director about safety inspections and accidents for inclusion in the monthly health and safety report.

13. Advise the Group Health, Safety and Environmental Director of any Enforcement Notices issued by the Health and Safety Executive or any other regulatory body such as the Environment Agency or Local Authority.
14. Ensure Construction Managers and Site Managers have been induction trained regarding our Health and Safety Policy and procedures.
15. Attend meetings with the Health and Safety Executive as may be required.
16. Select plant and equipment that is suitable and adequate for the task.
17. Promptly pass on to the Technical Director/Manager and Group Health, Safety and Environmental Director details of contractors who persistently fail to comply with health and safety legislation/rules.
18. Periodically check out sites to ensure health and safety matters are being addressed and sites are being kept in a clean and tidy condition.
19. Check close out of health and safety actions following inspection by the Regional Health and Safety Managers or external consultants are being undertaken at site level in a timely manner.
20. Reprimand operatives failing to observe safety requirements and rules.
21. Co-operate with the Group Health, Safety and Environmental Director and act on their recommendations.
22. Generally, promote health and safety throughout their division.
23. Set a personal example by wearing the appropriate protective clothing and using walkways when visiting site.
24. Follow all rules set by site and this policy.

2.13 Construction Managers

Construction Managers must be trained in health and safety and attend Divisional Health and Safety Meetings as required. Construction Managers must:

- 1 Read and understand the contents of this policy and ensure it is brought to the attention of all employees and sub-contractors under your control.
- 2 Ensure Site Managers perform their duties as laid down in this policy.
- 3 Check the site has been registered with the Health and Safety Executive on the F10 rev and a copy of the form F10 notification is displayed on site.
- 4 Ensure the Construction Phase Health, Safety and Environmental Plan has been issued to site prior to start and the Site Manager has been instructed on the contents and on how to keep the plan up to date.
- 5 Ensure welfare facilities are provided on site from commencement including but not limited to toilets, canteen, office, drying facilities, washing facilities, first aid equipment, fire extinguishers, defibrillator.
- 6 Ensure suitable site fencing is provided from commencement to prevent unauthorised persons from entering the build area of the site.
- 7 Arrange for the necessary safety signs to be delivered to comply with current legislation.
- 8 Arrange for registers, statutory notices, COSHH assessments, risk assessments, and certificate of insurance to be issued on site.
- 9 Ensure the site induction training sheets are being used and the Site Manager knows the procedure to be conducted.
- 10 Help assess hazards and dangers on site and take the necessary steps in relation to site hazards such as overhead power cables, underground services, poor ground etc.
- 11 Seek and secure a productive and proactive co-operation on health and safety with all sub-contractors and their operatives.
- 12 Ensure the Temporary Works for the site have been documented in accordance with the procedures, designs and the safe system of work has been received before commencement of works. Ensure the Site Manager/Project Manager are signed up as the Temporary Works Coordinator as required by the procedures.
- 13 Undertake a monthly check the Site Manager is keeping the Construction Phase Health, Safety and Environmental Plan, Traffic Management Plan, Hazard Board, statutory registers, and the signing in register or signing in system such as biometrics or QR code scanning, up to date.
- 14 Arrange for suitable and adequate quantities of plant and equipment to be available on site to ensure the work can proceed in safely.
- 15 Reprimand those whose conduct falls below the required standard regarding health and safety and document on a Non-Compliance form.
- 16 Ensure new Site Managers have been induction trained in the Company procedures and documentation for health, safety, and welfare.
- 17 Co-operate with our Regional Health and Safety Managers and external health and safety consultants.

- 18 Ensure site managers close out health and safety issues using the reporting system.
- 19 Set a personal example by wearing the appropriate protective clothing and using walkways when visiting site.
- 20 Attend mandatory training as defined by Group to include (but is not limited to) Construction (Design and Management) Regulations, Building Safety Act, and environmental training courses.
- 21 Follow all rules set by site and this policy.

2.14 Project/Site Managers

The Project/Site Manager must be trained in health and safety and must:

1. Keep themselves appraised of developments in health and safety legislation and best practice which relate to housebuilders and the construction industry by attending courses and reading training materials.
2. Undertake regular inspections of the workplace as determined by the company policies to proactively identify areas of risk and put in place appropriate control measures.
3. Read and understand the contents of this policy and ensure it is brought to the attention of all operatives and sub-contractors under their control.
4. Apply the contents of this policy.
5. Know and apply the requirements of the Construction (Design and Management) Regulations, Construction (Health Safety and Welfare) Regulations, Temporary Works and all other relevant legislation and guidance affecting the site.
6. Organise the site so that work is conducted to the required standard with minimum risk to employees, sub-contractors, the public, site visitors, equipment, and materials.
7. Ensure risk assessments and COSHH assessments are brought to the attention of operatives as required. Where necessary update our generic assessments to cover the activities on site or conduct a new assessment using our assessment procedure if the risks are not covered.
8. Ensure the contents of our Construction Phase Health and Safety Plan, Traffic Management Plan and other safety plans are followed and that the site files are kept up to date.
9. Conduct induction training of all operatives working on site and ensure all visitors/operatives sign in each day.
10. Ensure all operatives working on site including utility company operatives wear the required protective clothing and observe the safety rules on site.
11. Report to their Construction Director any contractor persistently failing to comply with health and safety requirements.
12. Ensure sites are maintained in a tidy condition and that access to and from the place of work is kept clear of materials.
13. Conduct an inspection of scaffolding before first use, after it has been altered or damaged by wind, and at least every 7 days making an entry of the inspection in the scaffold register.
14. Check all plant and equipment delivered to site to ensure it is tested as required, it is suitable for the work and is in good repair. Only 110v temporary lighting and hand tools to be used on Bellway sites. Ensure appropriate registers are documented.
15. Ensure adequate first aid facilities are provided and maintained on site.
16. Ensure adequate welfare facilities as laid down in our policy are provided.
17. Ensure where possible segregated traffic and pedestrian routes with clear crossing areas are provided to avoid unnecessary dangers to operatives/the public on site and where this is not possible ensure working areas are segregated to prevent plant and pedestrians working in the same vicinity.

18. Ensure adequate firefighting equipment is available on site and where necessary fire safety procedures are set in place.
19. Ensure all operatives conducting excavation work do so safely and are aware of the position of underground services on site and follow the requirements.
20. Accompany the Health and Safety Executive (and other regulators such as Environment Agency and Local Authority) on site visits and their recommendations. In the case of the regulator issuing an Enforcement Notice, comply with its terms and contact their Construction Manager immediately.
21. Co-operate with their Regional Health and Safety Manager and external health and safety consultants, act on their recommendations and ask for advice or assistance on matters they are unsure about.
22. Close out all corrective actions identified by our external health and safety consultants using their reporting system within three days of the inspection.
23. Advise their Construction Manager in writing of action taken to correct any matters/problems found during safety visits within the timeframe stipulated.
24. Ensure that all accidents and incidents are reported as required under the Group's procedures for reporting accidents, diseases, and dangerous occurrences.
25. Set a proactive culture on safety matters with subcontractors wherever possible to ensure effective communication and co-operation. Deal with any safety concerns immediately and reprimand operatives who breach site rules or do not work to stated risk assessments and method statements.
26. Take the photographs required for the Fire Safety Procedures compliance, or ensure they are taken by a competent person.
27. Set a personal example by wearing the appropriate protective clothing and using walkways when visiting site.
28. Attend mandatory training as defined by Group to include (but is not limited to) Construction (Design and Management) Regulations, Building Safety Act, and environmental training courses.
29. Follow all rules set by site and this policy.

2.15 Operatives

Operatives must be trained in health and safety and must:

1. Read and understand this policy and conduct their work in accordance with its requirements.
2. Study the risk and COSHH assessments applicable to their work and apply the control measures/ safety procedures listed.
3. Work in a safe manner and avoid taking unnecessary risks.
4. Do not use equipment which is unsuitable for the work or operate equipment they have not received training on.
5. Wear safety equipment/protective clothing as instructed. Ensure it is maintained and stored correctly. Defects should be reported to the line manager immediately.
6. Co-operate with the Site Manager on matters relating to health and safety.
7. Report all accidents and near misses to the Site Manager even if the injury does not stop them working.
8. Keep all tools and equipment in good repair.
9. Keep work area clean and free of hazards.
10. Warn other operatives, particularly new starters and the young of known hazards. If they see any operative (whether Bellway or any sub-contractor) breaching site rules or failing to work to stated risk assessments and method statements, they must tell the operative straight away and inform the Site Manager. Do not allow safety to be compromised.
11. Do not play practical jokes or indulge in "horseplay" on site.
12. If they have a problem or any concern regarding health and safety on site consult the Site Manager. If they are unwilling or unable to deal with the issue, then they must consult the Construction Manager or contact the Whistle Blowing (Speak Up) hotline.
12. Sign in on site at the start of each day and check the Traffic Management Plan and Hazard Boards each day. Sign out at the end of each day.
13. Set a personal example by wearing the appropriate protective clothing and using walkways when visiting site.
14. Follow all rules set by site and this policy.

2.16 Sub-Contractors

Sub-contractors must:

1. Work in a safe manner and avoid taking unnecessary risks. Ensure they have a supervisor or lead operative on site at all times to supervise their works and liaise with the Site Manager on safety matters.
2. Ensure all plant and equipment brought on site complies with relevant requirements, is suitable for the work and is maintained in good condition.
3. Observe the requirements laid down in the Group's Health and Safety Terms and Conditions for Contractors and comply fully with their stated risk assessment and method statements.
4. Co-operate with the Site Manager regarding health and safety and act on their recommendations.
5. If they have any problems regarding health and safety on site consult the Site Manager.
6. All injuries sustained on site must be reported to the Site Manager immediately.
7. All near misses must be reported using the QR reporting system.
8. Wear safety equipment/protective clothing as instructed.
9. Co-ordinate their activities on site in advance with the Site Manager so the aims of this policy and the requirements of the Construction (Design and Management) Regulations can be met.
10. Keep the workplace tidy and free from hazards.
11. Ensure safe access to and from their place of work is maintained.
12. Ensure all operatives sign in when arriving on site and have received the required induction training and are provided with all relevant information and updates communicated to their trade by the Site Manager and/or Bellway divisional staff. Ensure all operatives check the Traffic Management Plan and Hazard Board displayed on site each day.
13. Co-operate with Bellway Regional Health and Safety Managers and external health and safety consultants and implement their requirements.
13. Set a personal example by wearing the appropriate protective clothing and using walkways when visiting site.
14. Follow all rules set by site and this policy.

2.17 Customer Care Directors / Managers

Customer Care Managers are to be trained in health and safety and must:

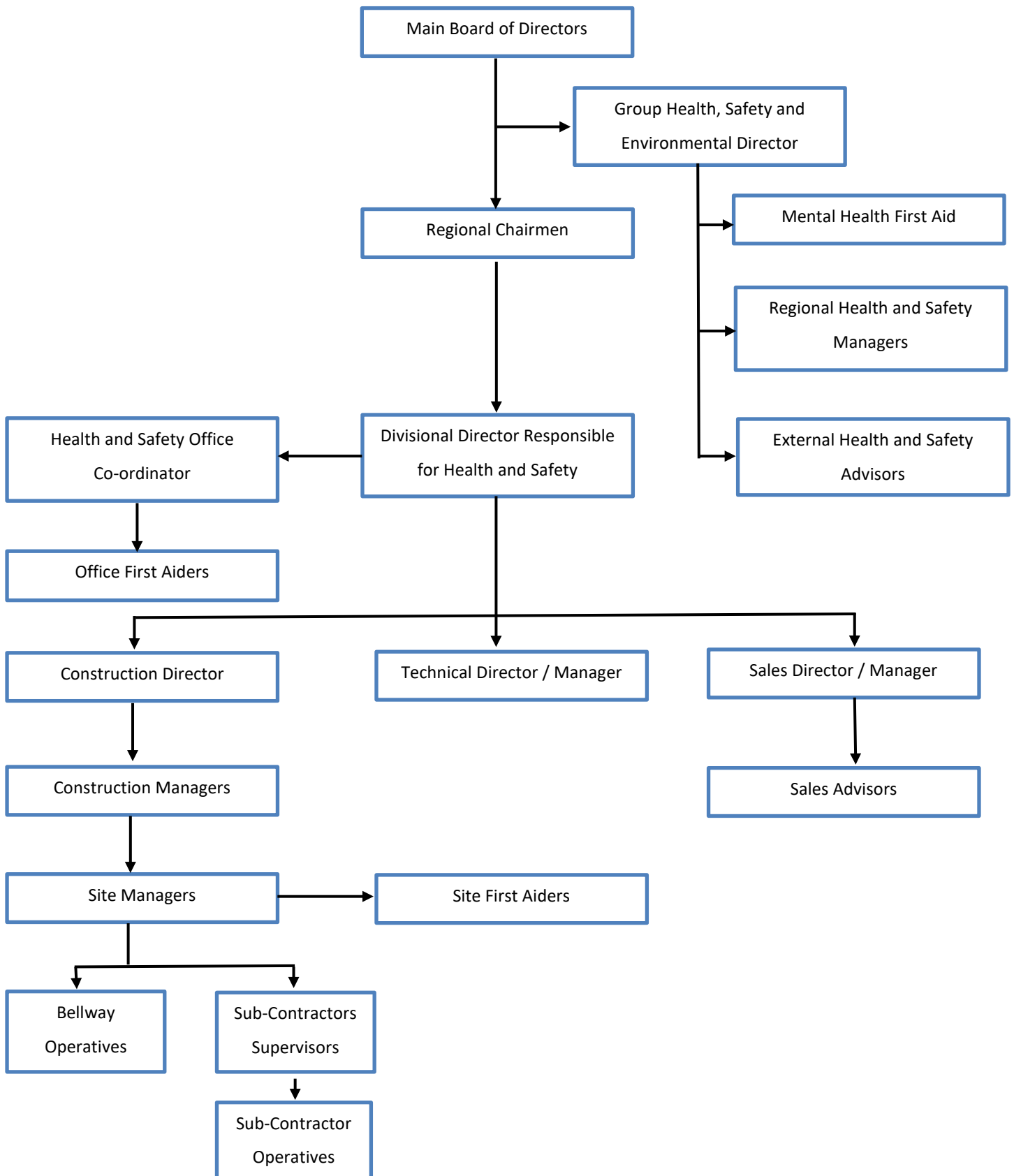
1. Know the contents of this policy and how it affects the departments' work.
2. Provide the customer care operatives with work equipment and materials that are in good working order.
3. Instruct the customer care operatives in how to inspect their work equipment and record the findings in the Provision and Use of Work Equipment Regulations (PUWER) Register.
4. Ensure vehicles and large equipment as required is thoroughly inspected in accordance with regulations.
5. Ensure the customer care operatives are advised of any known risks in relation to their works such as aggressive customers.
6. Set a personal example by wearing the appropriate protective clothing and using walkways when visiting site.
7. Follow all rules set by site and this policy.

2.18 Customer Care Operatives

Customer Care operatives are to be trained in health and safety and must:

1. Know the contents of this policy and how it affects their work.
2. Have a valid license to operate any plant or equipment required in the course of their work. Any change in status in relation to a license must be brought to the attention of the line manager in writing.
3. Review the work instructions daily and bring to the attention of their line manager any known risks or concerns in relation to any work instruction.
4. Remove any tools from occupied plots at the end of each shift or store them securely during breaks to prevent children / vulnerable people accessing them.
5. Undertake a dynamic risk assessment for each new element of work and inform the Customer Care Manager if the risks are too significant to permit continuing with the work such as aggressive behaviour from customers, dogs that are not locked away, or children that are not kept away from sharp tools or equipment.
6. Ensure all work equipment is visually inspected before first use each day and after any breaks where others such as children may have come into contact with it.
6. Ensure all work equipment is inspected visually on a weekly basis and recorded in the Provision and Use of Work Equipment Regulations (PUWER) Register. Report any defects immediately and do not use the defective equipment under any circumstances.
7. Remove all waste from the customer's home and ask the site team to dispose of it. Identify the materials so they can be segregated in accordance with our procedures.
8. Set a personal example by wearing the appropriate protective clothing and using walkways when visiting site.
9. Follow all rules set by site and this policy.

3 Bellway Group Health and Safety Organisation



4 Health and Safety Arrangements

4.1 Introduction

The details of our arrangements for managing health and safety are as outlined in the following sections. In addition to this information there is supporting documentation which consists of:

Office Use

1. Bellway Homes Blank Contractors Pre-Construction Health, Safety and Environmental Plan
2. Bellway Homes Blank Demolition Contractor Pre-Tender Safety Plan
3. Bellway Homes Blank Construction Phase Health, Safety and Environmental Plan
4. Bellway Homes Health and Safety Terms and Conditions for Contractors
5. Bellway Homes Designers Questionnaire / Temporary Works Designers Questionnaire
6. Bellway Homes Contractors Questionnaire
7. Bellway Homes Demolition Contractors Questionnaire
8. Bellway Training Matrix
9. Office Health and Safety Policy

Site Use

1. Bellway Homes Generic Risk Assessments and Assessment Procedure (See Files 2&3)
2. Bellway Homes COSHH Assessments and Assessment Procedure (See Files 2&3)
3. Bellway Homes Manual Handling Assessments (See File 3)
4. CITB G700 Safety Handbooks (provided by trainer when undertaking SMSTS 5-day course)
5. Induction Training Sheets
6. Completed Construction Phase Health, Safety and Environmental Plan
7. Bellway Accident Reporting Procedure
8. Temporary Works Procedure

4.2 Health and Safety Administration

Health and Safety is administered by the Group Health, Safety and Environmental Director who is available for advice and assistance on all matters relating to Health and Safety.

4.3 Training

It is our policy to ensure all operatives working for the Group are trained and competent. Health and Safety training will be conducted on a regular basis to ensure Directors, line management, operatives, and sub-contractors are kept up to date with changes in legislation and understand their duties and responsibilities.

Site based operatives should hold or be working towards the relevant CSCS card (or equivalent where applicable). Site Managers should hold a relevant CSCS card or have undertaken the Bellway H&S test.

4.3.1 Records of Training

Each division has been provided access to and must maintain the training database (Learning Management System) with a record of all training activities taking place, including:

- a) the name and job title of those trained
- b) the date and duration of the training
- c) a title/description of the training
- d) qualifications gained.

4.3.2 Induction Training

4.3.2.1 New Construction Managers and Site Managers

All new Site Managers will receive induction training on health and safety by the Construction Manager. Their attention will be drawn to the following:

1. Our Health and Safety Policy.
2. Our Environmental Policy
3. Our generic risk assessments and assessments procedure.
4. Our induction training procedure for operatives and sub-contractors.
5. Our COSHH assessments.
6. Our Construction Phase Plan giving instructions on how to use the plan.
7. Our procedure for reporting accidents, diseases, and dangerous occurrences.
8. Our procedure for monitoring health and safety, including closing out reports.
9. Online training required for their role, to be accessed via the Bellway Learning Hub
10. Our Temporary Works Procedures.

It is also our policy that all Construction Managers and Site Managers will have attended the CITB Site Manager Safety Training Scheme (SMSTS) 5-day health and safety training module straight after commencement if equivalent accreditation training has not been achieved within the preceding five years.

In addition, Site Managers must receive:

- a) a regular health and safety training update
- b) first aid training
- c) scaffold training
- d) appointed persons training for lifting small loads with a crane.
- e) traffic management training
- f) temporary works training
- g) mental health awareness

The newly inducted colleague will be issued with a unique Bellway induction card number upon completion of the generic site safety induction.

Site Managers must review the medical form of directly employed operatives during induction and forward to their Regional Health and Safety Manager any with ongoing medical problems that may need additional support such as people with asthma, dermatitis, back problems or hearing loss.

4.3.2.2 Operatives and Sub-Contractors

All operatives on site must receive the generic safety induction annually. After their first induction, a unique number will be issued to them. Thereafter, this number is to be used to track their training and onsite behaviour. As operatives move to different sites/divisions, the same unique number is to be used. Their records are to be uploaded on the SharePoint system by the Construction Secretary. The site specific induction will include:

1. Reference to our Health and Safety Policy, Environmental Policy, COSHH and risk assessments
2. Told of any protective clothing/equipment to be worn
3. Reference to their employer's safe systems of work
4. Advised of the welfare facilities on site
5. Advised of any emergency procedures on site, e.g., fire/accidents
6. Advised of any hazards on site, e.g., contamination/overhead cables
7. Advised of site safety rules
8. Asked to produce any license/certificate held in connection with his/her work.
9. Briefed on the trade safety rules applicable.
10. Traffic management

4.3.2.3 Development/Technical/Commercial Department Staff

All new Technical and Development department staff will receive induction training covering the following:

1. Reference to our Health and Safety Policy, Environmental Policy, COSHH and risk assessments
2. Company procedures for dealing with Construction (Design and Management) Regulations applicable to their work.
3. Provided with training to enable them to conduct risk assessments.
4. Temporary Works Training
5. Mental Health Awareness Training

4.3.2.4 Sales Department Staff

All new Sales department staff will receive induction training covering the following:

1. Reference to our Health and Safety Policy, Environmental Policy with specific reference to their duties.
2. New site sales health and safety checklist
3. Lone worker sales risk assessment
4. Provided with training to enable them to conduct risk assessments
5. Induction training on site
6. Display Screen Equipment assessment
7. Stepladder use risk assessment.
8. GRA06 (Generic Risk Assessment for Customer/Public Site Visit)
9. Health and Safety Guidance Notes.

4.3.2.5 Customer Care Operatives

All new Customer Care Operatives will receive induction training covering the following:

1. Reference to our Health and Safety Policy, Environmental Policy COSHH and risk assessments
2. Customer Care Charter
3. TRA05 (Trade Risk Assessment for Customer Care Operations)
4. Maintenance and Inspection of Tools and Equipment

4.3.2.4 Training Matrix

Please see Appendix 1 see page 52.

4.4 Monitoring Health and Safety

4.4.1 Safety Inspections

Sites will be visited at regular intervals by our external health and safety consultants a minimum of every 3-4 weeks. A written report of the inspection will be made and emailed to the following:

- The Group Health, Safety and Environmental Director
- The Regional Health and Safety Manager
- The Construction Director
- The Construction Manager
- The Site Manager

The Site Manager will close out their identified risks within three days at the latest.

4.4.2 Divisional Health and Safety Return

The Construction Secretary will compile the Divisional Health and Safety Return on the last working day of the month and forward to the Group Health, Safety and Environmental Director by the close of play on that day.

4.4.3 Board Reports

The Group Health, Safety and Environmental Director will compile a regular report for the Main Board of Directors from the information received from divisions and issue a copy of that report to the Chief Executive Officer who will report any matters arising at Board meetings.

4.4.4 Divisional Audits

The Group Health, Safety and Environmental Director and Regional Health and Safety Managers will visit divisions on a regular basis and conduct safety audits covering sites and all aspects of our management procedures regarding health and safety issues. This would include, for example, ensuring handovers are complied with under the Building Safety Act where the Designated Individual Principal Contractor needs to leave site, compliance with CDM, and monitoring welfare and fire arrangements. Reports covering these visits will be made available to the Chief Executive Officer and the Chief

Commercial Officer. The report will be forwarded directly to the Regional Chairman, the Director responsible for the division, the Construction Director, and the Group Health, Safety and Environmental Director. The report will include advice on matters which are found to be unsatisfactory.

4.4.5 Health and Safety Meetings

Health and safety meetings will take place at least annually with our external health and safety consultants to discuss:

- a) Problems found on sites
- b) Accidents
- c) New legislation
- d) Training requirements

4.4.6 Accident and Safety Inspection Analysis

It is important that the effectiveness of our Health and Safety Policy is checked. The following procedures will therefore be conducted to monitor this:

4.4.6.1 Accident Analysis

The accident report form will be filled in by our Site Managers for all accidents and sent to the Construction Director and Construction Secretary who will add them to the electronic accident reporting system.

These accident reports will be verified by the Group Health, Safety and Environmental Director so that accident trends can be established and addressed. A report will be compiled every month giving details of accident trends and Reportable Accidents under RIDDOR Regulations.

4.4.6.2 Safety Report Analysis

All safety report trends will be analysed monthly and a written report submitted to the divisions, with a summary to the Chief Executive Officer and other key senior managers in the business. An additional in depth analysis of all safety inspection reports will be analysed on a six-monthly basis (minimum) by our Regional Health and Safety Managers to identify the health, safety and welfare problems on site causing concern.

The results will be issued at Divisional Health and Safety Meetings where the problems found can be discussed with management and appropriate action taken to reduce/eliminate the problems. A copy of the report must be forwarded to the Group Health, Safety and Director.

4.5 Reporting of Accidents, Diseases, Dangerous Occurrences, and Incidents

The Site Manager is responsible for recording all accidents in the site accident book and Bellway's internal accident form. They are also responsible for notifying any accidents, diseases, dangerous occurrences, or incidents as outlined in the Company accident reporting procedure. Accident reports are to be stored in accordance with the Group's Data Protection Policy. For additional information refer to File 2, Accident Reporting Procedures.

4.6 Construction (Design and Management) Regulations

Guidance and procedures covering these regulations are outlined in our Construction (Design and Management) Procedures (see File 2 for details). The attention of all members of management applicable must be drawn to these procedures.

4.7 Competency of Contractors and Designers

Under Construction (Design and Management) Regulations we have a duty to assess the competency of the Contractors and Designers who work on our projects. Guidance and procedures covering this matter are listed in our Construction (Design and Management) Regulations information and procedures.

4.7.1 Notification of New Sites

The Principal Designer will be responsible for registering any new site on an F10 (rev). well in advance of the site starting. A copy of the notification will be passed on to the Site Manager who will ensure it is displayed on site. The Construction Manager should regularly check the F10 (rev) to ensure it does not expire during the construction phase.

4.8 Fire Fighting Equipment and Procedures

Assessments must be made of the risks on site regarding fire and the control measures outlined in these assessments followed. In general, it will be a minimum requirement to:

- a) have a fire plan on site, held in the Construction Phase Health, Safety and Environmental Plan files.
- b) have suitable fire extinguishers to cover the risks on site which must be periodically checked to ensure they remain in good working order.
- c) have smoke detectors fitted in storage cabins, drying room, canteen and site offices.
- d) have procedures for persons conducting hot work or using bin/cabinet heaters e.g., the operatives must have a small extinguisher available whilst conducting this work.
- e) advise all operatives at induction training of location of equipment and emergency procedures that must be followed in the event of fire.
- f) Inspect all equipment in accordance with the guidance and procedures.

- g) Work in accordance with HSG168.

Note: Where work is to be conducted on multi-storey flats or refurbishment there is a requirement for a linked fire warning alarm system and extra extinguishers and more complex procedures. If in doubt, consult your Regional Health and Safety Manager.

4.9 First Aid Provisions

There is a requirement to assess the need for first aid provisions on site. In view of this requirement an assessment has been conducted and you are advised as follows:

4.9.1 First Aider

Construction work is classed as a high-risk activity. It is therefore the policy of our Company to have a qualified first aider on each site unless the work is of a nature where risks have been reduced as listed in the following:

- a) all scaffolds have been dismantled.
- b) there is no work at height.
- c) all demolition work has been completed.
- d) all deep excavation works has been completed.
- e) the site is nearing completion with only finishing trades present.

Note - where the numbers of operatives on site are over 50 then an extra first aider must be provided.

4.9.2 Appointed Person

In instances where the risk has been reduced as listed above it will be the policy of our Company to have an "Appointed Person" nominated on site to manage emergencies. This individual must be knowledgeable about emergency procedures and summon an ambulance when necessary.

The required training for the Appointed Person must include as a minimum:

- Cardio-pulmonary resuscitation
- First aid for the unconscious casualty
- First aid for the wounded or bleeding

4.9.3 Sales Cabins/Show Houses

A small travel box first aid kit should be held in all sales cabins/show houses. However, it is not required to have sales staff first aid trained.

Where any accident occurs in the sales area, the Sales Advisor must make a note of the person's details and pass this to the Site Manager at the earliest opportunity for recording in the accident book. Where the injured person is taken from the scene of the accident to travel directly to the hospital for treatment, the Regional Health and Safety Manager must be notified as soon as possible and no later than the next working day (Monday to Friday excluding Bank Holidays).

4.9.4 First Aid Equipment

The following first aid equipment must be supplied:

- a. A first aid box (coloured green with a white cross on the outside) contained the items listed below must be provided on all sites.
- b. A travel box (coloured green with a white cross on the outside) containing the items listed below must be provided to all operatives working away from the main site (e.g., maintenance teams or customer care operatives).
- c. Defibrillators are to be on all divisional sites and in all offices where Bellway will be present for more than six months in duration.
- d. A grab-bag which includes paper, pen, accident forms, caution tape to create a barrier, disposable camera, foil blanket and first aid kit as a minimum.

4.9.5 Information for Employees

A sign must be displayed "first aid post" giving the location of the first aid facilities. This sign must be displayed giving the name of the first aider. These matters should be covered during induction training.

4.9.6 Minimum Contents of First Aid Boxes

Item	First Aid Box	Travelling FirstAid Kit
Guidance card	1	1
Individually wrapped sterile dressings	20	6
Sterile eye pads	2	-
Individually wrapped triangular bandages	6	2
Safety pins	6	2
Medium sized individually wrapped un-medicated wound dressing	6	-
Large sterile individually wrapped un-medicated wound dressings	2	1
Extra-large individually wrapped un-medicated wound dressings	3	2
Individually wrapped moist cleaning wipes	10	6
Disposable gloves (pack)	1	-
Disposable sealed bottles of sterile water	3	1
Resuscitation aid	1	1

4.10 Unauthorised Persons on Site

We have a duty to keep unauthorised persons off our sites, which includes children, and prevent foreseeable injury. Whilst this matter is covered in our generic risk assessments you must discuss this matter at the pre-start meeting to ensure the assessment covers the site location and works.

A further assessment may be required and a summary of the precautions applicable must be added to the Construction Phase Health, Safety and Environmental Plan.

In general, it will be a minimum requirement that:

- Working areas are fenced off with Heras fencing or other anti-climb robust fencing that is double clipped, footed, and supported in accordance with procedures. Warning signs are to be displayed on the fencing.
- All site operatives sign in when arriving on site. On all sites it is necessary to have operatives also sign out.
- Perimeter fencing checks should be undertaken daily and recorded under Temporary Works.

4.11 Welfare Facilities

Where we are acting as Principal Contractor, the facilities and welfare provisions we offer must be adequate and suitable for the numbers employed on site including sub-contractors and operatives. Temporary facilities must be provided at the start and finish of contacts with the facilities listed below. Pre-planning will help you achieve this e.g., by arranging for services at planning stage and positioning accommodation as close to existing services as possible.

In general, the following must be provided:

- a) Canteen with suitable chairs with back rests and tables (large enough for numbers on site) a means of heating food and boiling water.
- b) Additional measures may be included where required e.g., during a pandemic.
- c) Washing facilities including wash basins (one for every 25 operatives) the supply of towels, soap, running hot/warm water and a mains water supply.
- d) Toilets connected to mains (one for every 25 operatives on site).
- e) Drying room and accommodation for clothing not being used at work.
- f) Accommodation for protective clothing.
- g) A supply of clean drinking water marked as such together with a supply of clean cups.
- h) Satellite facilities must be powered e.g., by solar, gas or fuel, and maintained. Safety Instruction Number 4 must be complied with.
- i) Sanitary facilities are to be provided for all ladies' toilets and upon request for the men's toilets.
- j) Where we have trans-gender operatives on site, they are to be provided access to their chosen gender's facilities.

These facilities must be regularly cleaned, have adequate heating and lighting and be suitably ventilated. You are also reminded there is no smoking or vaping in any enclosed building or room including offices, canteens, drying rooms, and toilet blocks. No smoking signs must be displayed accordingly. See section 4.38 for further information on our Smoking and Vaping Policy.

4.12 Enforcement Authority Visits (e.g. HSE)

Should a Health and Safety Executive Inspector visit site (or other regulatory inspector such as Environment Agency, National Resources Wales, SEPA, or Local Authority) then the Site Manager must be identified immediately and accompany them during the site inspection. Any faults found must be rectified without delay.

Should an Enforcement Notice be issued then the work must be stopped immediately (as required under a Prohibition Notice) and your Construction Manager informed.

The Group Health, Safety and Environmental Director must be informed of all visits by enforcement authorities. Additional information will be requested as required.

All Health and Safety Executive visits must be reported to your Construction Manager who will ensure this information is passed on to the Construction Director so it can be included in the monthly safety report.

4.13 Safety Information, Notices, Signs and Documentation

We have a duty to display various health and safety information on site.

4.13.1 Warning Signs

The Company approved safety signs which gives instructions and advice regarding protective clothing, dangers of building sites etc. must be displayed at the entrance to each site.

In general, "Danger, Keep Out" signs must be displayed on the perimeter fencing enclosing the working area of the site.

Other signs required will be assessed at the prestart meeting and will be outlined in the Construction Phase Health and Safety Plan, e.g., "danger overhead cables", "public footpath" etc.

Signs are assessed for gender neutrality, accuracy and compliance with the Safety Signs and Signals Regulations annually.

4.13.2 Safety Notices

We are required to display certain health and safety posters, notices, and general information for site operatives. As a result, it is our policy that health and safety notice boards are fitted in all canteens and site offices for this purpose and marked "Health and Safety". Under no circumstances must other information be displayed on these notice boards.

In offices a notice board must be fitted in a communal area and should have displayed the Company Health and Safety Policy Statement, the Health and Safety Law poster, information regarding the nearest hospital, information regarding fire emergency plans and evacuation, the names and locations of first aiders and the defibrillator, and our latest Employers Liability Insurance Certificate. Additional information regarding the office Mental Health First Aider/s, who is the Office Health and Safety Co-

Ordinator, and divisional information may also be included here.

4.13.3 Health and Safety Documentation

It is our policy that all health and safety documentation including registers, accident books, regulations, risk assessments, COSHH assessments, our Health and Safety Policy, the Safe as Houses booklet and Construction Phase Health and Safety Plan must be kept together in a designated area within the site office and be readily available for use/inspection. Each site must display an up-to-date Traffic Management Plan in the site office and display relevant information on the site Hazard Board.

4.14 Personal Protective Equipment

4.14.1 Helmets

It is our policy that all operatives and site visitors wear safety helmets whilst out on site.

4.14.2 Safety Boots/Shoes

It is our policy that all operatives wear appropriate safety footwear whilst out on site.

4.14.3 Hearing Protection

It is our policy to ensure relevant operatives are issued and wear appropriate hearing protection to comply with current requirements.

4.14.4 Eye Protection

It is our policy to ensure relevant operatives are issued with and wear appropriate eye protection to comply with current requirements.

4.14.5 Dust Masks

It is our policy that anyone undertaking activities that generate carcinogenic dust are face fit tested and wear an appropriate dust mask. The minimum grade acceptable is FFP3.

4.14.6 Cut Resistant Gloves

It is our policy that operatives engaging in cutting operations are issued with well-fitting, cut resistant gloves. The employer must assess the requirements and include this in their safe system of work, to include the fitting to prevent entanglement in a moving saw, and the resistance level.

4.14.7 General Rules Around the Use of PPE

Where PPE need to be removed for a specific task, and the removal of the PPE does not pose a significant risk, it may be removed but must be reapplied when the task is complete. For example, removing a cut resistant glove to take a photograph on a touch-screen telephone for the purposes of compliance with the Building Safety Act. All personnel on site are responsible for maintaining their PPE and wearing it in accordance with the manufacturer's recommendations and their employer's risk assessments.

4.14.8 General Safety Equipment

To ensure compliance with our policy on personal protective equipment all sites will hold a spare supply of the following:

- Safety helmets
- Safety goggles
- Hearing protection
- Dust masks (FFP3 as a minimum)
- Reflective vests

Where necessary a helmet mounted full face screen may also be provided. A set of waterproof clothing for use during inclement weather may be worn.

4.15 Electrical Installation and Equipment

The following information must be followed for electrical installations and equipment on site:

4.15.1 Installations

- a) All temporary systems installed to supply offices, canteens, toilets etc. on site must be tested and a certificate of adequacy issued by the competent qualified person conducting the test.
- b) This certificate must be displayed on the health and safety notice board.
- c) The system should be re-tested and checked every 12 months or after alteration.
- d) Only 110v power hand tools are to be used on Bellway sites wherever possible.

4.15.2 Equipment

Equipment supplied for use on site must be tested as follows:

Equipment	Voltage	User Check	Formal / V&A	Combined Inspection and PAT
110v portable and hand-held tools, extension leads, site lighting, movable wiring and associated switch gear, and temporary installations for lighting	Secondary winding centre tapped to earth (55v)	Weekly	Monthly	Before first use on site and then three-monthly
230v portable and handheld tools, extension leads and portable floodlighting	230v mains supply through 30mA RCD	Daily	Weekly	Before first use on site and then monthly
RCDs		Daily	Weekly	Before first use on site and then three-monthly
Equipment in site offices	230v office	Monthly	Annually	Before first use on site then annually

4.16 Scaffolding

Adequate quantities of scaffolding equipment in good repair will be provided for erecting scaffolds on site to the specification. Your attention is drawn to the safety requirements identified by NASC or an equivalent body and all relevant regulations.

In general scaffolds will be provided for all main works at height and erected to the required standards by competent trained operatives. Apart from non-extended fully boarded trestle scaffolds used internally, all scaffolds worked on will be fitted with double guardrails, toe boards and brick guards. Where there is no chance of materials falling then brick guards may be omitted.

4.16.1 Scaffold Inspections

The Site Manager will be required to conduct the required inspections of scaffold and complete the Provision and Use of Work Equipment Regulations register on a weekly basis. The Site Manager is to have the required Scaffold Appreciation training in the system used (e.g. Haki, Layher, Kwikstage, tube and fit etc.) to undertake this duty competently.

The Site Manager is responsible for inspecting the crash decking system. Therefore, they must be trained and competent in the system used on the site. This inspection must also be documented in the Provision and Use of Work Equipment Regulations register on a weekly basis.

4.16.2 Scaffolders

It is a policy requirement that scaffolders comply with the NASC guidance SG4, work to their requirements and wear harnesses whilst carrying out scaffolding on site.

4.17 Site Tidiness

Sites will be maintained as far as is reasonably practicable in a tidy and orderly condition:

- a) Brick bands and waste materials must be collected and removed without delay.
- b) Materials must be safely stacked so as not to create risks through poor housekeeping.
- c) Clear access will be provided to and from plots, at the base of ladders, around the site and in the compound area.
- d) Generally, sites must be kept in good order.

4.18 Traffic Management

It is our policy that all mobile plant and vehicles on site are effectively managed to avoid any danger to pedestrians on site. This matter must be given consideration at the planning stage.

Site Managers are required to ensure a Traffic Management Plan is produced for their site and is updated to cover changes as the site progresses, and the log updated accordingly. The Traffic Management Plan must be displayed in the site office.

The following matters must be provided/addressed:

- a) wherever possible vehicles and pedestrians have separate routes.
- b) the compound must have designated walkways to accommodation which is fenced off from mobile plant and has a separate pedestrian entrance provided.
- c) a one-way system is introduced on site whenever possible.
- d) a car park must be provided for contractors/employees' vehicles and clients visiting the site.
- e) mobile plant is fitted with reversing warning systems.
- f) reversing external delivery vehicles must be controlled/supervised by a banksman.
- g) operatives working on site must wear reflective waistcoats/jackets/tee shirts.
- h) all forklift trucks and large 360 excavators are required to have reversing cameras in addition to mirrors.

4.18.1 Consortium Sites Traffic Management

Special/specific arrangements MUST be made when we are working on consortium sites, or our site is adjacent to another developer.

A meeting must be arranged at an early stage with all other builders to discuss/agree traffic management issues. Once agreed the information must be displayed on the Hazard Board, health and safety notice board and added to the Construction Phase Health, Safety and Environmental Plan. Such meetings must be minuted.

4.19 Excavations

In general, all excavations on site must be fenced off to protect the public and operatives on site. Regarding support work your attention is drawn to the information provided in the CITB safety handbook on excavation work which must be followed. No excavation work will be undertaken unless a method statement is provided. A copy statement must be added to the Construction Phase Plan and Temporary Works File. A Permit to Dig must be completed by the Dig Supervisor and authorised by the Site Manager prior to excavation works commencing. The Permit to Dig is to be closed when completed.

4.19.1 Excavation Inspections

The Site Manager will be responsible for ensuring the required inspections of excavations are conducted as per the Provision and Use of Work Equipment Regulations and recorded in the register. It may be necessary to complete a permit to dig or confined spaces working. In each circumstance, the groundworker is to provide Bellway with a safe system of work and supervision.

4.20 Underground Services

All contractors conducting excavation work on site must be issued with information on underground services prior to work starting. This information should be issued in the Pre-Construction Health, Safety and Environmental Plan.

Generally, no excavations must be carried out unless:

- a) Service plans have been obtained and issued to the contractor.
- b) Contractors have a cable detector which they must use to check the position of underground

services prior to excavation work taking place.

- c) The contractor agrees to locate and expose the services by hand digging prior to using mechanical excavator in the vicinity of any buried services.
- d) Works must stop where unanticipated services are located. Their owner must determine their status and disconnect or move where there is a clash with our services.

4.21 Confined Spaces

Working in confined spaces must be avoided wherever possible, i.e., check if the work can be conducted another way other than in a confined space.

Where it is unavoidable to conduct the work in a confined space, then a risk assessment must be conducted and a method statement covering the works added to the Construction Phase Health, Safety and Environmental Plan.

4.22 Plant and Equipment

It is our policy that management will select and provide plant and equipment which:

- a) is suitable for the work in hand,
- b) is fitted with the necessary guards and emergency stops etc. as required; and
- c) mobile plant is fitted with suitable mirrors/cameras to aid all round vision,

It is also our policy to ensure plant and equipment:

- d) is well always maintained and kept in good condition.
- e) has the required test certificates which are up to date.
- f) where necessary is inspected at regular intervals.

The employers of the plant operators (this may be Bellway or Contractors) will also ensure operatives using plant or equipment are trained and competent and hold the necessary licenses/certificates. This must include a full, valid UK driving license.

4.23 Manual Handling

Manual handling assessments must be conducted where large items are required to be positioned/moved on site during the construction process. Your attention is drawn to the separate procedures covering this matter.

In general, it will be our policy to:

- a) use mechanical aids to assist in conducting lifting operations on site.
- b) reduce the size of materials to be used on site at the design stage, e.g., large art stone sections will be either split into manageable sections, fitted with lifting eyes, or use lightweight hollow units; paving slabs reduced in size to 450mm x 450mm or smaller where possible etc.
- c) conduct training where necessary.

4.24 Risk Assessments

Your attention is drawn to the separate procedures and generic assessments covering this matter which must be followed.

4.25 Safety Representatives and Safety Committees

Under Section 2 of the Health and Safety at Work Act 1974 and the Safety Committee Regulations we have a duty to establish a safety committee if requested to do so by two safety representatives in writing.

Any operatives wishing to set up a safety committee can contact their Construction Director who will be responsible for complying with the terms of the requirements.

4.26 Consultation with Employees

We have a duty to consult with employees regarding health and safety matters. You are therefore instructed to encourage employee involvement through committees if formed or by discussion with individuals. You are also instructed to display any Health and Safety Executive letters received on the site health and safety notice board.

4.27 Young Persons & Vulnerable Workers

We have a duty to assess the risks to young people, under 18 years old, before they start work. The assessment must consider their inexperience, lack of awareness of existing or potential risks and immaturity.

We also have a duty to inform parents or guardians of school age children (between the age of 13 years old and the minimum school leaving age) about the risks and control measures put in place.

Any Division considering taking on people under 18 years of age must contact the Group Health, Safety and Environmental Director for advice and assistance so that the necessary compliance requirements can be met.

Vulnerable workers include those with disabilities and pregnant or nursing mothers. These personnel also require a person specific risk assessment and must contact their Regional Health and Safety Manager to arrange it.

4.28 Working at Height

In general, it will be our policy that all works above ground level will be assessed, and suitable and sufficient equipment will be provided and used to minimize the risk of falls. E.g., supply/use of platforms, scaffolds, guardrails.

Where it is impractical to provide fall protection, then equipment will be provided and used to minimise the chance of injury from falls. The use of beanbags is restricted to only where a crash deck cannot be installed. A written assessment is required to demonstrate this has been considered and the reasons a crash deck cannot be installed.

4.29 Lifting Operations

It is our policy to comply with the Lifting Operations and Lifting Equipment Regulations and your attention is drawn to the following information.

In general, all operatives involved with lifting operations on site must be trained and competent. All equipment used in lifting operations must be in good repair, marked for identification purposes, marked with the safe working load and have been inspected at the required intervals:

- all slings, chain sets, shackles, eye bolts and other lifting accessories must be thoroughly examined every six months. Cherry pickers and other lifting equipment that lifts humans must be thoroughly examined every six months. The use of man baskets is prohibited on forklifts with a greater than six metre reach.
- all lifting appliances including cranes, excavators and forklifts must be thoroughly examined every 12 months.
- Man-baskets are prohibited on Bellway sites due to their restrictions.

4.29.1 Cranes Used on Site

4.29.1.1 Mobile Cranes Used For "One Off" Lifts

The Site Manager or a delegated competent person will be responsible to conduct the following:

1. Instruct the supplier of the crane to visit site, advise them on what is to be lifted and request advice on the type of crane required.
2. Check the operator is trained and competent.
3. Check the crane and lifting equipment has the required certificates.
4. If no qualified slinger is available on site, request the lifting equipment supplier to provide one.
5. Ensure the Lifting Plan is received at least one working day before the lift and the ground for siting the crane on has been assessed by the Groundworks Temporary Works Supervisor.
6. Ensure the Permit to Lift from the Temporary Works file is completed on the day of the lift.

4.29.1.2 Tower Cranes

The Site Manager will be responsible to ensure a Lifting Plan is held on each site whereby a tower crane is provided for use. The Lifting Plan for lifting operations must contain the following information:

1. The name of the person in overall charge of lifting operations.
2. The name of the crane drivers, slingers, and signallers.
3. The means of communication to be used between crane operators and slingers/signallers.

4. The location of the lifting equipment (cranes) their operating envelopes and indication of their capacity at different areas within the envelope.
5. The location of take-off and landing points on site.
6. Site rules for ensuring safety during lifting operations including exclusion zones around the crane and lift areas.
7. Details for the arrangements for monitoring and updating the lifting plan.

If in doubt, Site Managers must seek advice from their Regional Health and Safety Manager, or suppliers of the lifting equipment.

4.30 Stress Management

We recognise that from time to time some members of staff may feel under stress due to their work. We have therefore put in place the following procedure to support anyone who is concerned about their ability to cope at any time.

1. Consult your immediate supervisor and discuss your problems with them.
2. If you feel because of these discussions there has been no progress towards resolving your problems, then you should consult with your Divisional Managing Director who is charged with the divisional responsibility to help where possible.
3. If you still feel the problem has not been resolved, then you must contact the Group HR Director who will make every effort to resolve any stress related problems staff feel they are suffering, and which are impacting on their wellbeing or ability to undertake their duties.
4. You are encouraged to contact a Mental Health Advocate to support you during this time. Their details can be found on the Divisional telephone list.
5. Alternatively, you can contact the employee assistance programme run by Zurich on their confidential helpline, Tel: 0800 0845167.

4.31 Asbestos

Due to the known dangers of working with/near asbestos it is our policy to minimise any risk to employees, sub-contractors and the public from any asbestos product which may be present on sites/buildings owned/occupied by the Group.

As a result, you are advised as follows:

- All buildings purchased for either demolition or refurbishment must have a full type 3 asbestos survey conducted prior to any works being started.
- In addition, it will also be our policy, where asbestos is found, to have a licensed contractor remove all traces prior to ANY other works being undertaken.

4.32 Site Supervision

We have a legal duty to manage our operations. As a result, it is our policy that all site works are supervised by either a Site Manager/Assistant Site Manager or "Responsible Person" during working hours including weekend or out of hours working.

A “Responsible Person” will only be appointed for works of low risk which would include internal finishing works (but no working at height or civil engineering works involving excavations and the use of plant and equipment).

In general, this person, if appointed, must have access to:

- a) a supporting Construction Manager
- b) all health and safety information
- c) a first aid kit and telephone for emergencies

In addition, he/she must have basic first aid training and have at least attended a safety awareness course.

4.33 Weekend Working

Weekend working may only take place if authorised in advance by the Divisional Managing Director. Requests must be submitted on the Weekend Working Request Form. A maximum of 13 additional days (Saturdays only unless planning consent allows it) in a calendar year. This must be recorded on a spreadsheet by the Construction Secretary.

4.34 Temporary Workers

Temporary workers brought to site through an employing agency will be treated as a Bellway site member. Bellway will provide them any personal protective equipment required and will report any accidents or incidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Where training is required the contact with the employing agency must be consulted.

4.35 Non-English-Speaking Operatives

All operatives working on site are required to understand the health and safety site induction and have effective communication, to ensure the health and safety of themselves and others working on site.

Where operatives fall short of this requirement due to language barriers or other constraints, they must always be accompanied by an interpreter who is fluent in both English and their native tongue. Additionally, the generic induction presentation can have subtitles in the operative’s native tongue.

4.36 Good Health

It is our policy to ensure as far as reasonably practicable, operations are conducted on site, to minimise the risk to the health and wellbeing of operatives and the public. The following outlines our policy on the main areas of concern:

4.36.1 Occupational Health

The company will monitor health conditions declared during induction to identify employees who would benefit from additional support and / or occupational health assessment. This will be undertaken thoroughly every 5 years and monitored by the Regional Health and Safety Managers.

4.36.2 Noise

Current regulations covering the prevention of noise induced hearing loss will be followed to ensure operatives, both employees and sub-contractors are not exposed to noise levels above the action level.

This will be either with equipment where noise levels have been reduced to below the required action level, or the supply of suitable protective equipment to affect a reduction in the noise level, to that below the action level.

4.36.3 Vibration

Current regulations covering the prevention of whole-body vibration (WBV) and hand arm vibration syndrome (HAVS) will be followed to ensure operatives are not exposed to the risks from vibration.

This will be through the provision of information and training to operatives, the selection of equipment where possible, which has been designed to reduce the risk of vibration inducing injuries and the maintenance of equipment.

4.36.4 Skin

Information, training, and personal protective equipment will be issued to all employees who may encounter products which have been assessed as harmful and may cause damage to the skin. In addition, where necessary, skin checks will be conducted and skin care products will be supplied for use on site. Sub-contractors will also be advised, as necessary.

It is recognised that sun can damage the skin and may cause skin cancer so operatives will be reminded and encouraged to covered up on sunny days and/or apply a high factor sun cream before working outside in the sun whilst on site.

4.36.5 Dust

Dust suppression/collection equipment will be used wherever possible to prevent danger to employees, sub-contractors, or members of the public from dust and the wearing of suitable PPE will be enforced. Those required to wear FFP3 masks or similar protective equipment will be required to provide proof of face fit testing.

4.37 Smoking & Vaping Policy

The Group has in place a Smoking Policy. The full policy is available on the Group's intranet and on request to the HR department.

In summary, smoking including the use of e-cigarettes, personal vaporisers (PVs) and electronic nicotine delivery systems (ENDS) is prohibited on Bellway Group premises and applies to employees, whether directly employed by the Bellway Group, or workers through an agency, by a sub-contractor, or other organisation, and visitors.

Group/Divisional Offices: Employees who wish to smoke may do so in their own time during breaks and are not permitted to smoke whilst performing their duties and responsibilities for the Bellway Group. Where offices have a designated smoking area, smoking must be restricted to these areas only.

Site: Smoking is prohibited in offices, cabins, welfare units or plots, flats, or units under construction. This includes on scaffolds that are enclosed with debris netting or similar materials. Employees, agency workers, sub-contractors and visitors who wish to smoke may do so in their own time during breaks. Where sites have a designated smoking area, smoking should be restricted to these areas only where possible.

Company Vehicles Including Cabbed Plant Such as Forklifts and Excavators: Those who drive Company vehicles, and their passengers must not smoke in Company vehicles. A no smoking sign must be always displayed in the vehicle. Signs will be displayed on site enforcing the rules.

Any operative caught abusing this rule will be removed from site. Any employees caught abusing this rule will be subject to disciplinary proceedings.

4.38 Temporary Works

It is our policy to manage the temporary works required on site to enable us to conduct the construction works to the required safe standards. With regards to this work appointments will be made as necessary including Temporary Works Designer/s, Temporary Works Coordinators and Temporary Works Supervisors. Contractors will also be required to make similar appointments when conducting works for the Company.

4.39 Compliance with the Building Safety Act

It is the policy of the company to comply with all relevant legislation. A separate Fire Policy has been documented to deal with the Building Safety Act, but where there are crossovers such as in the Construction (Design and Management) Regulations, this has been accounted for in the Construction (Design and Management) Procedures. Additionally, separate Building Safety Act Procedures have been documented to support the business and give guidance and direction. See File 2 for full details.

4.40 Health Surveillance

4.40.1 Site Operatives

All operatives on site must be inducted – this includes both directly and indirectly employed workers. During their induction they must complete a medical induction form, which will allow them to identify any pre-existing conditions that may be an occupational illness such as musculoskeletal issues (e.g. a bad back), asthma, dermatitis, hearing loss, or Hand Arm Vibration Syndrome (HAVS). Where any of these are identified, the site manager must flag them with their Construction Secretary on the covering email of the scanned documents. The Construction Secretary will then request the Human Resources department to arrange an Occupational Health Surveillance review of the individual within one month of starting work.

The induction is to be repeated every year to collect any new medical information that could be relevant to the individual. All occupation health data is to be uploaded to the individual's induction file so the site manager can see any restrictions in place and consider work instructions accordingly.

4.40.2 Office Staff / Sales Staff / Remote Workers

Those working in or around premises other than construction sites will complete a medical form as part of the onboarding process. Employees using display screen equipment such as computers will be required to complete a Display Screen Equipment Assessment which the Office Health and Safety Coordinator can process. This should be repeated every five years.

Any member of staff, regardless of their role, can raise concerns relating to their health in the workplace by contacting the Regional Health and Safety Manager for their division, or on the generic email address health.safety@bellway.co.uk.

4.40.3

Health surveillance has procedures and a risk assessment documented separately and will be reviewed periodically and revised as required.

Appendix 1

Training Matrix

The Group Learning and Development Manager, with the Group HR Director, will determine the minimum requirements for all roles. However, for the purposes of Health and Safety, the company has the minimum mandatory requirements for the key roles affecting health and safety on site:

Construction Managers:

1. Construction (Design and Management) Regulations. The procedures in Section 2 of this policy will be trained.
2. Bellway Health and Safety Policy and Procedures and Arrangements during induction to the business.
3. NVQ Level 6 for Residential Construction as a minimum, although Level 7 is preferable.
4. CITB Site Management Safety Training Scheme (SMSTS) and refresher courses to prevent expiry.
5. Scaffold Appreciation – 1 day course for housing sites, progressing to CISRS training for complex multi-storey sites.
6. Site specific health and safety induction training.
7. Temporary Works for housing (in-house 3-hour course) or as required in the Temporary Works for High Rise Developments procedures (as applicable).
8. Mental Health Awareness training as a minimum. Mental Health First Aid is preferable.
9. Fire Policy, Building Safety Act and Building Regulations.

Site Managers

1. Construction (Design and Management) Regulations. The procedures in Section 2 of this policy will be trained.
2. Bellway H&S Policy and Procedures and Arrangements during induction to the business.
3. NVQ Level 6 for Residential Construction
4. CITB Site Management Safety Training Scheme (SMSTS) and refresher courses to prevent expiry.
5. Scaffold Appreciation – 1 day course for housing sites, progressing to 2 day or CISRS training for complex multi-storey sites.
6. Site specific health and safety induction training.
7. First Aid training, at a frequency to ensure the competency does not expire/lapse.
8. Temporary Works for housing (in-house 3-hour course) or as required in the Temporary Works for High Rise Developments procedures (as applicable).
9. Mental Health Awareness training as a minimum. Mental Health First Aid is preferable.
10. Lifting Operations Appointed Persons training for simple, light lifts. Contracts lifts can be used for more complex lifts.
11. Fire Policy, Building Safety Act and Building Regulations.

Assistant Site Managers

1. Bellway H&S Policy and Procedures and Arrangements during induction to the business.
2. CITB Site Supervisor Safety Training Scheme (SSSTS) and refresher courses to prevent expiry to ensure competency in most areas except crane lifts and deep excavation works.
3. Scaffold Appreciation – 1 day course for housing sites, progressing to 2 days for complex multi-storey sites to ensure competency in scaffold inspections.
4. Site specific health and safety induction training.
5. First Aid training, at a frequency to ensure the competency does not expire/lapse.
6. Temporary Works for housing (in-house 3-hour course) or as required in the Temporary Works for High Rise Developments procedures (as applicable).
7. Mental Health Awareness training as a minimum. Mental Health First Aid is preferable.
8. Fire Policy, Building Safety Act and Building Regulations.