



APPOINTMENT OF KEY PERSONNEL WITH SHE RESPONSIBILITIES

00000-HUK-GHS-XX-PC-Z-0048

Rev.	Date	Summary of changes
0		New Procedure, previously a Form.

	Name	Position (Role)	Signature	Date
Prepared by	Karen McWalter	Senior Environmental Adviser		21.12.21
Reviewed by	Darren Bowen	Senior Health & Safety Adviser		21/12/21
Approved by	Karen McWalter	Senior Environmental Adviser		21.12.21

Uncontrolled when printed – refer to Themis for controlled copy.



Contents

1.	Executive Summary	4
1.1.	Purpose.....	4
1.2.	Scope.....	4
2.	References.....	5
2.1.	External References.....	5
2.1.1.	References	5
2.1.2.	HOCHTIEF Group Directives	5
2.2.	Internal References.....	5
2.3.	Associated IMS Procedures and Forms	5
2.4.	Further reading.....	5
3.	Roles and Responsibilities.....	6
3.1.	System Roles and Responsibilities.....	6
3.1.1.	Responsible	6
3.1.2.	Accountable	6
3.1.3.	Consulted	6
3.1.4.	Informed	6
3.2.	Process Roles and Responsibilities.....	7
4.	Process Maps	8
5.	Appointment of Key Personnel with SHE Responsibilities.....	9
5.1.	General Information	9
5.2.	HSE Appointments	10
5.2.1.	Lifting Operations	10
5.2.2.	Crane Supervisor	11
5.2.3.	Lifting Equipment Register Co-ordinator	12
5.2.4.	Excavation Co-ordinator	13
5.2.5.	Scaffold Co-ordinator	14
5.2.6.	Permits Co-ordinator	15
5.2.7.	Temporary Works Co-Ordinator	16
5.2.8.	Temporary Works Supervisor	17
5.2.9.	COSHH Co-Ordinator	18
5.2.10.	Noise Co-Ordinator	19
5.2.11.	Vibration Co-Ordinator	20
5.2.12.	Fire Marshall	21
5.2.13.	Site First Aider	22
5.2.14.	Incident Controller	23
5.2.15.	BRAVE Co-ordinator	25
5.2.16.	Refuelling Co-ordinator	26

5.2.17.	Environmental Co-ordinator	27
5.2.18.	Fire Co-ordinator	28
5.2.19.	PPE Co-ordinator	29
5.2.20.	Demolition Co-ordinator	31
7.	Governance	32
7.1.	Procedure Effectiveness Reviews	32
7.2.	Procedure Reviews and Updates	32
8.	Terms and Definitions.....	33

Tables

Table 1: Associated Documents	5
Table 2: RACI Chart	7
Table 3: Terms and Definitions	33

1. Executive Summary

1.1. Purpose

This procedure details the requirements and competencies for personnel who are given additional health, safety or environmental responsibilities required to ensure the safe operation of a project or premises.

1.2. Scope

This procedure applies to all projects and premises which are under the control of HOCHTIEF(UK) or JV's where HTUK is the principal contractor.

2. References

2.1. External References

2.2. References

This procedure is written to help highlight how HOCHTIEF (UK) Construction Ltd (HTUK) satisfies the requirements of:

- Health and Safety at Work Act 1974
- Environmental Protection Act 1990
- COSHH Regulations 2002

2.3. HOCHTIEF Group Directives

This procedure shall comply with HOCHTIEF Group directives below

- II 3.2.14 03 Determining HSE personnel

Note: HOCHTIEF Group Directives are published on 'Indoor', which is accessed via the 'Useful Links' area of the HTUK intranet homepage and via the 'HTSoL Directives' area on the IMS Portal.

2.4. Internal References

The following documents should be read in conjunction with this procedure.

- All HTUK Minimum Standards – 00000-HUK-GHS-XX-ST-Z-0001/ 0002/ 0003/ 0004
- Health & Safety Employee Consultation - 00000-HUK-GHS-XX-PC-Z-0031

2.5. Associated IMS Procedures and Forms

The IMS documents listed in the table below are those directly related to processes described in this procedure.

Name	IMS Reference Number
Letter of Appointed and Acknowledgement of Nominated Person	<ul style="list-style-type: none"> • 00000-HUK-GHS-XX-FM-Z-2039

Table 1: Associated Documents

2.6. Further reading

The following references are not mandatory but provide additional guidance and information to supplement this procedure.

- None Identified

3. Roles and Responsibilities

3.1. System Roles and Responsibilities

3.2. Responsible

Head of Health, Safety and Environment

3.3. Accountable

Head of Health, Safety and Environment

Project Manager

Managing Director

3.4. Consulted

The following positions will be consulted to ensure that changes to this procedure are compatible with their roles and activities within the IMS environment.

- Senior Environmental Adviser
- Senior Health & Safety Adviser

3.5. Informed

This procedure is available to all HTUK staff via the company intranet.

3.6. Process Roles and Responsibilities

KEY:

- R = Responsible**
Person who carries out the activity
- A = Accountable**
Ensures the activity is completed to the level required
- C = Consulted**
Actively engaged and contributes input to responsible person
- I = Informed**
Kept aware of progress and ready to provide input if necessary

Process Activities	Project Director	Project Manager	Head of Health, Safety and Environment	Senior Environmental Advisor	Senior Safety Advisor	General Foreman					IMS Template or Form
Selection of competent members of the site team to undertake specific roles with SH&E responsibilities	A	R	C	C	C	I	-	-	-	-	00000-HUK-GHS-XX-FM-Z-2039

Table 2: RACI Chart

4. Process Maps

Appointment of key personnel with SHE Responsibilities			
Role or Function	Essential (E) or Project Specific (PS)	Ratio to site establishment if applicable	Qualifications or Competency level Required
Appointed persons (lifting operations)	E		Appointed persons CPCS
Crane supervisor	PS		Crane supervisor CPCS
Fire Co-ordinator	E		Accredited IFSM course
Scaffold Co-ordinator	PS		Accredited course CISRS - Basic Scaffold Inspection - minimum
Excavation Co-ordinator	E		Responsible Engineer
COSHH Co-ordinator	E		Sypol training (COSHH management course (int))
Environmental Co-ordinator	E		SEATS
First aider	E	Min 1 + cover: 1:50 on site	First aid at work course
Temporary works co-ordinator	E		Accredited TWC training & chartered Eng.
Fire Marshall	E	As appropriate	Fire Marshall training (internal)
Lifting Equipment Register Co-ordinator	E		Responsible Engineer
Statutory Undertakers Co-ordinator	E		Responsible Engineer
Incident controller	E		Project Manager
Noise Co-ordinator	E		
Vibration Co-ordinator (HAVS)	E		Occupational Health
Permits Co-ordinator	E		Engineer
Refuelling Co-ordinator	E		Spill prevention training
Temporary works supervisor	E		Accredited TWC training
Demolition Co-ordinator	SS/TWC		TWC training & chartered Eng.
PPE Co-ordinator	Office Manager		
Project Behaviour Safety Champion	Where available		BRAVE champions 3-day course

5. Appointment of Key Personnel with SHE Responsibilities

5.1. General Information

The Project Manager has overall responsibility for all matters relating to Safety, Health & Environment on site and is permitted to appoint persons from within the site team to assist them in ensuring compliance.

The following considerations should be taken when selecting personnel

- Previous experience of the work being undertaken
- Previous experience of the task for which they are appointed
- HSE related training received
- Other tasks allocated to them
- Attitude to HSE matters
- Their ability to undertake the task conscientiously
- That the person appointed has suitable status and authority in keeping with the position.

It is imperative that personnel appointed shall be allowed sufficient time to undertake duties.

Such appointments shall be seen as an integral part of the overall proper and efficient management of a project.

If necessary, the SHE Department shall be consulted about appointments. In the event of any dispute about the competence or suitability of an individual the Director responsible for the project shall be the final arbiter.

This guidance contains the duties for each appointment a copy of which shall be given to and discussed with each appointee. It is the responsibility of the person appointing personnel to ensure that the appointee understands their duties.

NB: where no appointments have been made, the Project Manager will retain the responsibilities themselves.

It must be remembered by those making the appointments that the purpose is to assist them to comply with their own HSQE responsibilities for the site and not to relieve them or others of their responsibilities. There is therefore an obligation to monitor that appointees are fulfilling their duties.

The names of appointed personnel shall be incorporated in the Project IMS Plan and be posted where appropriate on the site notice board, with the original signed appointment sheet held as an appendix to the Construction Phase Plan.

Reference should be made to the SHE Competency Matrix to ensure that staff assigned to the project have the necessary experience, skills, and competencies. Where it is necessary to arrange training, this should be done in conjunction with the Learning & Development Co-ordinator.

Some SHE appointments are mandatory on all projects; others are dependent upon the nature of the work being carried out.

The requirement for each role is set out on the appointments form. Nominated persons should be fully cognisant with the requirements. If the need for training or additional support is required, the Project Manager or SHE should be made aware of this.

More than one person may be appointed to a role or function as appropriate to the project.

Some of the essential functions will be required in office premises and the Project Manager or Head of SHE (as appropriate) should ensure that these positions are filled.

5.2. HSE Appointments

5.2.1. Lifting Operations

Appointed Persons (Lifting Operations)	
Essential /site specific	Essential
Training/competency	Appointed Person CPCS
Responsibilities	<ul style="list-style-type: none"> • Take overall responsibility for lifting operations on the site/section. • Ensure all lifts have been planned and co-ordinated, incl. selection of crane and lifting equipment and accessories • In conjunction with Temporary Works Co-ordinator, ensure that crane foundations/platforms have been designed by a competent person and that all required checks have been carried out. • Complete and communicate lifting plans for non-contract lifts • Ensure a competent Crane Supervisor is provided for each lift • Liaise with contractors Appointed Person for contract lifts as HTUK representative ensuring statutory compliance • Ensure all test and examination records for lifting appliances / equipment are valid and available in site documentation. • Carry out random checks of lifting operations to ensure that good practice is followed.
HTUK Procedures relevant to role	Lifting Procedure 00000-HUK-GHS-XX-PC-Z-0003

5.2.2. Crane Supervisor

Appointed Persons (Lifting Operations)	
Essential /site specific	Site Specific
Training/competency	Crane Supervisor CPCS
Responsibilities	<ul style="list-style-type: none"> • Liaise with the Appointed Person (Lifting Operations) for the implementation of lifting plans • Supervise lifting operations in accordance with the approved lifting plan. • Ensure all involved are briefed and records kept.
HTUK Procedures relevant to role	Lifting Procedure 00000-HUK-GHS-XX-PC-Z-0003

5.2.3. Lifting Equipment Register Co-ordinator

Lifting Equipment Register Co-ordinator	
Essential /site specific	Essential
Training/competency	
Responsibilities	
<ul style="list-style-type: none"> Maintain a register of all lifting equipment (including that supplied by subcontractors) that is or has been used on site Ensure all lifting equipment has valid certificate confirming test / thorough examination Ensure all lifting equipment is traceable to certification through uniquely embossed markings or tags. 	
HTUK Procedures relevant to role	Lifting Procedure 00000-HUK-GHS-XX-PC-Z-0003

5.2.4. Excavation Co-ordinator

Excavation Co-ordinator	
Essential /site specific	Essential
Training/competency	
Responsibilities	<ul style="list-style-type: none"> Ensure all excavations are inspected by a competent person every 7 days, following a partial collapse, or following any event likely to affect stability. Ensure these inspections are recorded in the site documentation (Excavation Checklist Standard Form) Ensure a 'permit to dig' is in place, up to date and has been briefed to all involved with the excavation Ensure that if the excavation is classified as a confined space that the appropriate controls are instigated All excavations must be visually inspected by a competent person at the start of each new shift.
HTUK Procedures relevant to role	Excavation 00000-HUK-GHS-XX-PC-Z-0004 Working near Underground and Overground Services 00000-HUK-GHS-XX-PC-Z-0041 Pollution Prevention 00000-HUK-GHS-XX-PC-Z-0016

5.2.5. Scaffold Co-ordinator

Scaffold Co-ordinator	
Essential /site specific	Site Specific
Training/competency	Successfully completed a scaffold inspector's course
Responsibilities	<ul style="list-style-type: none"> Ensure that a Hand Over certificate is available for all scaffolds. Ensure all scaffolds are inspected by a competent person before first use, at least every 7 days thereafter, after any modifications and after an event likely to affect its stability. Ensure records are retained in site filing system. (Weekly Work Equipment Inspection Sheet Standard Form or contractor equivalent). Ensure incomplete scaffolds are signed accordingly. Conduct random checks on scaffold and record using Standard Form, Scaffold Inspection Checklist. In liaison with the Temporary Works Co-ordinator ensure that the foundations for scaffolds are satisfactory.
HTUK Procedures relevant to role	Temporary Works Management 00000-HUK-GHS-XX-PC-Z-0002

5.2.6. Permits Co-ordinator

Permits Co-ordinator	
Essential /site specific	Essential
Training/competency	
Responsibilities	<ul style="list-style-type: none"> • Have access to reference information including: <ul style="list-style-type: none"> ○ Buried services search results ○ Extract from the National Hazard Directory (NR Projects) ○ Ensure statutory drawings are up to date and refreshed every 3 months • Regularly check the Permits Register on Themis ensuring its correct use and up to date • Once completed by the person responsible, check each permit for accuracy and authorise for use if satisfied. Ensure that the relevant sections of any drawings are attached to the permit highlighting where the excavation is required to avoid confusion. • Ensure there is no conflict between permits issued for other activities that may overlap or affect the works • Undertake regular audits of permits • Close out all permits once works are completed and check permits registers are completed and uploaded onto Themis • Should have close liaison with Statutory Undertakers Co-ordinator (if appointed)
HTUK Procedures relevant to role	Working near Underground and Overground Services 00000-HUK-GHS-XX-PC-Z-0041

5.2.7. Temporary Works Co-Ordinator

Temporary Works Co-ordinator	
Essential /site specific	Essential
Training/competency	<ul style="list-style-type: none"> • Relevant academic qualification (degree, HNC, HND) • At least 5 years' experience working on similar projects • Attended the CITB TWC course • Detailed knowledge and understanding of HTUK temporary works procedures <p>Desirable requirements For projects involving complicated or high-risk temporary works the TWC should be a chartered Civil Engineer and/or have TW design experience. Appointment of a TWC with no other site responsibilities will be considered for projects of this type.</p>
Responsibilities	<ul style="list-style-type: none"> • Co-ordinate all temporary works activities • Ensure a temporary works register is established and maintained • Ensure that the various responsibilities have been allocated and accepted • Ensure that a design brief is prepared in full consultation, is adequate and in accordance with the on-site situation • Ensure that any residual risks, identified at design stage, assumed methods of construction, or loading constraints identified by the designer of the permanent works are included within the design brief • Ensure that a satisfactory temporary works design is carried out • Ensure that a design check is carried out by someone who was not involved in the original design • Where appropriate, ensure that the design is made available to the other interested parties e.g., the Principal Designer or the designer of the permanent works • Register or record the drawings calculations and other relevant documents relating to the final design • Ensure that those responsible for on-site supervision receive full details of the design, including any limitations, guidance notes associated with it and prepare a specific method statement • Ensure that checks are made at the appropriate stages • Ensure that any proposed changes in materials or construction are checked against the original design and appropriate action taken • Ensure that any agreed changes, or correction of faults, are correctly carried out on site • Ensure that during the use of temporary works all appropriate maintenance is carried out • After a final satisfactory check, ensure a permit to load is issued by the TWC or TWS • Ensure that a documented safe system of work is in place and implemented for the dismantling of any temporary works • Ensure that any relevant information for the health and safety file is transmitted to the CDM Principal Designer • In all cases ensure that the TWS's are operating in accordance with the approved procedures
HTUK Procedures relevant to role	Temporary Works Management 00000-HUK-GHS-XX-PC-Z-0002

5.2.8. Temporary Works Supervisor

Temporary Works Supervisor	
Essential /site specific	Essential
Training/competency	<ul style="list-style-type: none"> • Hold a degree or HND in civil or structural engineering (D) • Have completed formal TWC training (D) • 3 years' experience of working on similar projects (E) • Attended in house temporary works briefing (E) • Have a detailed knowledge and understanding of HTUK temporary works procedures and their implementation
Responsibilities	<p>To assist the TWC</p> <ul style="list-style-type: none"> • Enter new schemes into temporary works register • Create design briefs that are prepared in full consultation, are adequate and in accordance with the onsite situation so that the TWC can approve • Capture within the design brief any residual risks, identified at design stage, assumed methods of construction, or loading constraints identified by the designer of the permanent works • Register or record the drawings calculations and other relevant documents relating to the final design • Ensure that those responsible for on-site supervision receive full details of the design, including any limitations and guidance notes associated with it and prepare a specific method statement • Ensure that checks are made at the appropriate stages • Ensure that any proposed changes in materials or construction are checked against the original design and appropriate action taken • Ensure that any agreed changes, or correction of faults, are correctly carried out on site • Ensure that during the use of temporary works all appropriate maintenance is carried out • After a satisfactory final check ensure a permit to load is issued by the TWC or TWS • When it has been confirmed that the permanent structure has gained adequate strength and/or stability, ensure a permit to load is issued by either the TWC or TWS • Ensure that a documented safe system of work is in place and implemented for the dismantling of any temporary works • Ensure that any relevant information for the health and safety file is transmitted to the CDM Principal Designer
HTUK Procedures relevant to role	Temporary Works Management 00000-HUK-GHS-XX-PC-Z-0002

5.2.9. COSHH Co-Ordinator

COSHH Co-ordinator	
Essential /site specific	Essential
Training/competency	Managing COSHH /Sypol (internal)
Responsibilities	<ul style="list-style-type: none"> • Maintain a COSHH register and obtain COSHH assessments when requested • Ensure the register is available for reference by any person on site, incl. first aiders • Carry out and obtain an assessment of hazardous substances for use by HTUK employees under site conditions from Sypol • When advised by HTUK management the use of a hazardous substance by sub-contractors which may affect persons other than the sub-contractors' own personnel, pass on that information to those who may be affected and where HTUK employees are involved ensure that training is given, and necessary precautions have been taken. This information to be recorded on the briefing sheet (daily, TBT) • Liaise with HSE adviser/Environmental adviser for further advice
HTUK Procedures relevant to role	COSHH Management 00000-HUK-GHS-XX-PC-Z-0002

5.2.10. Noise Co-Ordinator

Noise Co-ordinator (Occupational Health)	
Essential /site specific	Essential
Training/competency	Be trained to identify the need for an assessment under the Noise at Work Regulations 2005
Responsibilities	<p>The noise co-ordinator shall carry out an initial noise assessment on site of areas which are likely to be at or above the first action level of 80dBA or the peak action level of 200 Pascals (equivalent to 140dB) recording details on Noise Assessment form</p> <ul style="list-style-type: none"> • Undertake noise assessments weekly and record all findings on the Noise Assessment form. Levels below the first action level shall also be recorded to indicate areas, which are free from damaging noise levels • Following identification of high noise processes or locations, the co-ordinator shall carry out an assessment in accordance with the Noise at Work Regulations 2005 • Advise the Project Manager on the following: <ul style="list-style-type: none"> • Methods of noise reduction other than PPE (e.g., change the process, plant, or equipment) • Reduction of exposure times e.g., rotating staff and operations • Establish noise protection zones using signs in accordance with BS5378 • Ensure suitable hearing protection is issued by the PPE Co-ordinator to all operatives who may be exposed to noise levels more than the first action level • Be responsible for ensuring noise control measures identified on the assessments are: <ul style="list-style-type: none"> • Communicated to all exposed using toolbox talks and method statement briefings • Maintained in accordance with the regulations • Posted on notice boards and site canteens <p>The Noise Co-ordinator shall ensure sub-contractors provide assessments of the noise levels which their own operatives may be exposed to, these assessments shall be kept on record.</p>
HTUK Procedures relevant to role	Minimum Standards – Occupational Health & Wellbeing 00000-HUK-GHS-XX-ST-Z-0004

5.2.11. Vibration Co-Ordinator

Vibration Co-ordinator (Occupational Health)	
Essential /site specific	Essential
Training/competency	
Responsibilities	
<p>Risk assessment for work involving handheld or hand guided vibratory tools will be undertaken to identify persons at risk from HAVS. Control measures to be implemented where risk of HAVS has been identified (Action Level Table)</p> <p>Low risk A (8) of 0-2.8ms² (Action Level 1)</p> <p>Medium risk A (8) of 2.5 – 5 ms² (Action Level 2)</p> <p>High risk A (8) 5-8ms² (Action level 3)</p> <p>This risk assessment will determine the subsequent Action Level measures that need to be implemented to satisfactorily control risks to health from vibration. The risk assessment should be completed on Vibration Risk Assessment form.</p> <p>Where reasonably practicable in the hazard associated with HAVS will be eliminated at source at the design stage of the project e.g., pile breaking techniques</p> <p>Where reasonably practicable automated equipment will be employed</p> <p>The selection and procurement of plant is in accordance with COM_07 Plant and Calibration Measuring Equipment based upon information provided by the SVC. The SVC using information related to the equipment will establish job rotation schedules.</p> <p>All persons required to operate vibration-producing equipment will undertake a vibration tools training course prior to commencement of the works. Training course content will include</p> <ul style="list-style-type: none"> • The nature of the risk and signs of injury • How and why any signs of injury should be reported <p>Information regarding specific items of plant, trigger times and job rotation requirements will be communicated to individuals. Records are to be maintained of training received (to include course content).</p> <p>All persons required to operate vibration-producing equipment will be issued with anti-vibration gloves and trained in their use. Records are to be maintained of PPE issue.</p> <p>Based on vibration levels and trigger times, where the vibration level of 2.5ms/2 A (8) is exceeded, job rotation will be implemented under direction of the SVC. Monitoring of individuals to establish accurate trigger/usage time will be undertaken as determined by action level control measures implemented.</p> <p>Records are to be maintained and be made available for compliance monitoring. Records of exposure times should be kept on HAVS Weekly record Sheet For exposure timings, a stopwatch is used and the trigger time per cycle is recorded. The person taking the measurements should be as near to the operators as possible, without interfering in the operation</p>	
HTUK Procedures relevant to role	Minimum Standards – Occupational Health & Wellbeing 00000-HUK-GHS-XX-ST-Z-0004

5.2.12. Fire Marshall

Fire Marshall	
Essential /site specific	Essential
Training/competency	
Responsibilities	<ul style="list-style-type: none"> In the event of a fire alarm ensure as far as practicable that designated area is clear of people without endangering themselves Immediately on arrival at the muster point report to the Fire Co-ordinator regarding the status of designated area and any areas that could not be checked Assist in the prevention of anyone leaving the muster point or re-entering the building/site before all clear is given Assist in the relocation of personnel should the muster point become unsuitable Be familiar with all the fire and muster points Monitor designated area in all aspects of fire safety
HTUK Procedures relevant to role	Minimum Standards – Premises 00000-HUK-GHS-XX-ST-Z-0003

5.2.13. Site First Aider

Site First Aider	
Essential /site specific	Site Specific
Training/competency	First Aid at Work 3-day Course
Responsibilities	<ul style="list-style-type: none"> • Assess the first aid requirements for the project and arrange with agreement of the Project Manager the provision of readily accessible first aid boxes throughout the project works and ensure they are adequately maintained • Ensure each first aid facility location is clearly signed and that the notices are displayed which give information on all appointed persons and qualified first aiders • Ensure all accidents requiring treatment are recorded in the Accident Book. With records kept confidentially • First aiders shall have knowledge of and know the location of the site COSHH register, in the event of any accident that is related to a hazardous substance. • Regularly monitor all first aid boxes and ensure they are kept full of the required contents.
HTUK Procedures relevant to role	Minimum Standards – Premises 00000-HUK-GHS-XX-ST-Z-0003

5.2.14. Incident Controller

Incident Controller	
Essential /site specific	Site Specific
Training/competency	
Responsibilities	
<p>General:</p> <p>An incident Controller shall be appointed, with responsibilities for liaison, supervision, and control in the event of an emergency. Adequate support staff shall assist the post holder, who shall be issued with a mobile phone. A nominated deputy shall deputise in the absence of the Incident Controller. The security guarding company shall provide 24-hour cover on site and shall retain a copy of the emergency telephone list.</p> <p>In the event of an incident or emergency, the Incident Controller’s primary responsibility is the safety of all employees and of any visitors who may be present at the site area. To achieve this, the Incident Controller’s role is making the tactical decisions necessary to bring under control any incident or emergency that may have occurred. In this role supported by is senior staff, the post holder shall work in unison with senior officers from the emergency services, each of whom shall have a similar role within their own organisations. Working together, this group shall exercise tactical control over all parties involved in the emergency.</p> <p>The Incident Controller shall post arrangements on site notice boards and supporting information shall be included in induction training and toolbox talks. The Incident Controller or his deputy shall ensure that the following actions are taken:</p> <ul style="list-style-type: none"> • Inform the relevant emergency services. • Mobilise site security to segregate the area and prevent unauthorised access. • Inform site manager/incident controller that the area is secure. • Act as liaison officer to Police and other emergency services or agencies as required <p>Issues that need notifying to the Incident Controller</p> <ul style="list-style-type: none"> • Any incident on site that requires any emergency services active participation • Any fatality on site • Failure of any power supply likely to affect the safety of personnel • Serious ground or structural collapse – surface or underground • Major breach of security or sabotage • Any partial or total evacuation of a work area • Any incident that may attract media attention <p>Actions taken by the Incident Controller</p> <p>The Incident Controller shall apply the following guidelines when implementing emergency procedures.</p> <ul style="list-style-type: none"> • Declare an emergency • Call the appropriate emergency services as required • Order an evacuation of site or areas of site, upon recommendations of emergency services, including bomb threats • Appoint a Control Room supervisor as co-ordinator • Offer control to a senior officer of the emergency services • Keep the emergency services and staff are fully briefed • Make available HTUK resources needed for the emergency services to discharge their duties. • Ensure a log of events is kept including all calls, actions response times, instructions etc • Declare the area safe for resumption of normal activities 	

Emergency Call Out

The emergency calls out flow charts shall be displayed on site notice boards and in specific field locations. The call out chart shall define the procedure to follow for reporting within HTUK.

Control Centre

A designated control centre shall be established. The location and form of the control centre shall be subject to change as the site develops. The control centre shall maintain or have access to the following.

- Copies of up-to-date plans, road maps of the locality
- Nominal roll
- Copies of Health, Safety, Security and Emergency plans
- Telephone and radio communication
- High visibility jacket marked 'Incident Controller'

Site Emergency Roll Call

In the event of an emergency, personnel shall assemble at designated assembly points.

The security guards shall carry out a roll call of any visitors to site. A completed list shall be submitted to the Incident Controller. Personnel should bring to the attention of the Incident Controller, details of any person they feel may be unaccounted for.

In the event of an emergency, personnel are required to account for the persons under their control, to the Incident Controller.

The roll call records shall be compared against existing records in place including site security visit

HTUK Procedures relevant to role	Project Specific – Emergency Preparedness Plan 0000-HUK-GHS-XX-TP-Z-0004
---	---

5.2.15. BRAVE Co-ordinator

BRAVE co-ordinator	
Essential /site specific	Essential
Training/competency	Have successfully completed the BRAVE workshop training (3-hour).
Responsibilities	<ul style="list-style-type: none"> • Organise and book coaching /training for personnel on site including supply chain • Will implement and promote the BRAVE concept • Ensure supply chain involvement in the programme • Support SHE team • Proactively bring potential issues and problems to site management • Actively engage with the workforce to remove barriers between them and management • Record and review all feedback from the coaches • Report findings at regular meetings
HTUK Procedures relevant to role	Minimum Standards – Health, Safety & Environment 00000-HUK-GHS-XX-PC-Z-0001

5.2.16. Refuelling Co-ordinator

Refuelling Co-ordinator	
Essential /site specific	Essential
Training/competency	
Responsibilities	<ul style="list-style-type: none"> Ensure that fuel stores are locked shut when not in use To be an authorised person to hold the fuel store key To ensure there are always spill kits available in the immediate area To carefully refuel all plant as and when required ensuring no spillages Report any spills to the site management team immediately Clean up any spills should they occur Dispose of used spill kits as hazardous waste Supervise any fuel deliveries to site and record appropriately
HTUK Procedures relevant to role	Pollution Prevention 00000-HUK-GHS-XX-PC-Z-0016

5.2.17. Environmental Co-ordinator

Environmental Co Ordinator	
Essential /site specific	Essential
Training/competency	SEATS (Site Environmental Awareness Training Scheme)
Responsibilities	<ul style="list-style-type: none"> To promote sustainable practices on site including but not limited to energy efficiency, resource efficiency and environmental best practice. Report any environmental incidents to the HSQE Department (major/significant immediately, moderate/minor) in the HOCHTIEF Compliance Tool. Assist management in the implementation of the Environmental Section of the Project IMS Plan. Liaise with management to facilitate environmental improvement where deficiencies have been highlighted. Respond to observations/comments from personnel with environmental concerns (i.e., dust, noise energy, waste). Ensure implementation of energy efficiency measure on site. To maintain a liaison role with HOCHTIEF HSQE Department and the appropriate local environmental agencies as required (e.g., Environment Agency, Environmental Health Officer etc). Present environmental awareness talks to site operatives (one per month). Ensure the site is only procuring timber from FSC or equivalent sources. Review Method Statements/Work Package Plans in line with environmental requirements. Ensure adequate emergency environmental procedures and preparedness are developed for the site. Monitor waste handling and containment on site ensuring that the requirements of the Site Waste Management Plan (SWMP) are being complied with.
HTUK Procedures relevant to role	<p>Pollution Prevention 00000-HUK-GHS-XX-PC-Z-0016</p> <p>Waste Management 00000-HUK-GHS-XX-PC-Z-0037</p> <p>Ecology & Biodiversity 00000-HUK-GHS-XX-PC-Z-0014</p> <p>Archaeology & Heritage 00000-HUK-GHS-XX-PC-Z-0049</p> <p>Nuisance Management 00000-HUK-GHS-XX-PC-Z-0047</p>

5.2.18. Fire Co-ordinator

Fire Co Ordinator	
Essential /site specific	Essential
Training/competency	
Responsibilities	
<ul style="list-style-type: none"> Will assess the degree of fire risk on the project and complete the Fire Risk Assessment Form and ensure that this is communicated to all relevant personnel via induction and toolbox talks. Assisted by the Safety Advisor ensure sufficient firefighting facilities are provided, which are regularly maintained, ensure fire doors are kept closed. Ensure weekly check fire alarm and detection equipment, firefighting equipment, escape routes, emergency lighting, etc, is carried out and the results documented (Fire Coordinators Checklist Standard Form). Ensure that fire evacuation drills are undertaken at least every 6 months, document the results. (Results of Fire Evacuation Standard Form). Ensure escape routes are maintained and unlocked whilst the office is occupied. Ensure that a suitable system is in place to check all persons have evacuated; establish suitable fire assembly point(s). In conjunction with the Incident Controller, assume control of situation in the event of an emergency evacuation. Liaise with Fire and Rescue service leading officer on their arrival at a fire / emergency regarding the nature of the call and the status / completeness of the evacuation. Continuously monitor the suitability of the muster point throughout an emergency. Arrange for personnel to be relocated if the muster point becomes unsuitable. Nominate suitable persons as Fire Marshalls in different areas/floors/zones within the building and ensure training is given, which includes the correct use of fire extinguishers. 	
HTUK Procedures relevant to role	<p>Minimum Standards – Premises 00000-HUK-GHS-XX-ST-Z-0003</p> <p>Project Specific Emergency Preparedness Plan 00000-HUK-GHS-XX-TP-Z-0004</p>

5.2.19. PPE Co-ordinator

PPE Co-ordinator	
Essential /site specific	Essential
Training/competency	
Responsibilities	
<p>The Project Manager shall appoint a PPE Coordinator. The Project Manager shall take steps to ensure relevant information from Risk Assessments is given to the PPE Co-ordinator.</p> <p>The PPE Co-ordinator shall ensure supplies of suitable PPE are obtained, adequately stored, and maintained in accordance with the manufacturer’s requirements. PPE shall comply with product standards and shall carry a CE mark. The Co-ordinator shall ensure the issue of PPE is controlled and recorded using form: PPE Distribution & Record Form.</p> <p>Where there is a statutory requirement for PPE to be worn the co-ordinator shall ensure safety signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. Mandatory signs must comprise of a blue circle upon a white background.</p> <p>Coordinators are advised to obtain an HOCHTIEF PPE catalogue, which provides up to date information on the type of products available. Contact the Procurement Department at Head Office for details.</p> <p>General Requirements</p> <ul style="list-style-type: none"> • Requirements for PPE and Workwear shall be documented in risk assessments and safe systems of work. • It is the Employers responsibility to provide their employees free of charge with any PPE which is required for their job. This shall be renewed free of charge as and when necessary to ensure that it remains effective. • If employment has been terminated by the employer or the employee, the employee must return all items of PPE issued if requested to do so by the employer, if the employee keeps the PPE, then the employer may make a deduction in the employee’s final salary payment to the replacement value of the PPE retained, but only if it has been made clear in the employees’ contract of employment. • Project Managers are responsible for providing PPE over and above the generic requirements for going on or near the line which may be required on individual sites. For example, on a noisy site it is the Project Managers responsibility for providing adequate hearing protection. • It is a HOCHTIEF mandatory requirement that all direct employees, subcontracted and labour only employees, (whilst in the construction site working environment) wear eye protection, in the form of either non-prescription clear or tinted safety glasses or prescription safety glasses and suitable hand protection in the form of an appropriate style of glove suited to the form of work being carried out. • Prescription Safety Glasses: - These are supplied to those who wear prescription glasses in their normal day to day activities that must as part of their normal working day work in the construction site environment. To acquire these, the individual must speak with their site office manager to obtain the necessary forms for site management approval and procedures that are in place. • It is the Project Manager in conjunction with site Safety Advisors responsibility to ensure that the correct PPE is worn on all areas of the site. 	

<ul style="list-style-type: none"> Employees are responsible for using PPE and Workwear correctly. It must be kept clean and maintained in a reasonable condition, a replacement must be requested when it becomes ineffective. 	
HTUK Procedures relevant to role	Minimum Standards – Health, Safety & Environment 00000-HUK-GHS-XX-PC-Z-0001

5.2.20. Demolition Co-ordinator

Demolition Co-ordinator	
Essential /site specific	Essential
Training/competency	Successfully completed formal safety management and temporary works awareness training; knowledge of BS 6187 and had previous involvement in planning / implementation of demolition works
Responsibilities	
<p>Before any demolition operations start, the appointed Demolition Coordinator shall ensure the following:</p> <ul style="list-style-type: none"> • Work area has been thoroughly surveyed to determine the presence of physical hazards, or substances hazardous to health • Permit Coordinator has obtained confirmation from Public Service Bodies that all known services have been terminated or diverted. • Demolition subcontractor has provided an easily understood site-specific Risk Assessment and Method Statement and can be used as a point of reference for site supervision. • Method Statement has been aligned with temporary and permanent work design requirements and this has been checked by a competent engineer and the appointed TWC. • Supervisor appointed to control the demolition operations is a competent person, experienced and trained in the type of operation being undertaken • Demolition operatives have CCDO (Certificate of Competence for Demolition Operatives) training issued by the NDTG (National Demolition Training Group) • Demolition operatives have suitable CPCS training for the plant operations. <p>The appointed person shall ensure the sub-contractor has considered the approved Risk Assessments and Method Statements and the following:</p> <p>NDTG and CPCS training for all operatives and certification for all plant and equipment is valid and in place, copies of certificates are to be obtained and filed.</p> <p>Any temporary works to enable the demolition to take place are properly designed, approved, and checked prior to work taking place</p>	
HTUK Procedures relevant to role	Temporary Works Management 0000-HUK-GHS-XX-PC-Z-0002

7. Governance

7.1. Procedure Effectiveness Reviews

This procedure will be reviewed by managerial oversight on an annual basis.

7.2. Procedure Reviews and Updates

This document is reviewed on an annual basis by Head of Health, Safety and Environment or appointed SHE Advisor.

This procedure forms part of HUK's Integrated Business Management System (IMS) and is integrated with the other policies and procedures.

Approved and Signed version of this amended procedure are to be issued with a Management System Change Request 00000-HUK-GQA-XX-FM-Z-2007 to the Quality Systems Manager who will check and upload the document to IMS.

8. Terms and Definitions

The table below defines frequently used acronyms and abbreviations within this procedure.

Abbreviation	Definition
CITB	Construction Industry Training Board
COSHH	Control of Substances Hazardous to Health
CPCS	Construction Plant Certification Scheme
CSCS	Construction Skills Certification Scheme
Eng.	Engineer
FSC	Forestry Stewardship Council
HAWS	Hand Arm Vibration Syndrome
HSE	Health & Safety Executive
HTUK	HOCHTIEF UK
IMS	Integrated Management System
NR	Network Rail
PPE	Personal Protective Equipment
SHE	Safety, Health and Environment
SWMP	Site Waste Management Plan
TWC	Temporary Works Co-Ordinator
TWS	Temporary Works Supervisor
TBT	Toolbox Talk

Table 3: Terms and Definitions

HOCHTIEF (UK) Construction Ltd

2nd Floor Whitehill House
Windmill Hill Business Park
Whitehill Way
Swindon
SN5 6PE
United Kingdom

