



Construction Health and Safety Policy, Arrangements and Procedures

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1. Introduction

This policy document sets out the commitment, the requirements and expectations of The British Land Company PLC (British Land) with regards to the health and safety management of their construction projects and associated development activities.

The Construction (Design and Management) Regulations 2015 (CDM) aims to improve health, safety and welfare and governs the way construction projects of all sizes and types are planned in the UK. CDM aims to ensure health and safety issues are appropriately considered during the development of construction projects. The overall goal is to reduce the risk of harm to those who build, use, maintain and eventually demolish structures.

CDM reinforces health and safety throughout construction by identifying the need to:

- sensibly plan the work so the risks involved are managed from start to finish
- have the right people for the right job at the right time
- cooperate and coordinate your work with others
- have the right information about the risks and how they are being managed
- communicate this information effectively to those who need to know
- consult and engage with workers about the risks and how they are being managed

CDM places the person or business for whom the construction services are carried out, 'the client' (Client), as accountable for the impact their decisions and approach have on health, safety and welfare on the project.

These specific obligations are placed on British Land when acting as the Client on construction projects. To ensure the core requirements of the CDM Regulations and other relevant legislation are met, appropriate support will be provided to all the parties to ensure the highest standards of health and safety are achieved. The same commitment is expected from all third parties, consultants and contractors involved in every British Land project from executive and senior level to the workforce.

British Land believes that Clients, Principal Designers, Designers, Contractors and Health and Safety Professionals all have a vital role to play in ensuring health and safety risks are managed effectively during construction. By insisting that all project participants adhere to common health and safety standards British Land seeks to ensure that every project is delivered without injury or ill health affecting anyone involved.

2.1 Purpose

The purpose of this construction health and safety policy document is to set out the role, obligations and actions required during the feasibility, design and construction of our development projects to enable the duties under CDM are discharged. This policy establishes the minimum requirements for managing Construction Works (projects) and ensure that necessary Duty Holders are appointed, works are identified, planned, designed, and constructed safely.

2.2. Scope

This construction health and safety policy document applies to all construction works undertaken in the UK, as defined by the CDM regulations.

3. Policy Statement

Construction Health and Safety Policy Statement

British Land's overall objective is to generate sustainable long-term total returns for our shareholders, and we do this by creating *places people prefer*.

As well as being a moral obligation, careful management of health and safety is a key component in providing properties where people want to live, work and shop for the benefit of our customers. In addition, it improves our operational resilience and enhances our attractiveness as an employer and partner of choice for investors, occupiers, suppliers and the local communities in which we operate. Together these factors make a significant contribution towards our overall objective and this policy sets out our approach.

Our Health and Safety Mission

- We are committed to providing safe and healthy environments for all users of the buildings and places we manage, and to the wellbeing of our staff.
- We aim to be a leader in our industry and set ourselves ambitious targets which we monitor our performance against.
- We are committed to continual improvement in health and safety management and performance, including throughout our supply chain.

Our Responsibilities

Our responsibilities under the Health and Safety at Work etc. Act 1974 are, so far as is reasonably practicable:

- to provide and maintain plant and equipment as well as systems of work that are safe and without risks to health
- to make arrangements for the safe use, handling, storage and transport of articles and substances
- to provide such information, instruction, training and supervision as is necessary to ensure the health and safety of the users of our buildings and those involved in our head office activities
- to maintain a safe means of access to and egress from our properties, including our head office
- to provide and maintain environments at our properties, including our head office, which are safe and without risks to health
- to conduct undertakings to protect the Health and Safety risks of 3rd parties.

Construction (Design and Management) Regulations 2015:

- to ensure that where we act as a Client we discharge our duties.

We are committed to the prevention of injury and ill health to our employees and all users of our properties.

We are committed to complying with all applicable legal health and safety requirements and other relevant regulation.

Our Approach

British Land has implemented a Health and Safety management system which is aligned to the requirements of ISO 45001: 2018 and is subject to ongoing review against the requirements of that standard. This management system governs:

- the form and structure of management oversight and co-ordination of the company's response to health and safety risks

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- the establishment and independent yearly review of our health and safety objectives and how progress against these is measured and monitored
- the use of risk assessments in each area of the business enabling us to respond to identified health and safety risks and achieve continuous improvement
- establishment and implementation of relevant policies and procedures
- the approach to ensuring that all staff are aware of their responsibilities in respect of health and safety and properly trained to be able to fulfil these responsibilities

Governance of this Policy

This policy statement applies to all our activities as both an employer and as an owner, developer and manager of property. It is owned by the Executive Director with health and safety responsibility.

This document shall form part of all project construction contract documents, being made available to all consultants and contractors employed.

This policy will be reviewed periodically and not less than once a year, to ensure that it remains appropriate and aligned with the activities, objectives and strategy of the company. This policy is made available to all staff within the staff handbook, available on the company's intranet system. It will be covered in induction training for all new staff, and ongoing periodic health and safety training for existing staff where appropriate.

This policy is published on the company's website so that it can be accessed by all our stakeholders and other interested parties.

DocuSigned by:

David Lockyer

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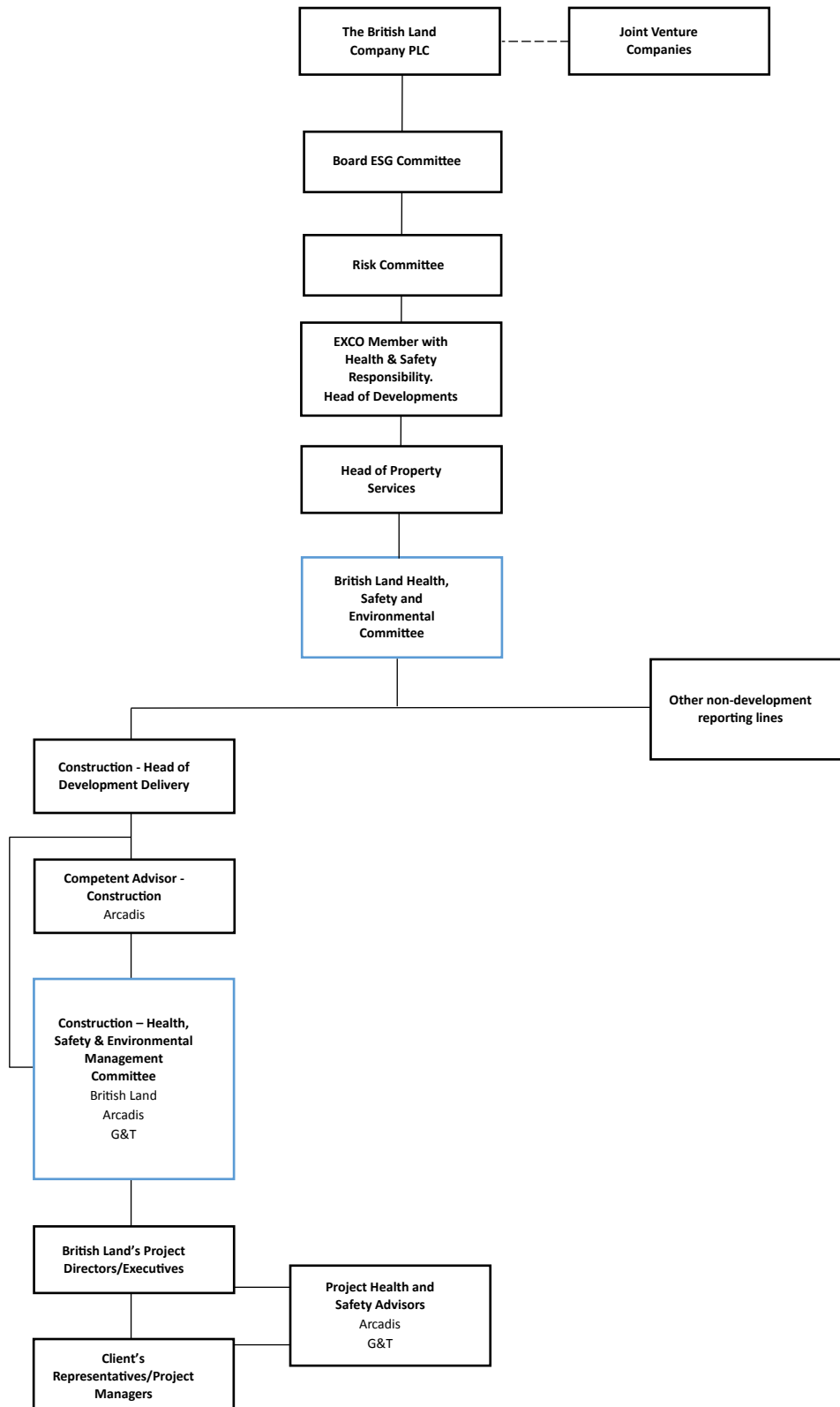
David Lockyer

Head of Developments

4. Roles and Responsibilities

British Land is responsible for the implementation of this construction health and safety policy document. British Land is responsible for ensuring that this construction health and safety policy document is maintained and implemented.

4.1 Organisation Chart



4.2 British Land as Client

British Land regularly procures construction projects and the teams of consultants and contractors that support it in the design, planning, preparation and execution of them.

British Land as Client are responsible for the:

- implementation of this Policy on all Construction projects where they are Client
- implementation of a formal process to appoint (in writing) all required Duty Holders
- appointment of other roles/function, such as the Principal Designer and Principal Contractor, are completed in writing and issued to the relevant organisation or individual
- manage and discharge of duties and arrangements for Construction project safety

In this role as Client, British Land attracts duties and responsibilities under a variety of health and safety legislation, other than CDM, the core ones being:

- The Health & Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Asbestos Regulations 2012
- Work At Height (Amendment) Regulations 2007
- Personal Protective Equipment at work (Amended) Regulations 2022
- Control Of Substances Hazardous to Health (Amendment) Regulations 2004
- Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- The Health and Safety (First Aid) Regulations 1981 (amendments in 2018 and 2024)
- Electricity at Work Regulations 1989
- Manual Handling Operations Regulations 1992

4.3 ExCo Member with Health and Safety Responsibility

British Land's Health and Safety Director is responsible for:

- providing clear leadership regarding the expectations of the business and its goals and objectives for health and safety performance
- ensuring an appropriate construction health and safety policy and associated procedures are developed and that these reflect the wider health and safety requirements of the business
- establishing an appropriate management structure to implement the construction health and safety policy throughout the company
- awareness of the appropriate statutory requirements affecting the construction operations of the company in respect of the key legislation such as the Management of Health and Safety at Work Regulations 1999, CDM Regulations 2015, Workplace (Health Safety & Welfare) Regulations 1992, and the Control of Asbestos Regulations 2012
- ensuring that the health and safety roles and responsibilities across British Land are clearly defined and understood
- ensuring that appropriate staff training is provided as necessary
- the allocation of sufficient resources to enable the construction health and safety policy to function effectively.

4.4 British Land's Construction Head of Development Delivery

British Land have appointed a construction head of development delivery who chairs the Construction Health Safety and Environmental committee and is responsible for:

- providing clear leadership with regards the expectations of the business and its goals and objectives for construction health and safety performance
- implementing and managing the construction health and safety policy throughout the company
- ensuring that the construction team are aware of their roles and responsibilities under the construction health and safety policy and their interfaces with other parts of the business
- arranging specialist corporate health and safety support for the development activities and ensure project specific Principal Designers and Principal Contractors appointments are put in place
- arranging and agreeing, with the corporate construction health and safety advisor, a health and safety assurance programme comprising of planned and random health and safety inspections during the design and construction phases of projects
- arranging and agreeing, with the corporate construction health and safety advisor, the annual review process of the construction health and safety policy, or instigating a review after significant legislative or company process change
- ensuring that lessons learnt are shared with the British Land development team and other parts of the business where relevant
- liaising with the Health and Safety Executive (HSE) at a strategic level

4.5 British Land's Project Directors/Executives

British Land's Project Directors and Executives have overall responsibility for:

- providing clear leadership to the Project Teams with regards the expectations of the business and its goals and objectives for construction health and safety performance
- ensuring that the Client duties and responsibilities are met for the planning and management of construction work
- ensuring that relevant health and safety information is promptly provided to all directly appointed designers, contractors (including surveyors), Principal Designers and consultants (including project managers and cost managers) during tender stage and as projects progress
- ensuring that health and safety is a continuous agenda item that is proactively discussed and reported against at relevant meetings and project reviews
- taking part in any relevant forums and communicate with all relevant parties on health and safety matters
- ensuring that any lessons learnt with regards health and safety matters are shared with the British Land development team and fed back to British Land's Chair of the Development H&S Committee
- providing feedback to the Chair of the Development H&S Committee on any suggested updates or changes to British Land's construction health and safety policy and associated procedures.

4.6 Client's Representatives/Project Managers

British Land appoints Client's Representations or Project Managers, which are generally externally appointed. These Client's Representations or Project Manager are responsible for:

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- supporting British Land as Client and the British Land Project Executive/Director in the fulfilment of their responsibilities in accordance with this Policy and associated health and safety legislation
- providing clear leadership to the Project Team, reflecting the expectations of the Client for health and safety performance
- ensuring that the Client and Project Team follow the various health and safety requirements laid down within this British Land's construction health and safety policy
- ensuring that capability 2F assessments are completed in relation to the appointment of the Principal Designer, Designers, Principal Contractor and the Contractors
- ensuring that the relevant aspects within the Project Health and Safety Checklist (See Appendix 5) are completed by the Principal Designer at each RIBA Plan Design & Construction Stage and checked by the Client Project Health & Safety Advisor
- ensuring that British Land, as Client, are kept apprised of any key health and safety issues identified by the Principal Designer/Principal Contractor
- ensuring that those under their control consider health and safety in their planning processes
- issuing, on behalf of British Land, written approval of Principal Contractor's construction phase plan and provision of welfare facilities, to allow construction works to commence
- ensuring that regular evidence is provided in relation to the project's health & safety compliance to the CDM Regulations and other health & safety legislation using the Project's Health & Safety Checklist as included at Appendix 5 correct.

4.7 Competent Advisor Construction

British Land have appointed a competent Third Party to act in the role of Construction Health and Safety Advisor, they are responsible for:

- carrying out specialist tasks, including system audits, performance monitoring, site inspections, competency assessments and research
- regularly reviewing the construction health and safety policy and associated procedures
- regularly updating and informing the British Land representatives on construction health and safety topics and HSE campaigns and forward any relevant health and safety communications that can assist in raising health and safety awareness within British Land
- assisting British Land in engaging with the HSE as and when required
- carrying out selected visits to British Land project sites to assess the performance of the Principal Contractor and report the findings to the Chair of the Development H&S Committee and Project Executives
- ensuring that an occupational health programme is in place with all Principal Contractors for the benefit of all site staff and visitors.

4.8 Project Health and Safety Advisor

British Land have appointed competent Third Parties as Project Health and Safety Advisors. The appointed Project Health and Safety Advisor are responsible for:

- support British Land to by advising on how to discharge their Client responsibilities under H&S legislation
- providing support and advice on the management and delivery the British Land's health and safety arrangement for specific projects or programmes of works
- checking that the relevant Duty Holders are appointed in writing
- documenting clear roles and responsibilities and retaining these as part of the Construction project information.

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- assisting in the establishing of the required Client pre-construction information with the support of the Principal Designer and manage the retrieval of this information
- notification of the project, if required, gathering the required information from the Principal Contractor for the F10 and submitting to the HSE on behalf of British Land. Amend and submit updates as required
- monitoring, at a project level, the Principal Designer to reasonably ensure that they are carrying out their duties and report findings to British Land
- undertaking specific projects review and assessing the Construction Phase Plan submitted, including details of the proposed welfare facilities, for adequacy and suitability for a start on site
- monitoring, at a project level, the Principal Contractor to reasonably ensure they are carrying out their duties and report findings to British Land
- reviewing the Health and Safety File to ensure it is complete

4.9 Procurement

British Land appoints a supply chain to undertake all aspects of design and construction. The British Land procurement team are responsible for:

- ensuring suitable and sufficient contractual arrangements are established to support compliance with this construction health and safety policy
- establishing and implementing a tender and pre-qualification process which enables British Land to ensure that only Competent organisations/individuals are appointed, with sufficient capability to undertake their respective roles.
- ensuring, through the procurement process, that the Principal Contractor has suitable arrangement in place to assess the Competency of all Duty Holders they appoint

4.10 The role of the Health and Safety Executive

British Land is committed to the maintenance of the highest standards of health and safety performance and compliance, working proactively with the HSE to help lead priority initiatives.

British Land will help to develop strategies and procedures that encourage the engagement of all its appointed duty holders (e.g. Designers and Contractors etc), consultants, and service providers to fully participate in HSE led campaigns. British Land will require assurance that all parties have integrated HSE key priorities into the management of their projects and will regularly monitor progress and achievements on such initiatives.

5. Procedure

Where there is (or is likely to be) more than one Contractor, British Land will appoint in writing a Principal Designer and Principal Contractor, as soon as is reasonably practicable.

For projects involving one Contractor, the Designer shall enact the duties of co-ordination and the contractor duties of Principal Contractor.

5.1 Plan, Manage and Monitor Strategy

British Land will establish and issue at the outset of any construction project a documented Plan, Manage and Monitor Strategy (or equivalent supplementary document) which provides further details to the specific project arrangements to plan manage and monitor the construction project. This will include minimum expected

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standards that the appointed contractors must seek to achieve during the construction project. The Strategy should include:

- Project Overview and Objectives
- Project Roles and Responsibilities
- Project Risk Management Plan
- Health and Safety
 - Plan – including Competency, Meetings type / frequency, Project team cooperation and coordination arrangements, Programme realism assessment and BIM strategy
 - Manage – including Meeting Chair / locations, Changes of Duty holder and Mandatory reporting procedure
 - Monitor – including Compliance with duties, Compliance monitoring plan and an Inspection scope / type / frequency
- Design Phase Management
- Construction Phase Management
- Monitoring and Review Process
- Communication Plan
- Incident Response Plan
- Document Control Procedures

Appendix 1 highlights the RIBA stage activities, roles and responsibilities that should be adhered to throughout the project.

5.2 Duty Holding Roles

5.2.1 Clients

Must make suitable arrangements for managing a project. This includes making sure that:

- other duty holders are appointed with necessary skills, knowledge, experience etc.
- sufficient time and resources are allocated
- where applicable notifying the project to the enforcing authority in writing, if the work is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or exceed 500-person days.
- relevant pre-construction information is prepared and provided to other Duty Holders
- the Principal Designer and Principal Contractor carry out their duties
- suitable Welfare facilities are provided.
- suitable site security arrangements are put in place by the Principal Contractor
- a suitable induction is provided by the Principal Contractor.
- agree the structure and content of the Health & Safety File with the Principal Designer and ensure it is handed over at the end of the project.

5.2.2 Principal Designers

Plan, manage, monitor and co-ordinate health and safety in the preconstruction phase of a project. This includes:

- identifying, eliminating or reducing foreseeable risks
- ensuring Designers carry out their duties.
- Prepare and provide relevant information to other duty holders. Liaise with the Principal Contractor to help in the planning, management, monitoring and co-ordination of the construction phase.

- Prepare and develop the Health & Safety File.

5.2.3 Designers

When preparing or modifying designs, eliminate or reduce foreseeable risks that may arise during:

- construction
- the maintenance and use of a building once the project is completed.
- Provide information to other members of the project team to help them fulfil their duties.

5.2.4 Principal Contractors

Plan, manage, monitor and co-ordinate the construction phase of a project. This includes:

- liaising with the Client and Principal Designer
- preparing the Construction Phase Plan and ensuring it is relevant during the project
- organising co-operation between Contractors and co-ordinating their work.

Ensure that:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in securing their health and safety

5.2.5 Contractors

Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.

For projects involving more than one Contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the Principal Designer or Principal Contractor. For single-contractor projects, prepare a Construction Phase Plan.

5.2.6 Workers

They must:

- be consulted about matters which affect their health, safety and welfare
- take care of their own health and safety and that of others who may be affected by their actions
- report anything, they see which is likely to endanger either their own or others' health and safety
- co-operate with their employer, fellow workers, contractors and other duty holders. The company recognises and will undertake to comply with their duties as 'Principal Contractor' or 'Contractor' as applicable.

5.3 Design and Construction

The following pages set out British Land's health and safety and CDM arrangements and procedures in relation to the management and delivery of its construction projects.

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The following arrangements and procedures have been written to ensure British Land's Project Executives/Directors fulfil their responsibilities under British Land's Construction Health and Safety Policy and associated legislation.

It is expected that the Client's Representative/Project Manager supports the Project Executive/Director with the execution of their responsibilities and that the Client Project Health & Safety Advisor provides additional advice and support in relation to compliance with the H&S Regulations.

5.4. Communication

British Land will communicate with its Contractors or companies under consideration, British Land will pass on their expectations for health and safety for the activities to be performed. This may include providing the Contractor or potential Contractor with a copy of the site specific Occupier Fit-Out Guide containing specific health and safety requirements for the project, including fire and emergency arrangements.

5.6 Contractor Pre-qualification

British Land will only appoint Contractors who are qualified and approved based on health and safety criteria prior to executing contracts with them, whether it be for long-term relationships or project-specific relationships. British Land will evaluate the information collected through the Contractor health and safety Questionnaire form to determine whether they have the appropriate health and safety competencies, qualifications, and management systems to conduct the contracted work for British Land. Appendix 4 'Management Arrangements' provides specific details on the Pre-Qualification process within British Land. The qualification process described above within Appendix 4 include the proposed Contractor's historical injury information, training documents and/or health and safety program components, and ISO certifications. These supporting documents can be used to verify their validity / availability and, if necessary, to evaluate the extent to which the proposed Contractor may be in compliance with regulatory, client, and the British Land's health and safety requirements.

When health and safety qualification is required, it should be refreshed on a minimum three-year frequency.

Once an agreement with a qualified Contractor is executed, the activities will be managed to assist in confirming those activities are conducted safely. British Land will complete regular monitoring of the Contractor's health and safety, in accordance with Section 5.11.4 'Site Inspections and Auditing.'

5.7 Design

A successful project will have clear Client leadership and a proactive team that regularly co-ordinates and communicates project information (not just health & safety information) for the benefit of the wider Project Team, the Principal Designer, Designers, Principal Contractor and project's stakeholders.

When it comes to health and safety, everyone involved in a construction project has a duty to communicate, co-operate and co-ordinate with regards to the provision of health and safety information.

Most organisations will usually have their own internal procedures and management arrangements to comply with this requirement and these will have been checked as part of their competency assessment.

Designers also have a duty to assess and review their designs to ensure that they are avoiding and mitigating health and safety risks wherever they can.

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British Land recognises that a team approach to health and safety is therefore required and as such, expects the Project Team to engage in the following key activities.

5.7.1 Health & Safety Workshop(s)

The Principal Designer with support from the Project Health & Safety Advisor and British Land's Project Executives, will be expected to set up and chair a Health & Safety Workshop(s) during Stage 2, Stage 3 (and Stage 4 if required).

The Workshop should aim to achieve the following:

- a review of the existing constraints and issues with regards to the property that could have a bearing on Health & Safety during design, construction and end use (this exercise will support the Principal Designer gathering of pre-construction information)
- a review of pre-construction information currently available for the property and the identification of what additional information is required
- the identification of key health and safety issues during the construction phase (including any demolition or enabling works) and the end use (including operation, maintenance, cleaning and any future demolitions or alterations) that need further resolution, design development or eventual management by the Principal Contractor/end user
- the identification of responsibilities and priorities against the significant risks raised
- provide an introduction to the project's Health & Safety Design Risk Register and the next steps for its review and update

5.7.2 Health & Safety Design Risk Register

From the above Workshop(s) the Principal Designer will be able to pull together and populate the project's Health & Safety Design Risk Register. See Appendix 6 for further information on the Design Risk Register.

The reason this is called a Design Risk Register, rather than an Issues Register, is that not all the items on / within the Design Risk Register can be easily expressed as a significant residual design risk. For example, one of the design risks which may be recorded is that further investigation is required to ascertain the presence of underground voids around the curtilage of the building.

The Principal Designer will be responsible for the maintenance and update of the Design Risk Register through regular reviews and feedback from all the Designers and the Project Team.

The Project Team will be expected to regularly feedback any changes on the Design Risk Register to the Principal Designer who will maintain and track the master copy. The Principal Designer will regularly issue the latest version of the register to the team.

In addition, the Designers will be required to populate and provide the Health & Safety Design Risk Register with the key health and safety significant risks identified within their design via their design risk log/register /schedule or tracker (see below). This enables the rest of the team to have visibility and the potential to provide input or suggestions for reducing the risk further.

5.7.3 Designer Risk Management

One of the fundamental requirements under the CDM Regulations is that Designers must consider health

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and safety to ensure safe and healthy buildability, operability and maintainability of the end structures/buildings, including future deconstruction in their design.

In doing so, Designers should:

- identify hazards associated with particular elements of their design which can generate risks during construction, maintenance and use of premises and/or facilities (unusual or significant risks only)
- assess the risk - i.e. the combination of the likelihood of an event occurring and the severity should it happen
- understand who could be affected by the event (i.e. construction workers, general public, children)
- reduce the risk where reasonably practicable by applying the Principles of Prevention (as required in the CDM Regulations). See Appendix 7 for further information on the Principles of Prevention
- detail the design actions taken and list any further actions needed for prevention and mitigation and identify the owners for this future action

The above is to be documented within a design risk log/register/schedule/tracker process and most UK design practices will have procedures in place to ensure this happens

British Land expects the Principal Designer to liaise with the Designers to identify the key health and safety risks identified within their Designer's risk logs/registers/schedules/trackers and include these within the Project Health & Safety Design Register for communication and co-ordination with the rest of the Project Team.

The Principal Designer may request copies of their Design Risk logs/registers/schedules/trackers, as proof that the mitigation process is being undertaken by the Designers.

5.7.4 'Design & Planning' Health & Safety Reviews

At regular stages during the design, the Principal Designer with the Designers and Project Team should review the Health & Safety Design Register.

This can be done at specific workshops, or as part of the regular project management/design co-ordination meetings.

The Health & Safety Review should focus on the following:

- project critical activities first (i.e. high risk, programme critical)
- new elements of design, or changes to the design, and any associated risks
- significant or unusual residual risks to be communicated to the Principal Contractor/Contractors

5.7.5 Value Engineering Workshops

Where value engineering workshops are organised on a project, it is expected that the Principal Designer is invited to these workshops and that the Health & Safety risk implications of any design or specification changes are considered regarding buildability, future maintenance and building use, as a workplace alongside programme and cost implications.

5.7.6 Provision of Information

The key to successful hazard/risk identification and the development of effective mitigation measures is providing the right information, in a timely manner, with appropriate contents to those parties who can process it and have authority to influence design and construction decisions.

In addition to the project Health & Safety Design Risk Registers described above, effective health and safety information includes:

- notes on drawings like SHE (safety, health and environment) boxes
- clear, concise and illustrated construction methodologies preferably using 3D and 4D visualisation tools (including projects developed using BIM models); e.g. 'Guidance Note for Clients writing an EIR incorporating Health & Safety Risk Information' endorsed by BIM Alliance Working Group with support of HSE BIM4 Working Group and various Clients
- other health and safety reports which may be required by the complexity of the project
- the nature of the design will determine the applicability of the different forms of communication. However, the Principal Designer should encourage, promote and requests these formats

5.8 Pre-Construction Information

British Land, as Client, will ensure that the Pre-Construction Information (PCI) it provides is relevant to the project, has an appropriate level of detail, and is proportionate to the nature of the risks. PCI information will include, but will not be limited to:

- an existing Health and Safety File available for the property
- an asbestos survey of the property/structure (See Appendix 3 for further information on Managing Asbestos Survey)
- structural drawings of the property/structure
- utility information and schematics (gas, electricity, etc)
- expected British Land standards to be met or
- information which is reasonable to obtain through sensible enquiry.

The PCI shall be provided by British Land as soon as practicable to each Designer (including any Principal Designer, structural designers M&E designers) and Contractor (including any Principal Contractor) who is entering the tender process for work on the construction project or has already been appointed. For projects involving more than one Contractor, the Service will expect the Principal Designer to help bring the PCI together and provide it to the Designers and Contractors involved.

5.9 Notification of the Works

Regardless of whether work is notifiable, the other requirements of the CDM Regulations apply.

British Land (or it's representative) shall notify the Health and Safety Executive (HSE) if the construction work is likely to last longer than 30 working days and have more than 20 workers working simultaneously at any point, or exceed 500 person days. This notification must be completed using the F10 form, which can be accessed here:

<https://www.hse.gov.uk/forms/notification/f10.htm>.

Note: 1 person day is identified as 1 person, working a single 8-hour shift or 2 people working a single 4-hour shift etc. A 10-hour working period would be classed as 1.25 person days whilst a 12-hour working period would be classed as 1.5 person days etc.

Example:

15 (15) operatives working 12 (1.5) hours a day for 25 (25) days would be $15 \times 1.5 \times 25 = 562.5$ person days making the project notifiable.

5.10 Construction Phase Plan

The Construction Phase Plan (CPP) is to be developed by the Principal Contractor (or Contractor where there is only one contractor being employed) and will set out the arrangements for securing health and safety during the period construction Work is carried out. In all cases, the CPP will be:

- Relevant to the project
- Clear, containing sufficient detail on the health and safety arrangements, site rules and measures to manage the construction phase
- Proportionate to the scale and complexity of the project

When acting as the Client, British Land, or its representatives will ensure that a CPP for the project is prepared before the construction phase begins and that it is suitable for the works being undertaken. For single Contractor projects, the Contractor must ensure the plan is prepared. For projects involving more than one Contractor, it is the Principal Contractor's duty to prepare a sufficient CPP. A construction phase plan must record the:

- health and safety arrangements for the construction phase
- site rules
- where relevant, specific measures concerning work that falls within one or more of the categories listed in Schedule 3 of the CDM Regulations

It should also include:

A description of the project, including key dates and team members

- the health and safety aim and objectives of the project
- arrangements to ensure cooperation
- arrangement to secure the site from unauthorised entry.
- arrangements for involving Workers
- site induction
- Welfare facilities
- Fire and emergency procedures
- The control of risks listed in Schedule 3 of the CDM Regulations

5.11 Site Works Management

5.11.1 Site Inductions

The British Land's appointed Contractor is responsible for ensuring the content and delivery of site inductions, the induction shall include:

- site rules
- senior management commitment to health and safety
- an outline of the construction project
- management arrangements for the project
- personal Protective Equipment (PPE) requirements

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- site security arrangements
- signing in and out procedures
- first-aid and emergency arrangements
- welfare arrangements
- incident and concern reporting arrangements
- arrangements for briefing Workers on an ongoing basis, e.g. toolbox talks
- arrangements for consulting Workers on health and safety matters
- individual Worker's responsibility for health and safety

5.11.2 Incident Reporting

Incident Reporting is the process of capturing, recording and managing an incident occurrence such as in injury, property damage or security incident. British Land captures all incidents across their portfolio of construction projects. Details of the incident severity categorisation and escalation process is provided in Appendix 2.

The Development Incident Plan may be found on the Development Delivery Portal [Development Policies Portal \(DPP\)](#). This may be updated periodically and will have examples of separate joint venture requirements.

5.11.3 Key Performance Indicators

British Land require the Contractor to provide additional Key Performance Indicators (KPI) on a monthly basis to monitor performance and assist in trend analysis. The following KPI's must be provided:

- total hours worked by workforce on site
- fatalities
- specified injuries (as defined by the RIDDOR)
- over 7-day injuries
- dangerous occurrences (as defined by the RIDDOR)
- lost Time Injury (non-reportable)
- first Aid injuries (by category)
 - burns
 - cuts and Abrasions
 - ill Health
 - materials in eye
 - open live wires/cords
 - sprains and Strains
 - stick Injuries
 - other
- near misses (by category)
 - site Security, hoardings, issues involving members of the public
 - work at height (fall of materials/tools, edge protection, correct tethering equipment use)
 - poor housekeeping (slips, trips, trailing leads)
 - electrical/overhead/underground services (incl. live wires/cords)
 - materials storage/spillage/COSHH
 - demolition/excavation/dismantling/structural stability
 - lifting operations & equipment (falling materials/accessories during lift operation, crane, excavator bucket drops)
 - occupational health near misses (where PPE/RPE as last resort), dust, HAVS, noise, handling substances/materials hazardous to health, manual handling (incorrect lifting/not wearing gloves, was correct protection worn, did PPE prevent incident)

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- traffic/transport (moving plant/deliveries)
- work equipment / plant (defective/damaged)
- fire/hot works
- not following method statement/methodology
- temporary works, access equipment (e.g. scaffolding, ladders etc.)
- fall of material /tools next to the person
- HSE visits
- improvement notices served
- prohibition notices served

In addition to this, encouraging the reporting of all near misses/near hits/close calls, ('turning a concern into a positive action') The Accident Incident Rates (AIRs) and if necessary, Accident Frequency Rates (AFRs) can be calculated from the information received and British Land can compare results across projects and benchmarked against HSE industry AIRs.

The information provided is only as good as the Contractor's reporting culture and procedures, but it will help to provide an indication of trends across all British Land projects.

5.11.4 Site Inspections and Auditing

British Land will review the performance of its development team and the performance of Project Teams and Principal Contractors against this Policy, arrangements and its procedures in a variety of ways.

5.11.4.1 RIBA Stage Client Reports

The RIBA Stage Client Reports will provide the Project Executive/Director with information as to how proactive the Project Team is being in relation to the identification, management and co-ordination of health and safety information on the project.

Usually the Project Health & Safety Advisor in liaison with and support of the Principal Designer will be expected to both pull together a section on health and safety performance/CDM compliance and within this, highlight any key health and safety issues.

5.11.4.2 Design Audits Reviews

British Land's Corporate Construction Health & Safety Advisor may instruct the Project Health & Safety Advisor to undertake unplanned and planned health and safety audits on projects during the design and planning phase. The aim of these audits is to ensure that Project Teams are complying with the requirements of the CDM Regulations and British Land's Construction Health & Safety Policy and associated procedures. The format and report for this audit is at the discretion of the Project Health & Safety Advisor.

Any non-conformances will be brought to the attention of the Project Team and Project Executive/Director such that appropriate measures can be taken to ensure appropriate compliance on the project.

5.11.4.3 Project Health & Safety Checklists

Each project will be required to complete a Project Health & Safety Checklist at the end of the various RIBA

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Work Stages. These Checklists will check compliance against British Land's Construction Health & Safety Policy and associated procedures. The Principal Designer is usually requested to complete the checklists on behalf of the Project Executive/Director.

At the end of each stage, a copy of the completed checklist is issued to the Project Executive/Director and British Land's Chair of the Development H&S Committee for review.

5.11.4.4 Construction Site Health & Safety Inspections

British Land's Project Health & Safety Advisor will be instructed to undertake unplanned and planned health and safety inspections on the Principal Contractor's construction operations. The aim of these inspections is to ensure that the Principal Contractor is complying with the requirements of the CDM Regulations, British Land's Construction Health & Safety Policy and associated Procedures, and the Principal Contractor's own Construction Phase Plan. The format and report for this inspection is at the discretion of the Project Health & Safety Advisor.

Any significant issues will be brought to the attention of the Principal Contractor immediately at the time of the inspection.

The inspection report, however, will identify both areas of good and bad practice in order to provide British Land with a view of the Principal Contractor's commitment to health and safety management on the project.

British Land's Construction Corporate Health & Safety Advisor provides a standard dashboard displaying the collated KPI information across all British Land project portfolio.

5.11.4.5 Lessons Learnt Reviews

Each project should undergo a lesson learnt review at the end of the project or at suitable stages during long duration projects. This will be led by either British Land's Project Executives/Director or delegated to the appointed Client Representative/Project Manager with support when requested of the Project Health & Safety adviser.

Lessons learnt with regards to health and safety management will be considered as part of this process. Information gained will be shared between British Land's Project Executives/Directors and issued to the Chair of the Development H&S Committee for review and action were necessary.

Copies of the reports will be held on British Land's central server, for future reference and review.

5.11.4.6 Improving Health & Safety Performance on our Projects

Undertaking the various reviews and audits in Section 5.11.4, is only of use if we learn from our findings and improve the health and safety performance of our projects.

British Land's Chair of the Development H&S Committee and the Project Executives meet regularly at internal meetings where they discuss the health and safety performance of the construction part of the business. The outcomes of these discussions are fed back into the project process and any health and safety issues are also discussed with the Corporate Construction Health & Safety advisor.

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From these discussions, updates can be made to British Land's Construction Health and Safety Policy and associate procedures and fed back into the live projects and projects which are coming online.

It is also recognised that appropriate health and safety training should be provided to our Project Executives to ensure that they understand any updates to the policy or procedures, and that they are equipped to implement these changes on their projects (see Section 5.11.5)

The Construction Corporate Health and Safety Advisor will also provide regular information bulletins to British Land's development team. These bulletins will contain information on legislative change, HSE campaigns, key issues across British Land's projects, and any areas of focus over the coming months.

5.11.5 Information & Training

British Land recognises the importance of supporting its employees with appropriate information and training in order to ensure that they are aware of their health and safety duties and responsibilities and avoid putting themselves and others at risk.

This Construction Health and Safety Policy will be available to all of British Land's development team and will also be provided to the supply chain. To ensure the team maintains its awareness of its roles and responsibilities under this Policy, the development team will be taken through the core elements of the policy, where to find additional information and guidance, and advised of key changes.

British Land will provide annual update training to the Development Team in relation to changes to the Construction Health and Safety Policy, associated procedures, key legislation changes and lessons learned from recent projects.

This will generally take place in the form of briefing sessions with the Chair of the Development H&S Committee and the appointed Corporate Construction Health & Safety Advisor, or through regular internal briefing sessions with the Chair of the Development H&S Committee. The Advisor is also retained to be able to provide ad hoc health and safety advice and support to the development team as and when required.

In addition to the above, the Advisor will support the team with the provision of relevant industry information which could have implications for the operations of British Land. This could include information on legislative change, HSE initiatives, results of relevant court cases, industry best practice etc.

The requirement for task specific health and safety training for British Land's development team is assessed at a team and individual basis through risk assessment and individual appraisals.

As part of our review of training the following is considered:

- the management of risks to our employees (as a result of British Land's activities)
- the management of risks to others (as a result of British Land's activities)
- existing knowledge and information provided
- legislative requirements (i.e. asbestos awareness under the Control of Asbestos Regulations)
- legislative change
- the availability of external health and safety advice and support
- industry best practice
- board expectations

The review of training needs will consider the existing knowledge of the team and the requirement for new and/or refresher training.

5.11.6 Site Security

Where required, the perimeters and boundaries of British Land sites and buildings will be secured by the Contractor through the use of appropriate fences or other barriers. There should be a reasonable balance between the needs for public access and the adequacy of physical security measures to protect the British lands' buildings and assets.

Any perimeter barriers will be periodically examined and assessed for condition and effectiveness and be maintained in or repaired to an appropriate condition by the Contractor.

The appointed Contractor will design perimeters and outside space in accordance with current British standards / legislative requirements, taking into account the security implications, for example in terms of lighting, lines of sight from within the building and the avoidance of areas where individuals could loiter unseen.

The use of security lighting and monitored alarm systems, that activate when a presence is detected, will be installed in appropriate circumstances by the Contractors. Should trespass occur, increased levels of manned security will be deployed (internally and externally to the site hoarding), with escalation to dog handlers or suitable measures if frequent offenses are not deterred.

In order to control access to sites and to prevent and deter unauthorised access, the appointed British Land Contractors will employ a range of access control measures. In each case it will be necessary to clearly determine who should have legitimate access to the site and to, as appropriate, limit such access to bona-fide employees, visitors, clients, and contractors.

5.11.7 Welfare

The British Land appointed contractor will complete a risk assessment of the workplace, considering all work being, or planned to be, undertaken, the methods to be used and the associated hazards / risks. The aim of this assessment will be to establish the steps needed to make the workplace safe and ensure the provision of adequate welfare. The outcomes of the risk assessment are to be details within the Construction Phase Plan.

Suitable and sufficient sanitary conveniences and washing facilities with hot and cold running water must be provided by the appointed Contractor, at readily accessible places. These facilities and the rooms containing them must be kept clean and be adequately ventilated and lit.

The Contractors welfare facilities must have running hot and cold or warm water, soap and clean towels or other means of cleaning or drying. If required by the type of work, showers / drying rooms must also be provided.

Men and women must have separate facilities unless each facility is in a separate room with a lockable door and is for use by only one person at a time.

Adequate, suitable, and secure space must be provided by the appointed Contractor to store employees' own clothing and special clothing. As far as is reasonably practicable the facilities must allow for drying clothing. Changing facilities must also be provided for employees who change into special work clothing. The facilities must be readily accessible from workrooms and washing and eating facilities and must ensure the privacy of the user.

Personal protective equipment (PPE) and proper disposal facilities for hazardous materials or waste must be provided.

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Suitable and sufficient, readily accessible, rest facilities must be provided by the appointed Contractor. Rest areas or rooms must be large enough, and have sufficient seats with backrests and tables, for the number of employees likely to use them at any time. They must include suitable facilities to eat meals where meals are regularly eaten in the workplace and the food would otherwise be likely to become contaminated. Seats must be provided for employees to use during breaks. These must be in a place where personal protective equipment need not be worn.

Where provided by the Contractor, eating facilities must include a facility for preparing or obtaining a hot drink. Where hot food cannot be obtained in, or reasonably near to the workplace, employees may need to be provided with a means for heating their own food.

An adequate supply of wholesome drinking water, with an upward drinking jet or suitable cups, must be provided by the Contractor. Water must only be provided in refillable enclosed containers where it cannot be obtained directly from a mains supply. The containers must be refilled at least daily (unless they are chilled water dispensers where the containers are returned to the supplier for refilling). Bottled water/water dispensing systems may still be provided as a secondary source of drinking water. Drinking water must be easily accessible and clearly marked.

Random Drugs and Alcohol (D&A) testing is requested at least once on projects over £5m and at minimum every 12 months throughout the project. D&A tests are recommended where reoccurring incidents are recorded within the same trade or Sub-Contractor.

5.12 Health and Safety File

The Health and Safety File contains information about the project, which subsequent work, including maintenance, cleaning, refurbishment or demolition, may need to plan and carry out the work safely and without risks to health.

The Project Principal Designer is responsible for preparing the Health and Safety file, the Principal Designer will consider the following, amongst other information, for inclusion in the file:

- a brief description of the work carried out
- any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land)
- key structural principles (e.g. safe working loads for floors and roofs)
- hazardous materials used
- information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment)
- health and safety information about equipment provided for cleaning or maintaining the structure
- the nature, location and markings of significant utilities/services
- information and as-built drawings of the building, its plant and equipment

6 Review

This Policy and its associated Procedures will be reviewed on an annual basis by the Construction Health & Safety Advisor, or after any significant changes to Health & Safety Legislation or project process.

Appendix 1 - Construction Health and Safety RAACI – Arrangements and Procedures

RAACI Matrix		Definitions of the RAACI Categories
R	Responsible	Person who performs the activity or does the work.
A	Accountable	Person who is ultimately accountable and has Yes/No/Veto (makes the final decision (the buck stops here)).
A	Advice	Providing Competent Advice
C	Consulted	Person who must be consulted (that needs to feedback) and contribute to the activity before action taken.
I	Informed	Person that needs to know of the decision or action has been taken



The following pages set out British Land’s health and safety and CDM arrangements and procedures in relation to the management and delivery of its construction projects.

Majority of British Land’s construction projects will follow the RIBA Stages through the planning, design and procurement process. The following arrangements and procedures have therefore been written to reflect the RIBA Plan of Design and Construction Work Stages 2013 (Stages 0 to 7) for ease of application.

Role and responsibilities of each of the CDM Duty holders are covered next under CDM Regulations 2015 Role and responsibilities

Specific requirements of the Client, Principal Designers, Designers Principal Contractors and the Contractors is covered further in the Procedures

Further information on the RIBA Plan of Design and Construction Work Stages can be found on the RIBA website (www.architecture.com).

The following arrangements and procedures have been written to ensure British Land’s Project Executives/Directors fulfils their responsibilities under British Land’s Construction Health and Safety Policy and associated legislation.

It is expected that the Client’s Representative/Project Manager supports the Project Executive/Director with the execution of their responsibilities and that the Client Project Health & Safety Advisor provides additional advice and support in relation to compliance with the CDM Regulations.



RIBA Stage 0 – Strategic Definition

Health & Safety Requirements for British Land

RIBA Stage 0 is the stage at which a project is strategically appraised and defined before a detailed brief is developed. There are some high-level health & safety activities that should take place during Stage 0 in order to set the scene when the project moves forwards.

At this stage of a project, British Land expects its Project Executives and Directors to review the RIBA Stage 0 proposals and undertake the following:

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
0.1	Ensure that there is clarity in relation to who the CDM Client is for the project.	<p>This is generally only required for projects where there is a Joint Venture Client.</p> <p>One of the Clients can be nominated as CDM Client, but this nomination needs to be made in writing and clarified later within the F10 Notification (Only, when the PC is appointed).</p>	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor	Legal, Funders and Project Team	Project Health & Safety Advisor

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Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
0.2	Ensure that suitable resources will be allocated to all stages of the project to allow all parties to comply with their duties under relevant Health & Safety Legislation.	Resources include time, budget and information. If appointed, the Principal Designer, Client Representative or Project Manager and the overall the Client Project Health & Safety Advisor should be able to Advice in relation to this requirement.	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor
0.3	Establish whether the project is Notifiable under the CDM Regulations	Construction projects are notifiable if the construction works are expected to last > 30 working days and have more than 20 worker simultaneously at any time or > 500 person days. If more than one Contractor will be working on the project a Principal Designer and a Principal Contractor must be notified in writing. If a project is borderline notifiable, then this can be discussed further with British Land's Corporate Construction Health & Safety Advisor.	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor
0.4	Review the health and safety lessons learnt from previous projects and implement where possible on this project.	It is suggested that the topic of Health & Safety lessons learnt is included in a general lessons learnt session, so that other	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor

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Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
		<p>topics can be explored at the same time.</p> <p>This can be reviewed against previous British Land projects or in conjunction with the Project Team and their experiences of similar past projects.</p>					
0.5	<p>Consider what appointments will be required under the CDM Regulations</p>	<p>This includes directly appointed Designers, Principal Designers, Contractors and Principal Contractor and a Project Health & Safety Advisor, to Advice and carry out British Land's Client duties on their behalf.</p> <p>The Project Health & Safety Advisor will require to be appointed as early as possible to assist on selection (procurement) of duty holders and existing pre-construction information. The Principal Designer will need to be appointed at Stage 1. The Principal Contractor must be appointed as soon as practicable after the Client knows enough about the project to be able to select a suitable party of this appointment – i.e. the Regulations encourage early Contractor involvement.</p>	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor

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Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
0.6	Consider the timescales for the various appointments on the project	This particularly relates to the key roles such as the Design Team, Principal Designer and Principal Contractor.	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor
0.7	Consider any Health & Safety KPIs that will need to be included as part of the procurement process.	<p>KPIs can be useful incentives to ensuring the Project Team follows the health and safety goals and objectives of British Land.</p> <p>Some examples of KPIs as recommended by Constructing Excellence – CCG KPIs for Industry. These should include:</p> <ul style="list-style-type: none"> - Training and competency - Minimise impact on neighbours and local communities - Proactive and sensible risk management of all health and safety risks - No incidents - Respect for people <p>Maintain statutory compliance</p>	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
0.8	Identify any key or high-risk health and safety issues that could impact the project programme and/or cost.	These could be identified through a due diligence process. Examples could include: <ul style="list-style-type: none"> - the presence of high quantities of asbestos within the building which would require careful planning with regards surveys and eventual removal/ remediation, - the potential for unexploded ordnance which could require on- site monitoring during ground works, contaminated ground, or - the need to employ specific Health & Safety related expertise 	BL Executive /Director	Client Representative /Project Manager	Project Health & Safety Advisor	BL Executive/Director & Project Team	Project Health & Safety Advisor

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Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
0.9	Consider the lead in times for key Health & Safety related activities.	<p>Lead in times for key Health & Safety activities could include:</p> <ul style="list-style-type: none"> - intrusive surveys (refurbishment/ demolition asbestos surveys, structural surveys); - the time to be provided to the Principal Contractor (and other directly appointed Contractors) between appointment and commencement of construction work on site. - asbestos removal works (there is a 2 week notification period to the HSE prior to works commencing). 	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor
0.10	Gather pre-construction information in readiness for handover to the Principal Designer and Project Team in Stage 1	Pre-construction information that might be available at this Stage includes historic drawings, old plans, fire risk assessments, asbestos management plans, Health & Safety Files, O&M manuals etc.	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor



RIBA Stage 1 – Preparation & Brief

Health & Safety Requirements for British Land

RIBA Stage 1 is the stage at which a detailed brief is prepared for the project with the Client. At this point it is important to define what the British Land’s key health and safety objectives and goals are going to be for the project, start making the key health & safety/CDM appointments, and start providing and reviewing pre- construction information.

At this stage of a Project, British Land expects its Project Executives and Project Directors with support from the appointed Project Safety Advisor and Client Representative/ Project Manager, to undertake the following:

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
1.1	Set out British Land’s health and safety goals and objectives for the project and any additional health and safety requirements, for inclusion in the Project Execution Plan (PEP).	<p>There is a legal requirement under the CDM Regulations for Clients to produce project specific health and safety management arrangements for its construction projects. See Appendix 2 for the content of these arrangements.</p> <p>By including this information in the PEP, there is no duplication and information is held in the main document for the project.</p> <p>The Project Health & Safety Advisor will be able to support the Client in the preparation of these arrangements.</p>	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor
1.2	Ensure that clear roles and responsibilities are understood across the Project (such as CDM Duty Holders and Asbestos Duty Holders) and that details are included in the Client Management Arrangements (included in the Project Execution Plan).	The Project Health & Safety Advisor can assist the Client in the development of their Health & Safety Management Arrangements for the Project.	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor

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Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
1.3	Appoint the Principal Designer as soon as is practicable within Stage 1.	<p>A Principal Designer must be appointed (in writing) for all projects with more than one Contractor.</p> <p>If a Principal Designer is not appointed, the Client will automatically take on the duties and responsibilities of the Principal Designer and must be able to demonstrate capability to act in this role. Under the CDM Regulations, the Principal Designer must be appointed, as soon as practicable after start of the design, but before detailed design work has commenced (i.e. before the start of RIBA Stage 2).</p>	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor
1.4	Ensure all directly appointed Designers, Contractors (for any surveys) and the Principal Designer are capable and adequately resourced as per British Land Requirements and required general duties of the CDM Regulations.	<p>The Project Health & Safety Advisor, if requested, will be able to assess capability on behalf of the Client. The Principal Designer should be able to demonstrate capability if requested by the Client.</p> <p>British Land will accept Building Confidence or SSIP accreditation (the HSE's Safety Scheme in Procurement) which confirms the capability of a company under the CDM Regulations. Under the CDM Regulations, Designer, Principal Designers and Contractors should not accept appointments unless they are capable to undertake the work.</p> <p>British Land may appoint international designers that are</p>	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor

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Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
		<p>not aware of their duties under CDM, but in doing so British Land are responsible to ensure that the designer is compliant with the regulations.</p>					
1.5	<p>Establish methods to ensure any structure that is designed as a workplace complies with the requirements of the Workplace (Health, Safety & Welfare) Regulations.</p>	<p>Most of the requirements of the Workplace Regulations tend to be covered by Building Regulations and British Standards. However, there can be a few anomalies which need to be addressed.</p> <p>It is a Client duty and a designer duty (under the CDM Regulations) to ensure the design complies with the Workplace Regs.</p> <p>An appropriate method to ensure this compliance should be established for the project.</p>	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor

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Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
1.6	<p>In conjunction with the Property Management Team, establish what pre-construction information is available and promptly hand this to the Principal Designer and Project Team</p>	<p>Pre-construction information can include:</p> <ul style="list-style-type: none"> - existing drawings - structural surveys - condition surveys - live utility services - fire risk assessments - UXO Surveys - property risk assessments - asbestos management plans - previous Health & Safety File(s) - O&M manuals for existing equipment <p>This information will be obtainable from British Land's Property Management Team, in most instances.</p>	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor BL Property Management Team Where applicable Tenants	BL Executive / Director & Project Team	Project Health & Safety Advisor
1.7	<p>Commence the procurement of surveys that may be required to establish the missing pre- construction information, in accordance with the advice from the Principal Designer and the Project Team.</p>	<p>The Principal Designer and Project Team will advise on the additional information required and the surveys that will need to be procured to establish this information.</p> <p>Please see Appendix 1 with regards to the procurement of Refurbishment and Demolition (R/D) Asbestos Surveys.</p>	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor

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Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
1.8	Identify the requirement for a Refurbishment and Demolition (R&D) Asbestos Survey and liaise accordingly with the Asbestos Duty Holder for the property (usually British Land's Property Management Team or tenant) prior to commencing procurement.	<p>Please see Appendix 1 with regards to the procurement of Refurbishment and Demolition (R/D) Asbestos Surveys.</p> <p>Instruct the Duty Holder to procure an R/D survey (if vacant possession or partial vacant possession is available). Ensure that there is adequate liaison between the Designers and the Duty Holder such that an appropriate specification for the R/D survey is developed.</p> <p>The greater the clarity on what parts of the structure/ property are to be affected by the future works can be provided to the asbestos surveyor, the greater the certainty with regards to the resultant survey report.</p>	BL Executive /Director	Client Representative / Project Manager	Project Health & Safety Advisor BL Property Management Team	BL Executive / Director & Project Team	Project Health & Safety Advisor
1.9	Ensure that all Surveyors are procured and managed in accordance with the requirement of the Management of Health and Safety at Work Regulations (visual and intrusive surveys) and CDM Regulations (for intrusive surveys).	<p>British Land must ensure the health, safety and wellbeing of all those working in or visiting its premises – through risk assessment and implementing appropriate controls and procedures. British Land must provide contractors (those employed to work for the Client) information on: the health and safety risks they may face the measures in place to deal with those hazards and risks how to follow any emergency procedures This relates to when British Land requires the Project Team, surveyors or others to undertake work in the premises that is being</p>	BL Executive /Director	Client Representative / Project Manager	Project Health & Safety Advisor BL Property Management Team	BL Executive / Director & Project Team	Project Health & Safety Advisor

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Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
		<p>considered for the project – e.g. walk arounds, visual inspections/surveys, intrusive surveys.</p> <p>Where the property is managed by British Land, the risk assessment and appropriate controls and procedures will have been undertaken and implemented by British Land's property management team.</p> <p>Those visiting the property should comply with the procedures provided to them. If the procedures are not provided, then the visitors have the right to request this information.</p> <p>For cases where visual or intrusive surveys are to be undertaken, British Land's property management team should review their risk assessments to ensure that the control measures and procedures in place are appropriate to the tasks to be undertaken.</p> <p>A checklist of matters to consider when visiting a property is included at Appendix 8.</p>					
1.10	Following advice from the Project Health & Safety Advisor, Principal Designer and Project Team, schedule the necessary surveys into the project programme.	<p>This should include visual and intrusive surveys and any lead-in times or procurement requirements.</p> <p>R/D Asbestos surveys will require detailed specifications to be</p>	BL Executive / Director	Client Representative / Project Manager	Project Health & Safety Advisor, Principal Designer and Project Team	BL Executive / Director & Project Team	Project Health & Safety Advisor

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Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
		<p>drawn up prior to tender process. These specifications will require an appropriate amount of time to be drafted by the Project Team.</p> <p>Please see Appendix 1 with regards to the procurement of Refurbishment and Demolition (R/D) Asbestos Surveys.</p>					
1.11	Request from the Principal Designer any anticipated Health & Safety issues that may have a bearing on the Planning Application and/or Planning Restrictions	<p>Examples include:</p> <ul style="list-style-type: none"> - the need for roof parapets to allow for regular roof access; - façade cleaning and maintenance requirements; - disabled access for listed buildings; - location of future site set-up/ lay down areas; - construction vehicle access 	BL Executive / Director Client Representative / Project Manager	Principal Designer	Project Health & Safety Advisor and Project Team	BL Executive / Director & Project Team	Project Health & Safety Advisor
1.12	Address the above issues with the Project Team where required to minimise any future issues.	Lack of early consideration to items such as those listed above, can have a financial or programme impact on the project during the construction phase and end use.	BL Executive /Director	Client Representative / Project Manager	Project Health & Safety Advisor, Principal Designer and Project Team	BL Executive / Director & Project Team	Project Health & Safety Advisor



RIBA Stage 2 – Concept Design

Health & Safety Requirements for British Land

RIBA Stage 2 is the stage at which Concept Design commences in line with the requirements of the initial project brief.

At this point it is important to set the scene and British Land’s expectations with regards to the management and communication of health and safety on the project and embed the key roles and responsibilities.

At this stage of a Project, British Land expects its Project Executives and Directors, with support from the appointed Client Representative/Project Manager, to undertake the following:

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
2.1	Be aware of taking on Designer responsibilities during the development of the project brief.	<p>Construction Clients can inadvertently take on the responsibilities of Designers under the CDM Regulations by stipulating certain design requirements in the project brief. The Project Health & Safety Advisor can Advise the Client with regards to taking on these responsibilities.</p> <p>The Principal Designer is responsible to ensure the principles of prevention are applied as reasonably practicable.</p>	Project Executive /Project Director	Principal Designer and Designers	Client Project H&S Advisor	All the Designers, Client Representative/ Project Manager Client Project H&S Advisor	Client Project H&S Advisor

British Land Construction Health and Safety Policy

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
2.2	Assess if required based on the complexity of the project and likely risks, if a Health & Safety Workshop is required. If so to be held and run by the Principal Designer to implement with assistance and technical input by the Project Health & Safety Advisor during the Concept Design Stage to establish the knowledge across the team and commence the development of the project's Health & Safety Design Log or Register	See Section 5 for further information on the management of health and safety design-risks during the planning and design stage.	Project Executive / Project Director and Client Representative / Project Manager	Principal Designer	Client Project H&S Advisor	All the Designers and Project Team	Client Project H&S Advisor
2.3	Following the Stage 2 Health & Safety Workshop, request from the Principal Designer the Health & Safety design risks that could have a bearing on the Planning Application and/or Planning Restrictions. Address the significant risks with the Project Team where required with support of the Client Project Health & Safety Advisor.	Items that could have a potential impact on planning include: <ul style="list-style-type: none"> - the need for roof parapets to allow for regular roof access (principles of prevention and hierarchy of risk control) - façade cleaning and maintenance requirements - disabled access for listed buildings - location of future site set-up/ lay down areas - construction vehicle access 	Project Executive /Project Director	Client Representative/ Project Manager, Principal Designer and Designers	Client Representative/ Project Manager, Designers and Client Project H&S Advisor	All the Designers and Project Team	Client Project H&S Advisor

British Land Construction Health and Safety Policy

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
2.4	The Principal Designer is to ensure the Project Team is providing regular information on the key Health & Safety risks associated with the Project – particularly in the Stage 2 report.	The Project Team is required to co- ordinate and co-operate with regards to the provision of information. See Section 5 regarding the use of the Project Health & Safety design-risks Register.	Project Executive /Project Director and Client Representative / Project Manager	Principal Designer	Client Representative / Project Manager, Designers and Client Project H&S Advisor	All the Designers and Project Team	Client Project H&S Advisor
2.5	Seek confirmation from the Design Team that the structure (when designed as a workplace) complies with the Workplace (Health, Safety and Welfare) Regulations.	There is a duty under the CDM Regs to ensure that the design is compliant with the Workplace (Health, Safety and Welfare) Regulations.	Project Executive /Project Director and Client Representative/ Project Manager	Principal Designer and Designers	Client Representative/ Project Manager, Designers and Client Project H&S Advisor	All the Designers and Project Team	Client Project H&S Advisor

British Land Construction Health and Safety Policy

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
2.6	<p>Promptly provide the Principal Designer with information relating to the Health & Safety File. From appointed surveyors, Designers, Principal Contractor and their Sub-Contractors.</p>	<p>This includes details on the format required, timescales for completion, roles and responsibilities with regards to its collation, compilation and review, and information to be provided.</p> <p>Only one Health & Safety File should be produced per building/structure.</p> <p>This is required so that it can be included in the Pre-Construction information such that the Project Team and the Principal Contractor are aware of the requirements on them for the provision of information for the File.</p> <p>Following details from existing information and surveys found, including details from the designers. It is usual for the Principal Contractor to collate and compile details and information from the subcontractors for the Health & Safety File prior to handover to the Principal Designer for final review and issue to the Client.</p>	<p>Project Executive / Project Director and Client Representative / Project Manager</p>	<p>Principal Designer</p>	<p>Client Representative / Project Manager, Designers and Client Project H&S Advisor</p>	<p>All the Designers and Project Team</p>	<p>Client Project H&S Advisor</p>

British Land Construction Health and Safety Policy

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
2.7	Continue the procurement of Surveys to establish missing information in accordance with the advice from the Project Team and Client Project Health & Safety Advisor and the Principal Designer and request from the Principal Designer details of any Health & Safety risks that have been identified during the surveys.	<p>Refer to Section 3 with regards to British Land’s responsibilities during the procurement and management of surveys (visual and intrusive).</p> <p>The Client Project Health & Safety Advisor will be able to Advise the Client on how to manage the procurement of visual and intrusive surveys to ensure compliance with the Management of Health and Safety at Work Regulations and the CDM Regulations.</p> <p>The Principal Designer should include details of any Health & Safety risks identified in the surveys in the Pre- construction information and the Health & Safety design-risks Register where further actions are required.</p>	Project Executive / Project Director	Client Representative / Project Manager	Principal Designer, Designers and Client Project H&S Advisor	Client Project H&S Advisor, Principal Designer, all the Designers and Project Team	Client Project H&S Advisor
2.8	Commence the procurement of the Principal Contractor, as soon as practicable after the Client has enough knowledge about the project to be able to select a suitable and capable party for this role.	The Client should provide a set of pre- construction information as part of the tender documents and can support with the review of the tenders by reviewing capability assessment returns and attending tender interviews. Involving Advice and support from the Project Health & Safety Advisor.	Project Executive / Project Director	Client Representative / Project Manager	Client Project H&S Advisor,	Client Project H&S Advisor, Principal Designer, all the Designers and Project Team	Client Project H&S Advisor

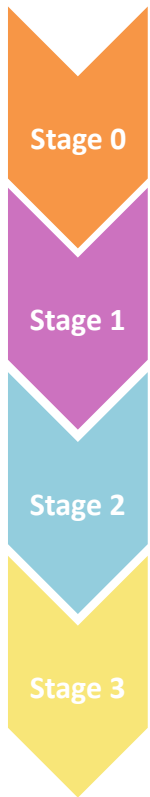
British Land Construction Health and Safety Policy

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
2.9	Ensure the Principal Contractor is capable in this role, as required by British Land with support of the Client Project H&S Advisor.	British Land will accept Building Confidence or another SSIP ¹ accreditation with addition of their last 3 to 5 years accidents, prosecutions, FFIs and those pending. as confirmation of capability under the CDM Regulations.	Project Executive / Project Director	Client Representative / Project Manager	Client Project H&S Advisor, Project Executive / Project Director	Client Project H&S Advisor, Principal Designer, all the Designers and Project Team	Client Project H&S Advisor
2.10	Ensure an outline Cleaning & Maintenance strategy is prepared in advance of Planning Application to ensure any key health and safety issues are addressed prior to application submission.	It is important to have an idea of the cleaning and maintenance requirements of a building prior to planning application. Items that should be considered Include window access and replacement, roof plant access and replacement, routes in and out of the building/property for any specialist equipment (i.e. scissor lifts, MEWPs etc.) Planning application can put constraints on a building's design which can have implications for the detailed design and end use with regards the cleaning and maintenance strategy.	Project Executive / Project Director and Client Representative / Project Manager	Principal Designer and Designers	Client Project H&S Advisor and BL Property Management Team	Client Project H&S Advisor, Principal Designer, all the Designers and Project Team	Client Project H&S Advisor
2.11	Request a copy of the Initial F10 Notification from the Project Health & Safety Advisor for British Land's records (Only if Principal Contractor has been appointed and project details are approximate).	The Project Health & Safety Advisor will be able to provide a PDF copy of the online F10 Notification for upload to BL's Office 365 SharePoint.	BL Executive/ Director and Client Representative /Project Manager	Project Health & Safety Advisor,	Principal Contractor, Principal Designer and Project Team	BL Executive / Director & Project Team	Project Health & Safety Advisor

¹ SSIP relates to the HSE's Safety Schemes in Procurement accreditation process, where various capability organisations have agreed to a assess capability to the agreed standards.

RIBA Stage 3 – Developed Design

Health & Safety Requirements for British Land



Stage 0 During this RIBA Stage, the concept design is further developed and progressed until the spatial co-ordination exercises have been completed.

Stage 1 The project strategies are also further developed and signed off by the Client. The Design Change control process is also usually implemented during this phase so further changes can be controlled and monitored.

Stage 2 On some projects, Stage 3 also represents the commencement of Principal Contractor procurement.

Stage 3 At this stage of a Project, British Land expects its Project Executives and Directors, with support from the appointed Client Representative/Project Manager, to undertake the following

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
3.1	The Principal Designer is to ensure the Project Team is providing regular information on the key health and safety risks associated with the project and included in the Stage 3 Client Report.	<p>As the design develops it becomes more important to ascertain and understand the health and safety risks that will need to be 'passed-on' and managed by the Principal Contractor and end user.</p> <p>The more developed the design, the greater the fixity and less opportunity to change the design to reduce risk.</p> <p>This information will need to be included in the Pre-Construction Information that forms part of the tender documents, such that any key issues can be appropriately priced for and plans implemented for their management and control.</p>	BL Executive / Director and Client Representative / Project Manager	Principal Designer	Designers, Project team, Principal Contractor (if appointed) and Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor

British Land Construction Health and Safety Policy

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
3.2	Ensure Health & Safety is given due consideration during any Value Engineering exercises.	<p>Value Engineering exercises are often undertaken to challenge the cost or programme implications of certain design decisions.</p> <p>As part of this process, other aspects should also be considered including health, safety and environmental/ sustainability effects.</p> <p>Where requested, the Principal Designer should be present at these Value Engineering workshops such that any health and safety implications of design changes can be recorded on the Project Health & Safety Designer Risk Register</p>	BL Executive/ Director	BL Executive/ Director and Client Representative / Project Manager	Principal Designer, Principal Contractor (if appointed), Designers and Project Health & Safety Advisor	BL Executive/ Director & Project Team	Project Health & Safety Advisor
3.3	Seek confirmation from the Design Team that the structure (when designed as a workplace) remains compliant with the requirements of the Workplace (Health, Safety and Welfare) Regulations.	The Principal Designer should provide clear confirmation that they are checking the Designers are complying with their duties. This confirmation should be in writing, or included in the Stage 3 Client Report.	BL Executive/ Director and Client Representative/ Project Manager	Principal Designer	Principal Contractor (if appointed), Designers and Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor
3.4	If required, ensure that a Health & Safety Workshop is held and run by the Principal Designer during Developed Design stage to establish the main Health & Safety issues on the project	Updating the Design Risk Register and flagging any additional significant residual risks for buildability, cleaning and maintenance and safe use of the building/facility/structure.	BL Executive / Director and Client Representative / Project Manager	Principal Designer	Designers, Principal Contractor (if appointed), and Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor

British Land Construction Health and Safety Policy

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
3.5	Ensure the Access & Maintenance Strategy is completed by the Design Team (with particular regard to Health and Safety Designer Risk Register and assumptions).	A detailed Access & Maintenance Strategy at this stage will help ensure some certainty with regards any associated health and safety issues and costs associated with the purchasing or hiring of specialist equipment.	BL Executive /Director and Client Representative / Project Manager	Principal Designer	Principal Contractor (if appointed), Project Health & Safety Advisor and BL Property Management	BL Executive / Director & Project Team	Project Health & Safety Advisor
3.6	Ensure the Plant Replacement and Removal Strategy is completed by the Design Team (with particular regard to Health and Safety Designer Risk Register and assumptions).	A detailed Plant Replacement and Removal Strategy at this stage will help ensure some certainty with regards any associated health and safety issues and costs associated with the purchasing or hiring of specialist equipment.	BL Executive / Director and Client Representative / Project Manager	Principal Designer	Principal Contractor (if appointed), Project Health & Safety Advisor and BL Property Management	BL Executive / Director & Project Team	Project Health & Safety Advisor
3.7	Consider the time to be provided to the Principal Contractor for and incl. any separate minor works or enabling/demolition works from his appointment to start of work on site.	The Client must allow sufficient time to allow the planning for the construction works on site. This timescale which includes all planning and preparation, as well as any minor the construction phase has to be notified to the HSE via the F10 Notification process (If PC is appointed).	BL Executive/ Director	BL Executive/ Director	Principal Contractor (if appointed) and Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor
3.8	Ensure that any construction works does not commence unless the Principal Contractor has prepared and adequate construction phase plan and that adequate welfare facilities will be provided at the commencement of work on site.	The Project Executive/ Director & Project Manager should seek assurance from the Project Health & Safety Advisor that an adequate Construction Phase Plan is in place and that the Welfare facilities will be suitable.	BL Executive / Director and Principal Contractor	Client Representative / Project Manager and Principal Contractor (if appointed)	Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor

British Land Construction Health and Safety Policy

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
3.9	Provide comment and feedback on the significant risks highlighted in the project's Health & Safety Design Risk Register	<p>British Land's Project Executives/Project Manager need to continually demonstrate their commitment to Health & Safety Management on the project.</p> <p>Providing regular feedback on the Health &</p> <p>Safety Designer Risk Register will support British Land with this objective and will encourage the Project Team to follow suit.</p>	Principal Designer	Principal Designer	Designers, Principal Contractor (if appointed) and Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor
3.10	Ensure the Stage 3 Client report contains information relating to the health and safety management of the project	This should come from the Client Project Health & Safety Advisor and include a commentary on the key Health & Safety-Design Risks that have been identified with input from the Principal Designer and what the Project Team is doing to close these issues out.	BL Executive / Director	Client Representative / Project Manager and Principal Designer	Project Team and Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor
3.11	Ensure the Stage 3 PD report contains information relating to the health and safety management of the project	This should come from the Principal Designer and include a commentary on the key Health & Safety-Design Risks that have been identified and what the Project Team is doing to close these issues out.	BL Executive / Director	Principal Designer	Designers, Principal Contractor (if appointed) and Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor
3.12	Instruct the corporate Health & Safety Advisor to undertake a Design Audit Review, if required.	Instruction to be based on the complexity or risks involved on the project. Where new organisations are engaged. If spot Audit Reviews are required.	BL Executive / Director	Client Representative / Project Manager and Project Health & Safety Advisor	Principal Designer and Designers and Principal Contractor (if appointed)	BL Executive / Director, Designers & Project Team	Project Health & Safety Advisor

British Land Construction Health and Safety Policy

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
3.13	If applicable, request a copy of the Initial F10 Notification from the Project Health & Safety Advisor for British Land's records (Only if Principal Contractor has been appointed and project details are approximate).	The Project Health & Safety Advisor will be able to provide a PDF copy of the online F10 Notification for upload to BL's Office 365 SharePoint.	BL Executive / Director	Client Representative / Project Manager and Project Health & Safety Advisor	Principal Designer and Designers and Principal Contractor (if appointed)	BL Executive / Director & Project Team, Principal Designer, Designers and Principal Contractor (if appointed)	Project Health & Safety Advisor

RIBA Stage 4 Technical Design

Health & Safety Requirements



RIBA Stage 4 is the stage at which the architectural, structural and building services designs are further refined to provide technical definition of the project and the design work of specialist contractors is developed and concluded.

By the end of this stage, all aspects of the design will be completed, apart from minor queries arising from the site during the construction stage. In many projects, Stages 4 and 5 work concurrently – particularly the sub-contractor design aspects.

At this stage of a Project, British Land expects its Project Executives and Directors, with support from the appointed Client Representative/Project Manager, to undertake the following:

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
4.1	Ensure Health & Safety significant risks are given due consideration during the Design Change Control Process.	Not all the Change Control forms that the Principal Contractors use have a section querying the Health & Safety implications of any changes. In order to make sure Health & Safety is given due consideration during the design change process, British Land should request that the forms contain a Health & Safety box.	BL Executive / Director and Client Representative / Project Manager	Principal Designer	Designers and Principal Contractor (if appointed) and Project Health & Safety Advisor	BL Executive / Director, Designers Contractor (if appointed) and Project Health & Safety Advisor	Project Health & Safety Advisor
4.2	Ensure the Principal Designer is provided with copies of the Design Change Forms where there are potential health and safety implications.	Further to the above, any design changes that have identified as potential Health & Safety significant risks should be forwarded to the Principal Designer for comment or information. The Design Change Control Process should include the Principal Designer in the distribution list.	BL Executive / Director and Client Representative / Project Manager	Client Representative / Project Manager	Principal Designer and Designers and Principal Contractor (if appointed)	BL Executive / Director & Project Team, Principal Designer, Designers and Principal Contractor (if appointed)	Project Health & Safety Advisor

British Land Construction Health and Safety Policy

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
4.3	Continue to provide comment and feedback on the key issues highlighted in the project's Health & Safety Design Risk Register.	British Land's Project Executives/Directors need to continually demonstrate their commitment to Health & Safety management on the project. Providing regular feedback on the Health & Safety Design Risk Register will support British Land with this objective and will encourage the Project Team to follow suit.	BL Executive / Director and Client Representative / Project Manager	Principal Designer	Designers and Principal Contractor (if appointed) and Project Health & Safety Advisor	BL Executive / Director, Designers & Project Team	Project Health & Safety Advisor
4.4	The F10 Notification is completed online via the HSE website.	The F10 Notification is completed online via the HSE Website The Project Health & Safety Advisor should be requested to complete this form on the Client's behalf, if the PC is appointed for the Main works.	BL Executive / Director and Client Representative / Project Manager	Project Health & Safety Advisor	Principal Contractor (if appointed), Principal Designer and Designers	BL Executive / Director, Client Representative / Project Manager Principal Contractor (if appointed) & Project Team	Project Health & Safety Advisor
4.5	Ensure the Stage 4 Client report contains information relating to the health and safety management of the project	This should come from the Client Project Health & Safety Adviser and include a commentary on the key Health & Safety-Design Risks that have been identified with input from the Principal Designer and what the Project Team is doing to close these issues out.	BL Executive /Director Client, Representative / Project Manager	Principal Designer and Designers	Designers and Principal Contractor (if appointed) and Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor

RIBA Stage 5 Construction

Health & Safety Requirements



RIBA Stage 5 is the stage at which the building/ structure is constructed on site in accordance with the construction programme. Construction includes the erection of components that have been fabricated off site. The information output from this stage is ‘As Constructed’ information.

At this stage of a Project, British Land expects its Project Executives and Directors, with support from the appointed Client Representative/Project Manager, to undertake the following:

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
5.1	Ensure Duty Holder responsibilities are clear and notified in writing prior to the start of the Construction Phase.	With regards to the CDM Regulations, there should be written appointment of the Principal Contractor and Principal Designer on projects with more than one contractor. With regards to the Control of Asbestos Regulations, there should be written confirmation that the Principal Contractor will take on the role of asbestos Duty Holder upon acquisition of the site (for the parts of the site/building with which he has control).	BL Executive / Director	Client Representative / Project Manager	Principal Contractor, Principal Designer and Project Health & Safety Advisor	BL Executive / Director & Project Team	Project Health & Safety Advisor
5.2	Confirm in writing to the Principal Contractor that they can commence work on site following the successful review of their initial Construction Phase Plan and Welfare Arrangements	The Project Health & Safety Advisor will Advise British Land as to the adequacy of the Principal Contractor’s Construction Phase Plan and arrangements for Welfare facilities.	BL Executive / Director	Client Representative / Project Manager and Project Health & Safety Advisor	Principal Contractor	BL Executive / Director & Project Team	Project Health & Safety Advisor
5.3	Where required, instruct the Corporate Construction Health & Safety Advisor or Project Health & Safety Advisor to undertake an audit of the construction works on the site.	The frequency of these audits may vary from project to project depending on the performance of the Principal Contractor	BL Executive / Director	Client Representative / Project Manager	Corporate Construction Health & Safety Advisor or Project Health & Safety Advisor	BL Executive / Director, Principal Contractor, Principal Designer & Project Team	Corporate Construction Health & Safety Advisor or Project Health & Safety Advisor

British Land Construction Health and Safety Policy

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
5.4	Review the accident and incident statistics that are provided by the Principal Contractor each month.	<p>It is a British Land requirement that the Principal Contractor provides a monthly update of the incident and accidents on its site.</p> <p>The information should be reviewed with the Principal Contractor (PC) on a monthly basis and statistics will be compared against other British Land projects.</p> <p>The PC should report any RIDDOR accident or incident within a timescale stated in the latest Accident and Incident Reporting arrangements and Procedure.</p> <p>Informing the Project Health & Safety Advisor ASAP.</p>	BL Executive /Director	Client Representative/ Project Manager and Principal Contractor	Project Health & Safety Advisor	Project Health & Safety Advisor and Project Team ASAP.	Project Health & Safety Advisor

RIBA Stage 6 Handover & Close Out Health & Safety Requirements



The Project Team’s priorities during this Stage will be facilitating the successful handover of the building/ structure in line with the project programme, concluding all aspects of the building contract, including the inspection of defects as they are rectified and the production of certificates/ sign-offs.

At this stage of a Project, British Land expects its Project Executives and Directors, with support from the appointed Client Representative/Project Manager, to undertake the following:

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
6.1	Ensure that the transfer of Duty Holder responsibilities is clear.	British Land needs to ensure there is a clear transfer of the Duty Holder responsibilities. This will include the hand back of the asbestos Duty Holder role from the Principal Contractor back to British Land’s property management team, and the clear cessation of the role of Principal Contractor such that work areas become the responsibility of British Land’s property management team to manage.	BL Executive /Director	BL Executive /Director and Client Representative / Project Manager	Principal Designer, Designers and Principal Contractor where applicable and Project Health & Safety Advisor	Project Health & Safety Advisor and Project Team ASAP.	Project Health & Safety Advisor
6.2	Receive the completed Health & Safety File upon practical completion	This should be provided to the Client by the Principal Designer or the Principal Contractor if the design had finished prior to the completion of Stage 5.	BL Executive/ Director	Principal Designer	Principal Designer in liaison with the Principal Contractor and BL Property Management	Project Health & Safety Advisor and Project Team ASAP.	Project Health & Safety Advisor

British Land Construction Health and Safety Policy

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
6.3	Check the residual Health & Safety issues are captured in the Health & Safety file prior to handover to British Land's property management team.	The Principal Designer will undertake the main review of the Health & Safety File. If the Principal Designer's appointment has come to end before the project completion, the Principal Contractor will complete the Health & Safety file. The Project Executive should also review the file to ensure that it fulfils British Land's requirements.	BL Executive / Director	Principal Designer	Principal Designer in liaison with the Principal Contractor and BL Property Management	Project Health & Safety Advisor and Project Team	Project Health & Safety Advisor
6.4	Pass the Health & Safety File onto British Land's property management team.	Either the Client Representative/Project Manager or the Principal Designer provides this onto the BL property Management Team following a review.	Client Representative / Project Manager with the Principal Designer	Principal Designer	Principal Designer in liaison with the Principal Contractor and BL Property Management	Project Health & Safety Advisor and Project Team	Project Health & Safety Advisor
6.5	Capture any lessons learnt from the project.	This should be done in conjunction with the Project Team and the lessons learnt fed back to British Land's Head of Construction.	BL Executive / Director	Client Representative / Project Manager with Principal Designer, Designers and Principal Contractor	Principal Designer in liaison with the Designers and the Principal Contractor, incl. Project Health & Safety Advisor	Project Health & Safety Advisor and Project Team	Project Health & Safety Advisor



RIBA Stage 7 In Use

Health & Safety Requirements

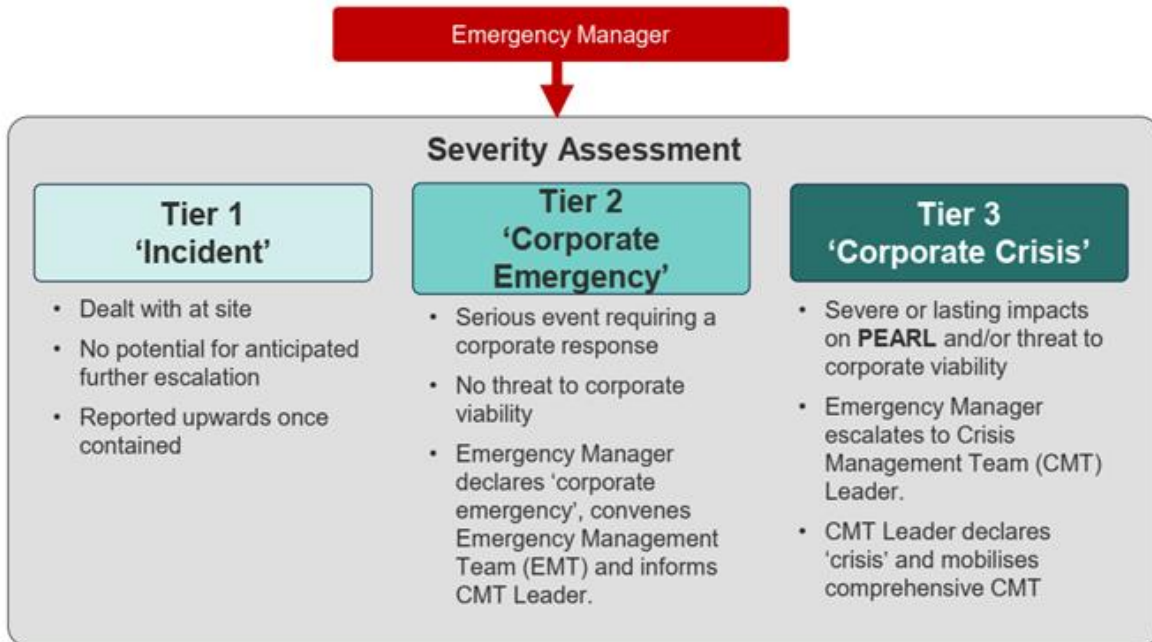
Whilst it is likely that many of the handover duties will be completed by the end of RIBA Stage 6, certain activities may be required afterwards.

Item	Health & Safety Requirements	Guidance	Accountability	Responsibility	Consult	Information	Advice
7.1	Retain and provide access to the Health & Safety File by those that need it.	The Health & Safety File will be passed to British Land's Property Management Team post completion, but they have a duty to provide access to the information should any future works to the building/property be required.	BL Property Management	BL Property Management	Tenants, Project Health & Safety Advisor and BL Property Management H&S Advisor	Tenants, Project Health & Safety Advisor and BL Property Management H&S Advisor	Property Management H&S Advisor
7.2	Ensure the Health & Safety File is revised with information from new projects.	The Project Executive/Director for any new projects on the building will need to make sure that the existing Health & Safety File is updated to reflect these works.	BL Executive / Director	Client Representative / Project Manager with Principal Designer, Designers (if applicable) and Principal Contractor or Contractor	Principal Designer (if applicable) in liaison with the Designers and the Principal Contractor or Contractor and Project Health & Safety Advisor	Project Health & Safety Advisor and Project Team	Project Health & Safety Advisor

Appendix 2 – Incident Management

Severity Categorisation

The various incidents are categorised below, noting that these cover both health and safety related incidents and those with wider potential impacts:



Note: PEARL stands for 'People, Environment, Assets, Reputation and Liabilities', providing the categories to consider when assessing the severity of an incident. For further details, refer to British Land's Policy Portal

Escalation Process

Each Contractor is required to inform the British Land Project Executive/Director, British Land Project Manager and Client Project Health & Safety Advisor of incidents on site, following the below escalation process:

British Land Construction Health and Safety Policy

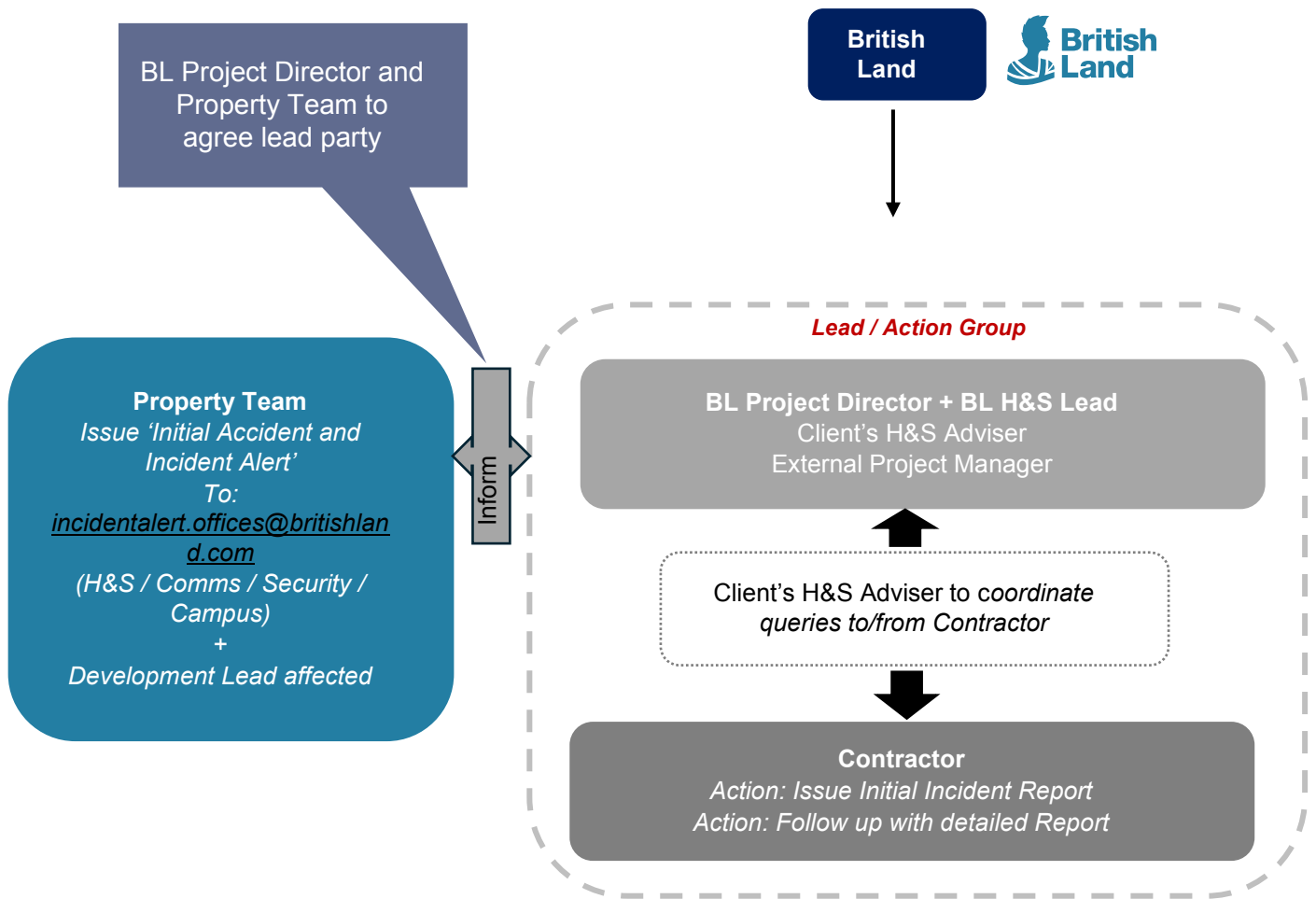


The reporting mechanism can be agreed within the project team for expediency but must be followed up with written initial notification with the details of the incident and actions being undertaken.

These are to be followed up with Incident investigation reports of the root causes and factors leading to the cause with recommendations and action plan as well completing British Land’s online accident and incident reporting monthly via the Credit 360 system.

Notification Process

The flow chart below sets out the information flows diagrammatically and distinguishes between parties contacted for information and for action:



If an incident is identified by the Property Team ahead of the Development Team, the Property Team are to inform the Development Team.

At this juncture, the Project Director and Property team are to agree which department is to lead close out of the investigation and reporting, noting this will normally be the Development team, assuming the incident initiated from within the site hoardings.

British Land Construction Health and Safety Policy

The examples below are guidance and not exhaustive:

Type	Tier 1 - Incident		Tier 2 - Corporate Emergency		Tier 3 - Corporate Crisis	
	No impact to any third party		Third party impacted		Major impact to third parties	
Trespass	What	Break into site within site hoardings, treated as a security incident	What	Break in with damage / injury on site	What	Break in resulting in fatality
	Eg	Attempted / actual theft from site	Eg	Base jumpers	Eg	Base jumpers cause fatality
	Why	No impact to any third party	Why	Adverse publicity / perceived lack of control or safety risk	Why	Severe adverse publicity / perceived lack of control with media attention
Injury or worse	What	Slip / trip / fall or injury to operative with no lasting injury	What	Major / multiple injuries or one fatality	What	Multiple fatalities
	Eg	Head injury from falling object or health related (as opposed to injury)	Eg	Piling rig falls over on site	Eg	Explosion or major collapse of permanent works
	Why	No impact to any third party and managed on site	Why	Adverse publicity / perceived lack of control or safety risk	Why	Severe adverse publicity / perceived lack of control with media attention
Near miss	What	Minor falling materials <u>on site</u>	What	Materials leave site and could have hit a member of the public	What	Materials leave site and could hit a crowd
	Eg	Falling plywood board within site	Eg	Metal sheet falls from top of tower	Eg	Crane falls over
	Why	No impact to any third party and managed on site	Why	Potential for harm to public	Why	Potential for severe harm to public
Boundaries (hoardings / ejected materials)	What	No-one injured / minor damage, contained + remedied by Contractor	What	Debris / materials blown off site and hits someone	What	Debris / materials blown off site
	Eg	Hoarding blown over into public domain - no-one injured / no damage	Eg	Insulation board blown off site into public highway and hits someone	Eg	Fire / flood / environmental damage on site spreads off site and affects other property/public
	Why	No impact to any third party and managed on site	Why	Any injury to anyone outside of site has potential for legal or public impact	Why	Major incident with corresponding repercussions

Appendix 3 – Managing Asbestos Procedure

Requirements	Guidance
<p>For properties that were built prior to 2000, Refurbishment and Demolition (R/D) surveys should be procured by the Client prior to any intrusive work or construction work commencing on the property.</p> <p>These surveys will need to be coordinated with the property's Duty Holder for asbestos (usually British Land's Project/Property Management team or tenant)</p>	<p>Asbestos containing products should be assumed to be present in all buildings that were built prior to 2000, even if they have undergone past removal work.</p> <p>Refurbishment or Demolition (R/D) surveys are fully intrusive and can only take place in vacated rooms or buildings.</p> <p>No construction work (including other intrusive surveys) should take place until an R/D Survey has been conducted. If this is not possible, then all construction work must proceed as if asbestos is present (i.e. under fully consulted conditions). R/D surveys can be focused on smaller areas first to allow other intrusive surveys or enabling works to take place provided those areas are confirmed free from ACMs.</p> <p>Surveys should be procured in accordance with the Control of Asbestos Regulations, ACoP L143 Managing and working with asbestos and HSG 264 Asbestos: The Survey Guide.</p>
<p>The Client should ensure that the specification for the R/D Survey accurately reflects the area and scope of the planned refurbishment or demolition works.</p>	<p>The specification should be detailed and reflect the planned design and drawings such that the survey covers all areas that will be affected by the work – this could include roof areas, external facades, service risers, floor and ceiling voids, pipe runs, underground services, lifts and lift shafts, mechanical and electrical plant etc.</p> <p>The provision of existing drawings will support the navigation of the building to ensure all relevant areas and voids are surveyed.</p> <p>There should be no restrictions on access unless the site is unsafe or access is physically impractical – as such the specification should mention the need to provide access equipment and the means to access hidden voids or parts of the structure which may not be readily accessible.</p> <p>The specification should be written in a way which prevents at or least reduces the caveats of the surveyor.</p>
<p>Clients must only appoint competent surveyors to undertake asbestos surveys.</p>	<p>The HSE strongly recommends the use of accredited & certified surveyors (as per the recommendations in HSG 264).</p> <p>The surveyors also need to be competent under the requirement of the CDM Regulations, as they are deemed to be Contractors undertaking construction work.</p>
<p>The Client must ensure that adequate time and resources are made available to the surveyor to allow a thorough survey to be carried out.</p>	<p>As per the CDM Regulations, the Client needs to provide the surveyor enough time to plan and prepare the survey work and undertake it on site.</p> <p>Time restrictions on site may result in areas being missed or assumptions being made, as there was not enough time available to undertake a thorough survey.</p>
<p>The Client will take on the responsibility of the CDM Client for all procured R/D surveys, as the survey is fully intrusive and as such is classed as construction work under the CDM Regulations</p>	<p>As CDM Client, all the duties surrounding the appointment of a competent Contractor, the provision of relevant Health & Safety and pre-construction information, adequate time and resource, and co-ordination will apply.</p> <p>The Surveyor should also produce a safe system of work (i.e. plan of work/method statement) following a risk assessment prior to commencing the survey work on site. They must also ensure welfare facilities are in place prior to the works</p>

British Land Construction Health and Safety Policy

Requirements	Guidance
	<p>commencing.</p> <p>The Client must not permit the works to commence unless these are in place.</p>
<p>The Client should provide the Surveyor with the following information:</p> <ul style="list-style-type: none"> • Details of buildings or parts of the building to be surveyed • Details of the buildings use, processes, hazards, priority areas • Plans, documents, reports and surveys on design, structure and construction • Safety and security information (e.g. fire alarm testing, emergency procedures) • Access arrangements and permits • Contacts for operational or health and safety issues 	<p>This complements the requirements of the CDM Regulations and should be provided as part of the tender documents and updated prior to commencement of the work.</p>
<p>The Client is to ensure that all asbestos containing materials are removed as far as is reasonably practicable before any major refurbishment or final demolition work takes place.</p>	<p>The Control of Asbestos Regulations 2012 requires duty holders/Clients to remove asbestos containing materials as far as is reasonably practicable before any major refurbishment work takes place.</p> <p>Remediation/encapsulation should be a last resort, as should demolishing a building with the asbestos in situ.</p>
<p>The Client must provide the R/D Survey report to the Design Team and Contractors who may be bidding for the work.</p>	<p>The R/D Asbestos Survey Report will form part of the pre-construction information that is being collated and distributed by the Client to the Project Team and the Principal Contractor as part of the tender information.</p>
<p>The Client should provide a copy of the R/D Survey report to the Duty Holder such that their risk assessments and associated Consult procedures can be reviewed and updated based on the information provided.</p>	<p>This is particularly important if there is to be a time delay between the R/D survey and the commencement of construction work on site.</p> <p>It also allows the Duty Holder to update their risk assessment and associated Health & Safety procedures for the property such that others who visit or undertake work are not exposed to asbestos fibres.</p>
<p>As Employer, British Land must ensure adequate information, instruction and training is given to those Employees that could come into contact with or be exposed to asbestos during the course of their work. This includes annual refresher training.</p>	<p>British Land regularly reviews the need for its employees to undergo Asbestos Awareness training and annual refresher training. Refer to Section 6 with regards training.</p>

Appendix 4 – Management Arrangements Procedure

Client's Management Arrangements

Background to Client Health and Safety Management Arrangements

The CDM L153 Guidance Document discusses the need for Clients to have adequate arrangements in place to ensure projects are properly managed at all times.

Clients should take ownership of these arrangements and ensure they communicate them clearly to other duty holders. Clients should prepare a clear brief and define suitable arrangements for managing health and safety.

The Client must maintain and review their arrangements to ensure they remain relevant throughout the life of the project (Regulation 4(3)).

The requirement for health and safety management arrangements applies to all construction projects regardless of their duration or complexity. However, the Health and Safety Executive (HSE) does stress that these arrangements must be proportionate to the size and complexity and risks of the project.

Developing the Client's Health and Safety Management Arrangements

The Client's management arrangements should be focused on the delivery of health and safety and CDM on a project and demonstrate how the Project Team is to move forward to achieve these deliverables. Management arrangements should reflect the size, complexities and risk levels of projects and should keep paperwork to a minimum where possible. As Project Execution Plans are usually prepared on British Land's projects, it is suggested that the Management Arrangements are placed or for small micro refurbishments, at least, referred to within this document. A realistic budget should be set against these Management Arrangements to ensure that they are put in place.

The Project Manager, on behalf of the Client, should use the Project Health & Safety Advisor to aid in the preparation of these Arrangements.

The aim of developing, implementing and maintaining Management Arrangements is to ensure that, through the planning, design and construction of a project, adequate consideration is given to the health, safety and welfare of all those affected. These considerations include not only the construction phase, but also the on-going operation, maintenance, cleaning and further refurbishment or demolition of the structure.

Management Arrangements need to focus on the needs of the particular project and should be proportionate to the risks arising from the work. The Arrangements need to:

- Include the assembling of the project team – appointing Designers (including a Principal Designer) and Contractors (including a Principal Contractor). See paragraphs 35-40 of Guidance Document L153 for more details.
- To ensure the Designers, Principal Designers and Principal Contractors have the necessary 'Skills, Knowledge and Experience and Training' (SKET). Prior to their appointment the Pre-Qualification Questionnaire for Health & Safety (PQQ for H&S) needs to be completed with supporting evidence confirming the above mentioned, incl. capability and resources to fulfil their legal duties are adequate. Either as the Designer and, where applicable the Principal Designer, and/or the Principal Contractor and, where applicable, also the Principal Designer (see below). Unless the organisation and their project team have evidence that they been previously been assessed and deemed to have the necessary SKET etc.

1. Pre-Qualification Questionnaire Health & Safety 1	2. Designers are to be appointed as the Principal Designer
3. Pre-Qualification Questionnaire Health & Safety 2	4. Principal Contractor are to be appointed as the Principal Designer

- Ensure the roles, functions and responsibilities of the project team are clear
- Ensure sufficient resources and time are allocated for each stage of the project – from concept to completion
- Ensure effective mechanisms are in place for members of the project team to communicate and cooperate with each other and coordinate their activities
- Take reasonable steps to ensure that any appointed Principal Designer and Principal Contractor comply with their separate duties. This could take place at project progress meetings or via written updates
- Set out the means to ensure that the health and safety performance of Designers and Contractors is maintained throughout
- Ensure that workers are provided with suitable welfare facilities for the duration of construction work
- Where the range and nature of risks to health or safety involved in the work warrants it, the Management Arrangements will also include: the expected standards of health and safety, including safe working practices, and the means by which these standards will be maintained throughout
- Include the expectation from the design team in terms of the steps they should reasonably take to ensure their designs help manage foreseeable health and safety risks during the construction phase and when maintaining and using the building once it is built
- Include the arrangements for commissioning the new building and a well-planned hand-over procedure to the new user

Designer and if applicable Principal Designer

SSIP Core Criteria Questionnaire

1. Introduction

Royal London Asset Management is looking for organisations that can demonstrate their commitment to Health and Safety. It is therefore necessary that parties are able to demonstrate that they possess or have access to the governance, qualifications and references, expertise, competence, health and safety/environmental/financial and other essential capabilities to the extent necessary for them to be considered appropriate to undertake the work which is the subject of this Pre-Qualification Questionnaire. Parties are therefore asked to answer all of the questions set out below and submit this document together appropriate evidence with their submission.

Section A – these questions refer to Health and Safety Policy and Capability.

Section B – these questions refer to Health and Safety Policy and Capability – Designers and if applicable Principal Designers.

2. Evaluation Process

Responses will be checked to ensure that all questions have been addressed, that all documents requested have been attached, and all declarations have been signed. In the event, that a party has failed to provide a response to any of the questions, or a reason as to why a response cannot be given or comply with a requirement of the instructions in the PQP, Royal London Asset Management may either exclude the party from further participation in the selection process or, at its discretion, Royal London Asset Management may seek clarification. Royal London Asset Management will act proportionately and treat all PQQ returns in the same position equally. Should Royal London Asset Management seek clarification, a failure by the party to provide a satisfactory response within the deadline specified will result in disqualification from the selection process.

3. Evaluation of Pass/Fail Requirements

The Evaluation Team will use a Red, Amber and Green (RAG) status to evaluate responses. Applicants must achieve an overall “Pass” to be taken forward.

Good to Excellent	Good Pass	Green
Minor Non-Conformance – Opportunity of Improvement	Minor Pass	Amber
Major Non-Conformance	Fail	Red

To achieve an overall “Pass” Applicants must Pass every section with at least an **Amber**. If an applicant Fails any section, then their return will not be taken further without closing out any major non-conformances.

4. SSIP Accreditation

Those who are accredited to one or more of the SSIP schemes, will be required to provide a valid certificate for the roles indicated and evidence to be submitted for Section A 1.13.

Those who are accredited as a Principal Designer in a SIPP scheme, will still require evidence to be submitted for Section B for similar types of projects.

Details of Designer / Principal Designer Organisation (Please delete role N/A)

Name of company.....

Address.....

..... Tel No.....

Name and designation of point of contact and date questionnaire returned:

.....

Nature of Business

Briefly summarise the range and type of work / services you provide and for which you wish to be considered: (Please include examples of recent projects successfully completed for clients who undertake similar activities to the project brief) :

.....

.....

Document Control

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Author:	Andrew Mellor – Arcadis H&S

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Version	Date	Reason for change	Author	Approved
1	02/08/2023	First issue	Andrew Mellor	Tom Hindley

Contents:	
Health & Safety Questionnaire related to Designer	
A.1.1	Are you able to demonstrate that you have a policy and organisation for Health and Safety (H&S) management?

A.1.2	Are you able to demonstrate arrangements for ensuring that your H&S measures are effective in reducing and preventing incidents, occupational ill-health and accidents?
A.1.3	Do you have access to competent H&S advice and assistance – both general and construction sector related?
A.1.4	Do you have a policy and process for providing your staff with training and information appropriate to the type of work for which your organisation is likely to bid?
A.1.5	Does your staff have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the work for which your organisation is likely to bid?
A.1.6	Do you monitor, audit and review and where necessary improve your H&S performance?
A.1.7	Do you have procedures in place to involve your staff in the planning and implementation of H&S measures?
A.1.8	Do you conduct accident/incident and near miss reporting and undertake follow-up investigation?
A.1.9	Do you have arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the work for which they are being engaged?
A.1.10	Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary?
A.1.11	Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)?
A.1.12	Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees?
A.1.13	Has Organisation been prosecuted for any health & safety breach in the past 3 years and / or pending such. Also, any probation and / or improvement notices, incl. invoices paid to the HSE regarding any breaches and / or disputes under the Fee for Invention (FFI).
Health & Safety Questionnaire – If applicable Principal Designer role	
B.1.1	Hazard elimination and risk control (Designers & Principal Designers only)
B.1.2	Principal Designer duties (Principal Designers only)
B.1.3	Supplementary alignment with Common Assessment Standard

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
A.1.1 Are you able to demonstrate that you have a policy and organisation for Health and Safety (H&S) management?	<p>You are expected to have and implement an appropriate policy, regularly reviewed, and signed off by the Managing Director or equivalent.</p> <p>The policy must be relevant to the nature and scale of your work and set out the responsibilities for Health & Safety management at all levels within the organisation.</p>	<p>Policy statement</p> <p>A signed, current copy of the company policy (indicating when it was last reviewed and by whose authority it is published).</p> <p>Provide Proprietor / Director information</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
	<p>Details of who is responsible for H&S within the company i.e., name of H&S contact who should be a director of the business.</p> <p>Note Organisations with less than five employees are not required by law to have a documented policy statement and the need to reduce documentary requirements on micro-businesses in particular will be taken into account by buyers and assessment providers.</p>			
<p>A.1.2 Are you able to demonstrate arrangements for ensuring that your H&S measures are effective in reducing and preventing incidents, occupational ill-health and accidents?</p>	<p>These should set out the arrangements for Health & Safety management within the organisation and should be relevant to the nature and scale of your work. They should set out how the company will discharge their duties under current Health & Safety legislation.</p> <p>There should be a clear indication of how these arrangements are communicated to the workforce.</p> <p>Verification if a drug and alcohol policy is in place.</p>	<p>Abbreviated Arrangements which should include: Accident reporting, Training & Supervision, Communication, Monitoring H&S, Implementation of Risk Assessment, Occupational health (where applicable).</p> <p>A clear explanation of the arrangement which the company has made for putting its policy into effect and for discharging its duties under current relevant Health & Safety legislation.</p> <p>Arrangements to include but not limited to: Accident reporting, Training & Supervision, Communication, Monitoring H&S,</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
	<p>Verification if arrangements are in place covering mental health, fatigue and employee wellbeing.</p> <p>Verification if a behavioural management or behavioural safety programme is in place.</p>	<p>Implementation of Risk Assessment, Occupational health</p> <p>A copy of the drug and alcohol policy if not included with H&S Policy</p> <p>Arrangements to include mental health, fatigue and employee wellbeing if not included with H&S Policy</p> <p>Arrangements to include behavioural management / safety programme if not included with H&S Policy</p>		
<p>A.1.3 Do you have access to competent H&S advice and assistance – both general and construction sector related?</p>	<p>Your organisation, and your employees, must have ready access to competent Health & Safety advice, preferably from within your own organisation.</p> <p>The advisor must be able to provide general Health & Safety advice, and also (from the same source or elsewhere) advice relating to sector specific (non-construction) or construction Health & Safety issues.</p>	<p>Name and competency details of the source of advice, for example a safety group, trade federation, or consultant who provides Health & Safety information and advice.</p> <p>This can be via access to HSE website, trade body membership</p> <p>If advice source is from named person in question 1, the individual should have relevant health and safety qualifications, industry experience and where applicable relevant trade qualifications</p> <p>If internal advice source holds a formal H&S job title. The</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
		<p>individual will need to demonstrate competence via CV or certification and written statement.</p> <p>Advice can be via access to HSE website, trade body membership</p> <p>Where a health and safety consultancy provides advice the following is expected:</p> <p>The name of the health and safety consultancy must be provided and evidence of competence i.e. breakdown of consultant qualifications and experience. This could be via CV's or company profile.</p> <p>If a consultancy is used, evidence of advice given by the consultancy within the previous 12-months should be provided</p>		
<p>A.1.4 Do you have a policy and process for providing your staff with training and information appropriate to the type of work for which your organisation is likely to bid?</p>	<p>You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties.</p> <p>For construction sector organisations this will include duties as principal contractors,</p>	<p>Headline training records / matrix detailing overall competency or copies of training certificates.</p> <p>Evidence* of an active CPD programme. Sample of 'toolbox talk' type training.</p> <p>*Individuals holding membership of a professional body should be</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
	<p>contractors, designers or principal designers.</p> <p>You should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new developments and changes to legislation or good Health & Safety practice. This applies throughout the organisation from board or equivalent, to trainees.</p> <p>This will include training records for any labour only sub-contractors.</p>	<p>maintaining valid CPD records i.e. architects, engineers, consultancy based roles.</p>		
<p>A.1.5 Does your staff have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the work for which your organisation is likely to bid?</p>	<p>Employees are expected to have the appropriate qualifications and/or experience of the assigned tasks, unless they are under controlled and competent supervision.</p> <p>This will include qualifications and/or experience for any labour only sub-contractors.</p>	<p>Copies of any trade specific qualifications &/or industry body membership for individuals or organisations</p> <p>Key roles should be identified for consultancy, technical trades and high risk construction activities.</p> <p>For Design Organisations:</p> <p>Details of qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, Bachelor degree or Masters etc.</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
		<p>Details of professional institution membership such as RiBA, ICE, APS, RiAS, CIAT, ARB, IstructE etc.</p> <p>Evidence to confirm a clear commitment to continued improvement, training and the Continued Professional Development of staff in relevant are of expertise and Health & Safety.</p> <p>For Principal Designers:</p> <p>All Principal Designers must hold a relevant Design Qualification plus supporting health and safety qualification i.e.</p> <p>NEBOSH Construction, NVQ in Occupational Health & Safety or NCRQ in applied Health & Safety etc.</p> <p>Details of design qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, Bachelor degree or Masters etc.</p> <p>Details of relevant professional institution membership such as member of the registers</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
		<p>administered by the APS or the ICE construction Health & Safety register etc.</p> <p>Evidence to confirm a clear commitment to continued improvement, training and the Continued Professional Development of staff in relevant are of expertise and Health & Safety.</p>		
<p>A.1.6 Do you monitor, audit and review and where necessary improve your H&S performance?</p>	<p>You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an on-going basis.</p>	<p>Abbreviated evidence of monitoring, could be via annual updates to documentation or workplace / site inspection reports Could be through formal audit or discussions/reports to senior managers.</p> <p>Evidence of recent monitoring and management response.</p> <p>Copies of workplace / site inspection reports.</p>		
<p>A.1.7 Do you have procedures in place to involve your staff in the planning and implementation of H&S measures?</p>	<p>You should have, and implement, an established means of consulting with your workforce on Health & Safety matters.</p>	<p>Declaration noting how you consult with all workers</p> <p>Evidence showing how consultation is carried out. Records of Health & Safety committees.</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
		<p>Names of appointed safety representatives (trade union or other).</p> <p>For those employing less than five, be able to describe how you consult with your employees to achieve the consultation required.</p>		
<p>A.1.8 Do you conduct accident/incident and near miss reporting and undertake follow-up investigation?</p>	<p>You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable events for at least the last three years. You should also have in place a system for reviewing all incidents and recording the action taken as a result.</p> <p>Note: Records should include any incidents that occurred whilst the company traded under a different name, and any incidents that occur to direct employees or sub-contractors.</p>	<p>Accident statistics</p> <p>Details of last two accidents and actions taken to prevent reoccurrence.</p> <p>Evidence showing the way in which you record and investigate accidents and incidents.</p> <p>Accident rates / statistics showing incidence rates of major injuries, over seven-day injuries, reportable cases of ill health and dangerous occurrences for the last three years.</p>		
<p>A.1.9 Do you have arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the work for which</p>	<p>All organisations who use bona-fide contractors / consultants should have arrangements in place for appointing competent sub-contractors/consultants.</p> <p>Arrangements will demonstrate how you ensure that sub-contractors/consultants appointed</p>	<p>Procedure** for appointing contractor / sub-contractors / consultants.</p> <p>Examples** of contractor / sub-contractor/ consultant assessments carried out for bona fide contractor / sub-contractors / consultants.</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
they are being engaged?	<p>have the appropriate organisational capability. This will include arrangements for monitoring sub-contractor/consultant performance.</p> <p>Note/s: All labour-only sub-contractors should be treated as directly employed and should be included within your management systems and procedures.</p>	Evidence showing how you monitor contractor / sub-contractor/consultant performance.		
<p>A.1.10 Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary?</p>	<p>You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements.</p> <p>The identification of occupational health issues is expected to feature prominently in this system.</p>	<p>If you employ less than five persons and do not have written arrangements, you should be able to describe how you achieve the above.</p> <p>Evidence showing how the company will identify significant Health & Safety hazards and how the assessed risks will be controlled.</p> <p>Sample risk assessments/safe systems of work/method statements.</p>		
<p>A.1.11 Do you have arrangements for co-operating and co-ordinating your work with others (including</p>	<p>You should be able to illustrate how co-operation and co-ordination of your work is achieved in practice.</p>	<p>Statement confirming liaison with other dutyholders</p> <p>Evidence could include sample risk assessments, procedural</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
other suppliers, notably contractors)?		arrangements, and/or project team meeting notes. Evidence of how the organisation co-ordinates its work with other interested parties.		
A.1.12 Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees?	'Welfare facilities' are those that are necessary for the well-being of employees and/or those under the control of the organisation, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.	If an arrangement is not included within a H&S Policy a Statement confirming access to facilities to be provided Evidence could include for example Health & Safety policy commitment; contracts with welfare facility providers including cleaning arrangements.		
A.1.13 Has Organisation been prosecuted for any health & safety breach in the past 3 years and / or pending such. Also, any probation and / or improvement notices, incl. invoices paid to the HSE regarding any breaches and / or disputes under the Fee for Invention (FFI).	You should record any enforcement action taken against your company over the last five years, and the action which you have taken to remedy matters subject to enforcement action. All member schemes will verify your response against the HSE Register of Convictions and Enforcement Notices to include any names under which the Company was known i.e. due to change of Company Name	Records of any enforcement action taken over the last five years, and what action was taken to put matters right (information on enforcement taken by HSE over the last five years is available on the HSE website).		

Criteria	Rating	Comments
Health & Safety Questionnaire	(RAG)	
A.1.1		
A.1.2		
A.1.3		
A.1.4		
A.1.5		
A.1.6		
A.1.7		
A.1.8		
A.1.9		
A.1.10		
A.1.11		
A.1.12		
A.1.13		
Declaration	<i>Completed Yes/No</i>	
Pass/Fail?		

SECTION	GUIDANCE	EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
B 1.1 Hazard elimination and risk control (Designers & Principal Designers only)	You should have in place and implement, arrangements for meeting your duties under CDM 2015.	Evidence showing how you: Communicate with clients and make sure the client is aware of their duties.		

SECTION	GUIDANCE	EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
		<p>Ensure co-operation and co-ordination of design work within the design team and with other designers/contractors.</p> <p>Take into account the general principles of prevention when preparing or modifying a design with the first aim to eliminate risks or, if that is not possible, to reduce or control the risks.</p> <p>Provide information about the risks arising from the design during construction, maintenance/cleaning and use of the building as a workplace i.e. residual risk.</p> <p>Examples could include minutes or notes of meetings, notes on drawings and sketches, as well as risk registers and similar items on more complex projects.</p> <p>Note: The level of detail required in passing on information about risks should be proportionate to the risks involved. Insignificant risks can usually be ignored, as can risks arising from routine construction activities, unless the design compounds or significantly alters these risks.</p>		

SECTION	GUIDANCE	EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
		<p>Ensure that any structure which will be used as a workplace will meet the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations.</p> <p>Examples showing how risk was reduced through design.</p> <p>Evidence showing how design changes are managed during pre-construction and construction phases</p>		

SECTION	GUIDANCE	EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
<p>B 1.2 Principal Designer duties (Principal Designers only)</p>	<p>You should have in place and implement, arrangements for meeting your duties under CDM 2015.</p>	<p>Evidence showing how you:</p> <p>Assist the client in identifying, obtaining, collating and sharing pre-construction information e.g., meeting minutes or examples of pre-construction information collated for a project and distributed to the relevant project team members.</p> <p>Co-ordinate designers e.g., evidence of written instructions, meeting minutes.</p> <p>Oversee design decisions.</p> <p>Communicate with the principal contractor.</p> <p>Manage design changes after appointment of the principal contractor and during the construction phase.</p> <p>Evidence showing how you prepare and handover the Health & Safety file and the procedure the organisation has in place to ensure post project reviews are completed.</p>		
<p>B 1.3 Supplementary alignment with</p>	<p>Details of membership of any fleet operations/management scheme.</p>	<p>Copy of certificate.</p>		

SECTION	GUIDANCE	EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
Common Assessment Standard				

CRITERIA	Rating / Score	Comments
Health & Safety Questionnaire – Designer and / or Principal Designer role	(RAG)	
B.1.1		
B.1.2		
B.1.3		
Declaration	<i>Completed Yes/No</i>	
	Pass/Fail?	

Designer, Principal Designer and Principal Contractor SSIP Core Criteria Questionnaire

5. Introduction

Royal London Asset Management is looking for organisations that can demonstrate their commitment to Health and Safety. It is therefore necessary that parties are able to demonstrate that they possess or have access to the governance, qualifications and references, expertise, competence, health and safety/environmental/financial and other essential capabilities to the extent necessary for them to be considered appropriate to undertake the work which is the subject of this Pre-Qualification Questionnaire. Parties are therefore asked to answer all of the questions set out below and submit this document together appropriate evidence with their submission.

Section A – these questions refer to Health and Safety Policy and Capability.

Section B – these questions refer to Health and Safety Policy and Capability – Designers and if applicable Principal Designers.

6. Evaluation Process

Responses will be checked to ensure that all questions have been addressed, that all documents requested have been attached, and all declarations have been signed. In the event, that a party has failed to provide a response to any of the questions, or a reason as to why a response cannot be given or comply with a requirement of the instructions in the PQP, Royal London Asset Management may either exclude the party from further participation in the selection process or, at its discretion, Royal London Asset Management may seek clarification. Royal London Asset Management will act proportionately and treat all PQQ returns in the same position equally. Should Royal London Asset Management seek clarification, a failure by the party to provide a satisfactory response within the deadline specified will result in disqualification from the selection process.

7. Evaluation of Pass/Fail Requirements

The Evaluation Team will use a Red, Amber and Green (RAG) status to evaluate responses. Applicants must achieve an overall “Pass” to be taken forward.

Good to Excellent	Good Pass	Green
Minor Non-Conformance – Opportunity of Improvement	Minor Pass	Amber
Major Non-Conformance	Fail	Red

To achieve an overall “Pass” Applicants must Pass every section with at least an **Amber**. If an applicant Fails any section, then their return will not be taken further without closing out any major non-conformances.

8. SSIP Accreditation

Those who are accredited to one or more of the SSIP schemes, will be required to provide a valid certificate for the roles indicated and evidence to be submitted for Section A 1.13.

Those who are accredited as a Principal Designer in a SIPP scheme, will still require evidence to be submitted for Section B for similar types of projects.

Details of Designer / Principal Designer Organisation (Please delete role N/A)

Name of company.....

Address.....

..... Tel No.....

Name and designation of point of contact and date questionnaire returned:

.....

Nature of Business

Briefly summarise the range and type of work / services you provide and for which you wish to be considered: (Please include examples of recent projects successfully completed for clients who undertake similar activities to the project brief) :

.....

.....

Document Control

Doc No / Name	XXXXXXXX-ARC-XX-XX-RP-PD-0001-01-D&PD Comp Assessment
Date Originated:	March 2024
Author:	Andrew Mellor – Arcadis H&S

Document Version History				
Version	Date	Reason for change	Author	Approved
1	02/08/2023	First issue	Andrew Mellor	Tom Hindley

Contents:	
Health & Safety Questionnaire related to Designer	
A.1.1	Are you able to demonstrate that you have a policy and organisation for Health and Safety (H&S) management?
A.1.2	Are you able to demonstrate arrangements for ensuring that your H&S measures are effective in reducing and preventing incidents, occupational ill-health and accidents?
A.1.3	Do you have access to competent H&S advice and assistance – both general and construction sector related?
A.1.4	Do you have a policy and process for providing your staff with training and information appropriate to the type of work for which your organisation is likely to bid?
A.1.5	Does your staff have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the work for which your organisation is likely to bid?
A.1.6	Do you monitor, audit and review and where necessary improve your H&S performance?
A.1.7	Do you have procedures in place to involve your staff in the planning and implementation of H&S measures?
A.1.8	Do you conduct accident/incident and near miss reporting and undertake follow-up investigation?
A.1.9	Do you have arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the work for which they are being engaged?
A.1.10	Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary?
A.1.11	Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)?
A.1.12	Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees?
A.1.13	Has Organisation been prosecuted for any health & safety breach in the past 3 years and / or pending such. Also, any probation and / or improvement notices, incl. invoices paid to the HSE regarding any breaches and / or disputes under the Fee for Invention (FFI).
Health & Safety Questionnaire – If applicable Principal Designer role	
B.1.1	Hazard elimination and risk control (Designers & Principal Designers only)
B.1.2	Principal Designer duties (Principal Designers only)
B.1.3	Supplementary alignment with Common Assessment Standard

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
A.1.1 Are you able to demonstrate that you have a policy and organisation for Health	You are expected to have and implement an appropriate policy, regularly reviewed, and signed off by the Managing Director or equivalent.	Policy statement A signed, current copy of the company policy (indicating when it was last reviewed and by whose authority it is published).		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
<p>and Safety (H&S) management?</p>	<p>The policy must be relevant to the nature and scale of your work and set out the responsibilities for Health & Safety management at all levels within the organisation.</p> <p>Details of who is responsible for H&S within the company i.e., name of H&S contact who should be a director of the business.</p> <p>Note Organisations with less than five employees are not required by law to have a documented policy statement and the need to reduce documentary requirements on micro-businesses in particular will be taken into account by buyers and assessment providers.</p>	<p>Provide Proprietor / Director information</p>		
<p>A.1.2 Are you able to demonstrate arrangements for ensuring that your H&S measures are effective in reducing and preventing incidents, occupational ill-health and accidents?</p>	<p>These should set out the arrangements for Health & Safety management within the organisation and should be relevant to the nature and scale of your work.</p> <p>They should set out how the company will discharge their duties under current Health & Safety legislation.</p> <p>There should be a clear indication of how these arrangements are communicated to the workforce.</p>	<p>Abbreviated Arrangements which should include: Accident reporting, Training & Supervision, Communication, Monitoring H&S, Implementation of Risk Assessment, Occupational health (where applicable).</p> <p>A clear explanation of the arrangement which the company has made for putting its policy into effect and for discharging its duties under current relevant Health & Safety legislation.</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
	<p>Verification if a drug and alcohol policy is in place.</p> <p>Verification if arrangements are in place covering mental health, fatigue and employee wellbeing.</p> <p>Verification if a behavioural management or behavioural safety programme is in place.</p>	<p>Arrangements to include but not limited to: Accident reporting, Training & Supervision, Communication, Monitoring H&S, Implementation of Risk Assessment, Occupational health</p> <p>A copy of the drug and alcohol policy if not included with H&S Policy</p> <p>Arrangements to include mental health, fatigue and employee wellbeing if not included with H&S Policy</p> <p>Arrangements to include behavioural management / safety programme if not included with H&S Policy</p>		
<p>A.1.3 Do you have access to competent H&S advice and assistance – both general and construction sector related?</p>	<p>Your organisation, and your employees, must have ready access to competent Health & Safety advice, preferably from within your own organisation.</p> <p>The advisor must be able to provide general Health & Safety advice, and also (from the same source or elsewhere) advice relating to sector specific (non-construction) or construction Health & Safety issues.</p>	<p>Name and competency details of the source of advice, for example a safety group, trade federation, or consultant who provides Health & Safety information and advice.</p> <p>This can be via access to HSE website, trade body membership</p> <p>If advice source is from named person in question 1, the individual should have relevant health and safety qualifications, industry experience and where</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
		<p>applicable relevant trade qualifications</p> <p>If internal advice source holds a formal H&S job title. The individual will need to demonstrate competence via CV or certification and written statement.</p> <p>Advice can be via access to HSE website, trade body membership</p> <p>Where a health and safety consultancy provides advice the following is expected:</p> <p>The name of the health and safety consultancy must be provided and evidence of competence i.e. breakdown of consultant qualifications and experience. This could be via CV's or company profile.</p> <p>If a consultancy is used, evidence of advice given by the consultancy within the previous 12-months should be provided</p>		
<p>A.1.4 Do you have a policy and process for providing your staff with training and information appropriate</p>	<p>You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties.</p>	<p>Headline training records / matrix detailing overall competency or copies of training certificates.</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
<p>to the type of work for which your organisation is likely to bid?</p>	<p>For construction sector organisations this will include duties as principal contractors, contractors, designers or principal designers.</p> <p>You should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new developments and changes to legislation or good Health & Safety practice. This applies throughout the organisation from board or equivalent, to trainees.</p> <p>This will include training records for any labour only sub-contractors.</p>	<p>Evidence* of an active CPD programme. Sample of 'toolbox talk' type training.</p> <p>*Individuals holding membership of a professional body should be maintaining valid CPD records i.e. architects, engineers, consultancy based roles.</p>		
<p>A.1.5 Does your staff have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the work for which your organisation is likely to bid?</p>	<p>Employees are expected to have the appropriate qualifications and/or experience of the assigned tasks, unless they are under controlled and competent supervision.</p> <p>This will include qualifications and/or experience for any labour only sub-contractors.</p>	<p>Copies of any trade specific qualifications &/or industry body membership for individuals or organisations</p> <p>Key roles should be identified for consultancy, technical trades and high risk construction activities.</p> <p>Additionally, for construction sector organisations:</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
		<p>For principal contractors and contractors:</p> <p>Details of number/percentage of people engaged in the organisation who hold an appropriate skill specific CSCS card.</p> <p>For site managers, details of any specific training such as the Construction Skills CITB 'Site Management Safety Training Scheme' certificate or equivalent</p> <p>For professionals, details of qualifications and/or professional institution membership</p> <p>For site workers, details of any relevant qualifications or training such as S/NVQ certificates.</p> <p>For Design Organisations:</p> <p>Details of qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, Bachelor degree or Masters etc.</p> <p>Details of professional institution membership such as RIBA, ICE,</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
		<p>APS, RIAS, CIAT, ARB, IstructE etc.</p> <p>Evidence to confirm a clear commitment to continued improvement, training and the Continued Professional Development of staff in relevant are of expertise and Health & Safety.</p> <p>For Principal Designers:</p> <p>All Principal Designers must hold a relevant Design Qualification plus supporting health and safety qualification i.e.</p> <p>NEBOSH Construction, NVQ in Occupational Health & Safety or NCRQ in applied Health & Safety etc.</p> <p>Details of design qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, Bachelor degree or Masters etc.</p> <p>Details of relevant professional institution membership such as member of the registers administered by the APS or the</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
		<p>ICE construction Health & Safety register etc.</p> <p>Evidence to confirm a clear commitment to continued improvement, training and the Continued Professional Development of staff in relevant are of expertise and Health & Safety.</p>		
<p>A.1.6 Do you monitor, audit and review and where necessary improve your H&S performance?</p>	<p>You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an on-going basis.</p>	<p>Abbreviated evidence of monitoring, could be via annual updates to documentation or workplace / site inspection reports Could be through formal audit or discussions/reports to senior managers.</p> <p>Evidence of recent monitoring and management response.</p> <p>Copies of workplace / site inspection reports.</p>		
<p>A.1.7 Do you have procedures in place to involve your staff in the planning and implementation of H&S measures?</p>	<p>You should have, and implement, an established means of consulting with your workforce on Health & Safety matters.</p>	<p>Declaration noting how you consult with all workers</p> <p>Evidence showing how consultation is carried out. Records of Health & Safety committees.</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
		<p>Names of appointed safety representatives (trade union or other).</p> <p>For those employing less than five, be able to describe how you consult with your employees to achieve the consultation required.</p>		
<p>A.1.8 Do you conduct accident/incident and near miss reporting and undertake follow-up investigation?</p>	<p>You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable events for at least the last three years. You should also have in place a system for reviewing all incidents and recording the action taken as a result.</p> <p>Note: Records should include any incidents that occurred whilst the company traded under a different name, and any incidents that occur to direct employees or sub-contractors.</p>	<p>Accident statistics</p> <p>Details of last two accidents and actions taken to prevent reoccurrence.</p> <p>Evidence showing the way in which you record and investigate accidents and incidents.</p> <p>Accident rates / statistics showing incidence rates of major injuries, over seven-day injuries, reportable cases of ill health and dangerous occurrences for the last three years.</p>		
<p>A.1.9 Do you have arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the work for which</p>	<p>All organisations who use bona-fide contractors / consultants should have arrangements in place for appointing competent sub-contractors/consultants.</p> <p>Arrangements will demonstrate how you ensure that sub-contractors/consultants appointed</p>	<p>Procedure** for appointing contractor / sub-contractors / consultants.</p> <p>Examples** of contractor / sub-contractor/ consultant assessments carried out for bona fide contractor / sub-contractors / consultants.</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
<p>they are being engaged?</p>	<p>have the appropriate organisational capability. This will include arrangements for monitoring sub-contractor/consultant performance.</p> <p>Note/s: All labour-only sub-contractors should be treated as directly employed and should be included within your management systems and procedures.</p>	<p>Evidence showing how you monitor contractor / sub-contractor/consultant performance.</p>		
<p>A.1.10 Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary?</p>	<p>You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements.</p> <p>The identification of occupational health issues is expected to feature prominently in this system.</p> <p>For construction sector principal contractor organisations: You should be able to demonstrate how a suitable construction phase plan is created prior to the start of works</p>	<p>If you employ less than five persons and do not have written arrangements, you should be able to describe how you achieve the above.</p> <p>Evidence showing how the company will identify significant Health & Safety hazards and how the assessed risks will be controlled.</p> <p>Sample risk assessments/safe systems of work/method statements.</p> <p>For construction sector principal contractor organisations or, where relevant, construction contractors:</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
		<p>Sample construction phase plans.</p> <p>The plan should be:</p> <ul style="list-style-type: none"> - Proportionate to the size and nature of the work, and the risks involved - Workable and realistic - Sufficiently developed to allow work to start on site regularly reviewed and added to as new trades start. 		
<p>A.1.11 Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)?</p>	<p>You should be able to illustrate how co-operation and co-ordination of your work is achieved in practice.</p>	<p>Statement confirming liaison with other dutyholders</p> <p>Evidence could include sample risk assessments, procedural arrangements, and/or project team meeting notes.</p> <p>Evidence of how the organisation co-ordinates its work with other interested parties.</p>		
<p>A.1.12 Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees?</p>	<p>'Welfare facilities' are those that are necessary for the well-being of employees and/or those under the control of the organisation, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.</p> <p>For construction sector principal contractor organisations:</p>	<p>If an arrangement is not included within a H&S Policy a Statement confirming access to facilities to be provided</p> <p>Evidence could include for example Health & Safety policy commitment; contracts with welfare facility providers including cleaning arrangements.</p>		

	GUIDANCE	EXAMPLE EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
	You should be able to demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site.	<p>For construction sector principal contractor organisations: Evidence of compliance to Schedule 2 of the CDM 2015 Regulations.</p> <p>Details of type of welfare facilities provided on previous projects.</p>		
<p>A.1.13 Has Organisation been prosecuted for any health & safety breach in the past 3 years and / or pending such.</p> <p>Also, any probation and / or improvement notices, incl. invoices paid to the HSE regarding any breaches and / or disputes under the Fee for Invention (FFI).</p>	You should record any enforcement action taken against your company over the last five years, and the action which you have taken to remedy matters subject to enforcement action. All member schemes will verify your response against the HSE Register of Convictions and Enforcement Notices to include any names under which the Company was known i.e. due to change of Company Name	Records of any enforcement action taken over the last five years, and what action was taken to put matters right (information on enforcement taken by HSE over the last five years is available on the HSE website).		

Criteria	Rating	Comments
Health & Safety Questionnaire	(RAG)	
A.1.1		
A.1.2		

A.1.3		
A.1.4		
A.1.5		
A.1.6		
A.1.7		
A.1.8		
A.1.9		
A.1.10		
A.1.11		
A.1.12		
A.1.13		
Declaration	<i>Completed Yes/No</i>	
Pass/Fail?		

SECTION	GUIDANCE	EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
B 1.1 Hazard elimination and risk control (Designers & Principal Designers only)	You should have in place and implement, arrangements for meeting your duties under CDM 2015.	Evidence showing how you: Communicate with clients and make sure the client is aware of their duties. Ensure co-operation and co-ordination of design work within the design team and with other designers/contractors.		

SECTION	GUIDANCE	EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
		<p>Take into account the general principles of prevention when preparing or modifying a design with the first aim to eliminate risks or, if that is not possible, to reduce or control the risks.</p> <p>Provide information about the risks arising from the design during construction, maintenance/cleaning and use of the building as a workplace i.e. residual risk.</p> <p>Examples could include minutes or notes of meetings, notes on drawings and sketches, as well as risk registers and similar items on more complex projects.</p> <p>Note: The level of detail required in passing on information about risks should be proportionate to the risks involved. Insignificant risks can usually be ignored, as can risks arising from routine construction activities, unless the design compounds or significantly alters these risks.</p> <p>Ensure that any structure which will be used as a workplace will meet the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations.</p>		

SECTION	GUIDANCE	EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
		<p>Examples showing how risk was reduced through design.</p> <p>Evidence showing how design changes are managed during pre-construction and construction phases</p>		
<p>B 1.2 Principal Designer duties (Principal Designers only)</p>	<p>You should have in place and implement, arrangements for meeting your duties under CDM 2015.</p>	<p>Evidence showing how you:</p> <p>Assist the client in identifying, obtaining, collating and sharing pre-construction information e.g., meeting minutes or examples of pre-construction information collated for a project and distributed to the relevant project team members.</p> <p>Co-ordinate designers e.g., evidence of written instructions, meeting minutes.</p> <p>Oversee design decisions.</p> <p>Communicate with the principal contractor.</p> <p>Manage design changes after appointment of the principal contractor and during the construction phase.</p>		

SECTION	GUIDANCE	EVIDENCE	ASSESSOR COMMENTS	RATING (RAG)
		Evidence showing how you prepare and handover the Health & Safety file and the procedure the organisation has in place to ensure post project reviews are completed.		
B 1.3 Supplementary alignment with Common Assessment Standard	Details of membership of any fleet operations/management scheme.	Copy of certificate.		

CRITERIA		Rating / Score	Comments
Health & Safety Questionnaire – Designer and / or Principal Designer role		(RAG)	
B.1.1			
B.1.2			
B.1.3			
Declaration		<i>Completed Yes/No</i>	
	Pass/Fail?		

Appendix 5 – Project Check List Procedure

British Land’s Health & Safety Project Checklist

Client Representative/Project Manager’s Construction Policy Health & Safety Checklist

This checklist is usually completed by the Project Health & Safety Advisor, on behalf of the Client Representative/Project Manager. It is expected that this checklist is completed online via the Credit 360 System – to which all Project Health & Safety Advisors will have access.

The following represent key activities only and further guidance on the wider health and safety requirements of a project can be found within British Land’s Construction Health & Safety Policy.

The following is a copy of the checklist on Credit 360.

RIBA Stage 1 – Preparation and Brief

No	Stage 1 – Preparation and Brief - Health & Safety Checklist
1.1	Has a capable Principal Designer been appointed for the project in accordance with the requirements of British Land’s Construction Health & Safety Policy and the CDM Regulations? <i>(Please refer to British Land’s Construction Health & Safety Policy with regards the acceptance of SSIP accreditation). The project safety Adviser should also support this assessment</i>
1.2	Has the Project Safety Advisor <i>(if requested)</i> assessed the capability of the directly appointed Designers and Contractors (including surveyors) and their project specific arrangements to manage health and safety? <i>(Please refer to British Land’s Construction Health & Safety Policy with regards the acceptance of SSIP accreditation and management of surveys.)</i>
1.3	In the case of a JV Client, has the CDM Client been identified and nominated in writing?
1.4	Have project specific Client Management Arrangements been developed and included in the Project Execution Plan <i>(this includes British Land’s health and safety goals and objectives for the project, roles and responsibilities, and any additional Health & Safety requirements)?</i>
1.5	Has the Initial F10 Notification been submitted electronically to the HSE and a copy circulated to the Project Team?
1.6	Has British Land’s Construction Health & Safety Policy been distributed during the tender process to all directly appointed Consultants and Contractors on the project?
1.7	If safe to do so, has the Principal Designer visited the property/structure to identify and record the hazards and restrictions that could affect the project?

No	Stage 1 – Preparation and Brief - Health & Safety Checklist
1.8	Has British Land provided all relevant and available pre-construction information on the property to the Principal Designer and has missing information identified?
1.9	Have appropriate surveys/studies been scheduled to complete the missing Pre- Construction Information prior to start of work on site?
1.10	Is Health & Safety and CDM on the agenda of all project meetings and proactively discussed?
1.11	Has the Principal Designer commenced the collation and distribution of pre- construction information (including the project’s Health & Safety issues register) – including its distribution to any directly appointed contractors or surveyors?
1.12	Have clear Health & Safety/CDM milestones been identified and placed on the Project Programme for regular review?
1.13	Has the Stage 1 Client Report highlighted the key Health & Safety issues that have been identified to date – especially those that might have a bearing on programme or planning application?

RIBA Stage 2 – Concept Design

No	Stage 2 – Concept Design - Health & Safety Checklist
2.1	Is the Project Team proactively providing information on any health and safety risks identified in their design, or issues that they have identified elsewhere and liaising with the Principal Designer to ensure it is included in the pre-construction information/Health & Safety issues register?
2.2	Has a Stage 2 Health & Safety Workshop been undertaken by the Project Safety Advisor?
2.3	Were all parties in attendance at the Stage 2 Workshop (Client, Principal Designers, Designers, Cost Manager, Project Manager, and other relevant Stakeholders)?
2.4	Has the Principal Designer collated the data from the Workshop into an appropriate Health & Safety Issues Register and distributed it across the Project Team?
2.5	Has the Design Team confirmed that their Stage 2 Design complies with and will continue to comply with the requirements of the Workplace (Health, Safety & Welfare) Regulations?
2.6	Has the format for the Health & Safety File and roles and responsibilities with regards to its collation and compilation been discussed and agreed with the Principal Designer and British Land?
2.7	Has the Pre-Construction information been collated and distributed on a regular basis by the Principal Designer to the Project Team (this includes the Project's Health & Safety Issues Register)?
2.8	Have the Surveys been commissioned, procured and managed in accordance with the requirements of the Management of Health and Safety at Work Regulations, the CDM Regulations (where relevant) and the Consult of Asbestos Regulations (where relevant)?
2.9	Has the scope/specification of the Refurbishment and Demolition Asbestos Survey been developed to accurately reflect the scope of the project?
2.10	Has an outline Cleaning & Maintenance strategy been developed by the design team in advance of Planning Application?
2.11	Has the Stage 2 Client Report highlighted the key Health & Safety issues which have been identified to date – especially those that might have a bearing on programme or planning application?

RIBA Stage 3 – Developed Design

No	Stage 3 – Developed Design – Health & Safety Checklist
3.1	Is the Project Team continuing to provide information on any health and safety risks that they have identified in their design, or issues they have identified elsewhere?
3.2	Has a Stage 3 Health & Safety Workshop (if required) been undertaken by the Project Safety Advisor in order to critically review the Project's Health & Safety Issues Register?
3.3	Is the Pre-Construction information still being updated and distributed on a regular basis by the Principal Designer to the Project Team? (this includes the Project's Health & Safety Issues Register).
3.4	Has the Principal Designer liaised with the Designers and Principal Contractor (if appointed) with regards the requirements for the Health & Safety File?
3.5	Has the Design team re-confirmed that their design remains compliant with the requirements of the Workplace (Health, Safety and Welfare) Regulations?
3.6	Has the Access & Maintenance Strategy (including Health & Safety aspects and assumptions) been developed to reflect the detailed design?
3.7	Have Health & Safety issues been given due consideration during any Value Engineering exercises?
3.8	Has the Stage 3 Client Report highlighted the key Health & Safety issues identified to date?

The following may need to be repeated for projects where there is more than one Principal Contractor and for any directly appointed Contractors (such as surveyors undertaking intrusive work).

No.	Principal Contractor/Contractor Procurement
C1	Has British Land's Construction Health & Safety Policy requirements been included in the Principal Contractor/Contractor tender documents?
C2	Has the Principal Designer provided the latest version of the Pre-Construction information for the Principal Contractor/Contractor tender documents (including the latest Project Health & Safety Issues Register, Client Management Arrangements and requirements for the Health & Safety File)?
C3	Was the Principal Contractor's/Contractor's approach to health and safety management questioned and assessed during the tender interviews?
C4	Has the Principal Contractor/Contractor been notified of the mobilisation time they are to be allowed from appointment to the start of work on site?
C5	Where the Principal Contractor is to inherit the role of Duty Holder under the Consult of Asbestos Regulations, has an initial Asbestos Management Plan been developed by the Principal Contractor, based on the information provided at tender stage, for inclusion in the Construction Phase Plan?
C6	<p>Principal Contractors: Has the adequacy of the Principal Contractor's Construction Phase Plan and arrangements for Welfare been assessed by British Land? <i>(Note that this should contain the initial Asbestos Management Plan where Duty Holder responsibilities are inherited)</i></p> <p>Contractors: Has the adequacy of the Contractor's Method Statements/Safe Systems of Work and arrangements for Welfare been assessed and British Land notified in writing?</p>
C7	Has the Principal Contractor received written confirmation that British Land deem the construction phase plan and welfare facilities arrangements sufficiently developed to allow construction works to start on site?
C8	Has the Project Safety Advisor updated the online F10 Notification and issued it to the HSE regarding the Principal Contractor's appointment?
C9	Has the Principal Contractor been made aware of British Land's reporting requirements and accident statistics format in line with British Land's Construction Health & Safety Policy?

RIBA Stage 4 – Technical Design

No	Stage 4 – Technical Design –Health & Safety Checklist
4.1	Are the Designers (including those engaged by contractors) co-operating with each other and proactively providing further information on any health and safety risks that they have identified in their design, or issues they have identified elsewhere?
4.2	Is the Principal Designer/s maintaining liaison with the Principal Contractor and their sub- contracted designers to help ensure Health & Safety is given due consideration, and any Health & Safety risks and issues are adequately communicated and coordinated?
4.3	Has the Principal Designer/s taken reasonable steps to ensure co-operation between permanent and temporary works designers, in particular to ensure that arrangements are in place to ensure that designs are compatible?
4.4	Is the Pre-Construction information still being updated and distributed on a regular basis by the Principal Designer to the Project Team (this includes the Project’s Health & Safety Issues Register) whilst the design is on-going? In particular this should include any design related issues from the contractor led design.
4.5	Is health and safety being given due consideration during the Design Change Consult process?
4.6	Has the Stage 4 Client Report highlighted the key Health & Safety issues identified to date?

RIBA Stage 5 – Construction

No	Stage 5 – Construction – Construction Health & Safety Checklist
5.1	Is the Principal Designer/s compiling the Health & Safety File and Golden Thread information in accordance with the requirements and programme of deliverables laid down in the tender documents? (If the Principal Designer/s is no longer required due to design being complete, the Principal Contractor is to complete the Health & Safety File.)
5.2	If the project requires phased handovers, has it been agreed with British Land or the new Client/tenant what health and safety information will be required for each phase (i.e. interim health and safety files)?
5.3	Has the Principal Contractor been updating Credit 360 on a monthly basis with their Accident and Incident statistics?
5.4	Has the Building Control completion certification been obtained prior to PC and statutory declaration been provided
5.5	Confirmation that statutory documents have been completed prior to execution and prior to PC.

RIBA Stage 6 – Handover and Close Out

No	Stage 6 – Handover and Close Out – Construction Health & Safety Checklist
6.1	Has the Health & Safety File and Golden Thread information been collated as per the requirements of the tender documents and signed off by the Principal Designer/s and British Land?
6.2	Has the Health & Safety File and Golden Thread information been handed over by the Principal Designer/s to British Land’s Property Management Team/New Tenants/or following Practical Completion?
6.3	Has there been a clear transfer of Duty Holder responsibilities following Practical Completion?
6.4	Has a close-out/lessons learnt session been arranged with the Principal Designer, Construction Health & Safety Advisor and British Land?

Appendix 6 – Design Risk Register Procedure

Health & Safety Design Risk Registers - examples

The Development Policy Portal has a template Risk Register for use on projects.

The following pages provides previous examples of project Health & Safety Design Risk Registers, which can be used to identify and track the key health and safety design hazards and risks on a project.

Example 1

Item	HAZARDS related to the design and Site Wide Elements Principles of Prevention (PoP)	RISKS Potential initial significant risks & challenges *1 Eliminate, Reduce, Inform & Control (ERIC)	Residual Risk Rating H (Red) M (Amber) L (Green)	OPPORTUNITIES by Design mitigation and essential Consults Measures to be conveyed to relevant parties (Contractors / Designers), to enable adequate Consults and mitigation of the residual risks.	Construction (C) / Use as a Workplace (U) / Maintenance & Cleaning (M) / Demolition (Demo) & Dismantling / Decommissioning (D)	Action	Action by date / Ongoing / Solutions	Residual Risk Rating H (Red) M (Amber) L (Green) Symbol on drg or BIM Model *2	Action Owner
1.	Hazard: Uneven ground causing slips, trips and falls.	Risks: Possible injury to workers. Area to be compacted and level with drainage - aggregate &/or tarmac for temp traffic & pedestrians' routes.	H	Confirmation from other Developer that the plateau levels are of suitable compaction and remediation work. Information to be provided prior to commencement of works.	C	To check that the land is adequate.	Ongoing	M	Architect/Civil Engineer/PC
2.	Hazard: Unstable surfaces and having another contractor within the vicinity during phase 1	Risks: Surface of phase one and two causing land soil surface slippages.	H	Liaison with other Developer concerning areas of dangerous activity/work. Site specific Logistics/Traffic Management Plan, as part of CPP to managed and coordinated during the construction phase.	C	As stated in Design Mitigation	Ongoing	M	Architect/Civil Engineer/PC
3.	Hazard: Traffic movements and moving plant & equipment	Risks: Pedestrians/Workers	H	Review existing traffic arrangements for the site, if deemed necessary implement improvements/changes to improve traffic/pedestrian interface. Logistics/Traffic management plan in conjunction with Ops e.g. by clear segregation. PC to mitigate. CLOCS & FORS.	C	PC to manage, monitor & coordinate	Ongoing	M	PC
4.	Hazard: Instability prior to permanent structure - Make allowance for temporary works required during construction	Risks: Collapse, Potential catastrophic incident, Delay to programme	H	Temporary works risk registers in place and actions up to date, TWC & TWS. Temporary Works Coordinator to be used by the PC during their planning, design and construction phases	C	PC to manage, monitor & coordinate	Ongoing	M	PC
5.	Hazard: Hot Works/Fire - on-site welding, e.g. of steel structures, process plant, etc.	Risks: Fire. Avoid need for Hot works on-site e.g. welding of steel structures, process plant, etc.	H	The following requires to be reviewed by the design team (e.g. insert sketches and/or cross reference to latest design drawings regarding provided SHE boxes and hazard symbols): Site compound plan, where unavoidable, undertake hot-works in external preparation area designated by PC. Implement robust hot-works permit including fire watch procedure accordingly.	C	PC to manage, monitor & coordinate	Ongoing	M	PC

Item	HAZARDS related to the design and Site Wide Elements Principles of Prevention (PoP)	RISKS Potential initial significant risks & challenges *1 Eliminate, Reduce, Inform & Control (ERIC)	Residual Risk Rating H (Red) M (Amber) L (Green)	OPPORTUNITIES by Design mitigation and essential Consults Measures to be conveyed to relevant parties (Contractors / Designers), to enable adequate Consults and mitigation of the residual risks.	Construction (C) / Use as a Workplace (U) / Maintenance & Cleaning (M) / Demolition (Demo) & Dismantling / Decommissioning (D)	Action	Action by date / Ongoing / Solutions	Residual Risk Rating H (Red) M (Amber) L (Green) Symbol on drg or BIM Model *2	Action Owner
6.	Hazard: Slips, trips and falls. Access and use of steps within the atrium.	Risks: Falling persons and if used by maintenance workers - risk of dropping & falling tools	H	To liaise with Client FM Team. Design & install handrails to minimise risk of falling & to assist in movement, incl. if necessary, toe boards to prevent risk of tools falling below. Please see note from the Building Consult tracker regarding the Atrium seating area AD Part K, keeping the large steps no greater than 380mm & will provide guarding on elevated sections for break out areas on the reception stair touch down zones. Detail guarding & balustrade design will form part of the L31 Architectural metalwork in RIBA Stage 4.	U, M	Project Risk Register and in Design Mitigation	Latest added 09/09/?? from Architect - Ongoing	H	Architect, Client FM Team and Principal Designer
<p>Note 1 - The ongoing associated significant risks and challenges - considerations to establish the best design solution with demonstrable design health and safety benefits</p> <p>Note 2 - Significant residual risks that are still remaining and unusual can be marked up on drawings or within the BIM model via the location or asset using symbols and / or with notes</p>									

Example 2 – Courtesy of AHMM

Hazard Awareness and Risk Management Register				
Project Name	1 Finsbury Avenue			Risk Tolerability/Acceptability
Project Number	16068			Risk tolerable
Prepared by	Jonathan Ward/Tom Wells	Checked by	Paul Bussey	Further consideration required
Date	17/05/2018	Stage	4	Risk not tolerable

Risk Ref.	Relevant Hazard / Risk Identification	Design Control Measures / Residual Risk	Drg. Ref.	Design Action Owner	Date Required
1.0	SURROUNDING ENVIRONMENT				
1.1	Local construction projects – Crossrail, 100 Liverpool street etc.	Liaison with other site PC’s may be required.		PC	
1.2	Broadgate Estates events adjacent buildings operation requirements	Schedule of events required and monitor against construction programme/deliveries/surveys/hoardings etc.		PM	
2.0	ACCESS ONTO AND WITHIN SITE				
2.1	Construction Traffic Management – space limited around perimeter. Vehicular access only from Wilson Street	Deliveries plan, hoarding design, existing service yard to be utilized.	89001	PC	
2.2	Hoist location	Existing service yard to be utilized – hoist to be used with temporary scaffolding. Care to be taken against listed façade. Consent required for temporary removal or replacement of listed façade.	89001; 89120	PC	
2.3	Crane location – Wilson Street for access to North side of roof only.	120T road mounted crane. PC confirmed suitable for access to all roof areas. Road closure required - 12 week lead-in for permit.	89001	PC	
2.4	Basement - Working in Confined Spaces	SRM method statement – ventilation and access issues.	89118; 89119	PC	
3.0	SITE LAYOUT AND SEQUENCING				
3.1	Adjacent roads and walkways – Wilson street, Finsbury Avenue Square, Whitecross Place	DSDHA have provided proposed layout. Hoarding and signage to be co-ordinated with existing trees and other conditions. Fire truck access to be maintained and reviewed against current proposal.	89001	PC	
3.2	Adjacent buildings – 2-3 Finsbury Square, Eden House etc.	2/3 Finsbury Avenue not vacant until the end of this project. Eden house used as SRM site office.	89001	PC	
3.3	Interface with DSDHA temporary retail – as forms hoarding to Finsbury Avenue Square		89001	PM	
3.4	Contractor welfare/offices	Contractor offices located in Eden House.	89001	PC	

4.0	SUBSTRUCTURE AND EXISTING FOUNDATIONS				
4.1	Cutting drainage in basement slab – ground water control	Refer to Arup documentation for extent and location.	89118; 89119	Serv Eng	
7.0	SOFT STRIP AND DEMOLITION				
7.1	Asbestos	<p>Survey of existing Asbestos has been completed by Spectra for SRM. Asbestos has been identified in gaskets, brake discs to lifts, boards to beams in gym and access panels in stair cores.</p> <p>Refer to Spectra Asbestos Refurbishment/Demolition Survey for further details.</p> <p>Contractors and sub-contractors will undertake asbestos awareness training. SRM to provide method and cost for removal as required.</p>		PC Final Asbestos statement to be put in H&S file.	
7.2	Soft strip & demolition works – extent and interface with proposed retained elements.	AHMM have issued dwgs and spec for tender to PC. Refer to Trade Package Drawings and Specification 0101 - Soft Strip G-7 and 0102 - Soft Strip Basement, Roof and Risers.		PC H&S file Create Master format for BL	

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Risk Ref.	Relevant Hazard / Risk Identification	Design Control Measures / Residual Risk	Drg. Ref.	Design Action Owner	Date Required
7.3	Existing raised access floor pedestal adhesive. Residual adhesive causes trip hazard during construction.	PC have elected to grind off residual adhesive to remove trip hazard during works.		PC	
7.4	Removal of lining/spray to ceiling in Basement B1.	PC to confirm material and method of safe removal.		PC further areas found and cleared, paperwork to be added to H&S file	
8.0	SUPER STRUCTURE				
8.1	Cross bracing anomalies in basement	Site visit required to check record information against as built. Struct Eng has advised inspection to follow Soft Strip. SRM advise hot work/cutting likely for works to this area.	89119	Struct Eng	Following soft -strip & demolition
8.2	New Structure for Level 8 Roof terrace – demolition at high level and temporary stability of façade Level 7 (Grade 2 listed)	Refer item 16.3		Struct Eng	
8.4	Temporary stability of building when cutting openings in shear walls	Arup structures to review extent/position of openings		Struct Eng	
8.5	Infilling of old riser openings	Temporary protection required		PC	
8.6	Infilling of level 1 slab over entrances – working at height	Temporary protection required	89121	PC	
8.7	Temporary fire protection following soft strip	Maintain linings until new are ready? SRM management plan		PC	
8.8	Existing cementitious fire protection to beams and columns	Method for removal of cementitious fire protection to be confirmed. Refer to CDM Analysis & Options Matrix.		PC	
8.9	Existing cementitious fire protection to slab – removal	Dust containment. Check paint redecoration with specialists. Method for removal of cementitious fire protection to be confirmed. Refer to CDM Analysis & Options Matrix.		PC	

8.10	New holes cut for staircases – noise, dust and fall risk	Protective equipment, temporary protection	89120-89123	PC	
9.0	BLOCKWORK				
9.1	Manual lifting	Specify lightweight blockwork – specified density to be confirmed.		AHMM	Prior to Construction
10.0	EXTERNAL GRANITE CLADDING				
10.1	Stability if modified	Strategy for removal being discussed with planners		Arch: PC	
11.0	FAÇADE AND ROOF				
11.1	Maintaining façade water system during works – flooding/corrosion	New doors to terrace access L4, L5 and L6, L7 now instructed Method confirmed. On site monitoring and control to be provided by SRM. All works completed	89121-89127	PC	

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Risk Ref.	Relevant Hazard / Risk Identification	Design Control Measures / Residual Risk	Drg. Ref.	Design Action Owner	Date Required
11.2	Upgrade to existing external facade	Survey completed and remedial works to facade agreed in terms of gaskets, locks, seals, etc. Please refer to SRM notes. Lindner pricing additional detailed survey. Sandberg survey not possible until safe access into lantern gained. Cento appointed, and will rectify gantry and access within lantern and roof level access. Sandberg report undertaken for the lantern horizontal glazed structure, following Arup Structures request. Roof assumed to be Class 2, but without further intrusive survey this cannot be fully ascertained. Therefore it will be noted in the health and safety file that the glazing strength is unconfirmed.		Client/PC	
11.3	Demolition of canopy at L2 and link bridges at levels L3-L7. Existing pedestrian thoroughfare likely required to be maintained, including access to GF tenancies in both 1 Finsbury Ave and 2 Finsbury Ave.	Temporary crash deck. Out of hours operation. Crane access required. Temporary protection of openings required until permanent cladding installed. Construction Phase Plan required from SRM. Refer to CDM Analysis & Options Matrix Refer to Appendix	89001; 89120-89127	PC	
11.4	Existing lantern - breakage	Broken glazed lantern panels at low and high level of the lantern replaced.	89128	Client/PC	

11.4	Existing lantern - breakage	Broken glazed lantern panels at low and high level of the lantern replaced.	89128	Client/PC	
11.5	Existing atrium lantern and ceiling refurbishment.	Cento have completed works to gantries in line with REEF report. Hand-rails with signage have been installed to walkways on 4 sides. Lockable doors to each zone established. No access to middle square without further temp access strategy.	89128	Client/PC	ASAP
12.0	INTERIOR FABRIC AND FIT OUT				
12.1	Internal glazing – lifting and installation in atrium void	System and method outlined in REEF Façade Access Report (Refer latest Revision P02).	89125-89127	PC	

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Risk Ref.	Relevant Hazard / Risk Identification	Design Control Measures / Residual Risk	Drg. Ref.	Design Action Owner	Date Required
12.2	Internal stairs installation – lifting and fall risk	<p>Steel design, prefabricated components.</p> <p>Basement B1- L00 – Components can be installed via ramp access at Basement B1.</p> <p>L00-L01 – Access limitations for install. Site construction/assembly may be required.</p> <p>AHMM metalwork package issued – PC to review and comment.</p> <p>Details of fabrication and installation method to be discussed with select-ed metalwork sub-contractor. All works completed.</p>	89119; 89120-89124	AHMM/PC	
12.3	Everyman Cinema Fit-Out - Licensing	Fire engineering check with AG and BCO now complete based on the agreement for lease EM occupancy.		Client/Design Team	
12.4	Everyman Cinema Fit-Out - Acoustics	Acoustic requirements for Cinema fit-out to be carefully considered and designed. Trade contractors to be aware of performance requirements. Co-ordination with Arup acoustics required. This is being worked through with specialist Mason and Trade contractor LDD		Design Team	
12.5	Everyman Cinema Fit-Out - Fire	<p>SRM temporary fire stopping Everyman BWIC and doors.</p> <p>Review of Everyman tenant drawings underway. Everyman in consultation with BC (Jon White) over their fit out/</p> <p>H&S issue raised by Arup fire relating to evacuating wheel chair users by carrying them up from basement to ground level (similarly carrying down from office levels). There is manual handling issue and BEL staff will need to be appropriately selected and trained to assist.</p>		Client	

12.6	Everyman Cinema Fit-Out - Buildability	Late stage construction of Cinema will require consideration of safe access for building materials – especially with regards to structure. RC construction utilized to mitigate transport of large steel elements. To be co-ordinated with PC. All works completed within programme as mentioned.		Design Team/ PC	
12.7	Everyman Cinema Fit-Out – Structure beneath auditoria	Forest of columns beneath auditoria within Everyman demise TBC. Spaces are restricted access and to be used out of hours and via permit.			
12.8	Everyman Cinema Fit-Out – Smoke extract	Smoke extract fan to be located beneath auditoria at B2 in Everyman demise. Testing to be undertaken out of hours as not acoustically isolated from screen space. Restricted access for installation and maintenance.			
13.0	MEPH				
13.1	Plant integration with existing services	Refer to Arup Stage 4 documentation.	89119	PC	
13.2	Retention of existing UKPN – live services	Access method and cable routes. Warning signage during construction. Refer to Arup Stage 4 documentation.		PC	

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Risk Ref.	Relevant Hazard / Risk Identification	Design Control Measures / Residual Risk	Drg. Ref.	Design Action Owner	Date Required
14.2	Works to raise lift thresholds - fall from height in existing shafts	Fall Protection - Robust infill grillages/materials to be specified for early installation at all accessible floor levels.	89120-89128	PC	
14.3	Extend lift shafts to level 8 – fall from height in existing shafts	Fall Protection - Design for level 8 under review - Robust infill grillages/materials to be specified for early installation at all accessible floor levels.		PC	
15.0	BUILDING OPERATION & USE				
15.1	Internal Façade – Access and Maintenance of Atrium	System and method outlined in REEF Façade Access Report (Refer latest Revision P02). PC confirmed TP scope of works. Further details to be discussed and clarified with selected trade contractor following tender.	89125-89127	Client & AHMM	
15.2	Façade – Access and Maintenance of External Envelope	<p>Survey and assessment of existing façade maintenance system carried out by Cento – refer to Appendix for Survey Report. REEF appointed as Façade Access Consultant. Refer to CDM Analysis & Options Matrix. System and method outlined in REEF Façade Access Report (Refer latest Revision P02). PC confirmed TP scope of works.</p> <p>Cento commission of systems complete and ladders provided. Eyelet bolts on balustrade being decommissioned due to condemned brackets. Being transferred to brise soleil element adjacent. Ladder access to latchway not always possible on level 8 due to glass balustrade and existing services. These are to be accessed from rope access points to be installed on perimeter staircase core roof installed to maintain these elements. Cento adding to their works in consultation with REEF.</p> <p>MEWP access to north and south façade being adopted. Some latchways on south have not been recommissioned/or are missing. AHMM in liaison with SRM over strategy for these.</p>	89121-89128	Client & AHMM	ASAP

15.3	Transport – Waste Management and Collection	New stair and lift to service yard	89120	Arch	
15.4	Transport – Cyclists & Disabled drivers using ramp	Markings and signage. Mirrors. Visitors managed by building staff	89119	Client	
15.5	Acoustics - L0-L2; Upper and Lower Atrium	Acoustic treatment to be integrated into design		Arch	
15.6	Access – Plant/Roof Terrace	Strengthening of handrail. New balustrade design required to achieve compliance. Subject to pending survey by Lindner.	89128	Client	
15.7	Access – External Terraces and L08 Roof Terrace	Glass only required to L8. L4,5,6, 7 have been proved to meet loading requirements - see Sandberg report. Tensile wire infill only required here.	89125-89128	Client	
15.8	Stairs and Balustrades – New to L0-L3	Fall Protection	89121-89124	Arch	
15.10	Disabled drivers using ramp	Markings and signage. Mirrors.		Client	
15.12	Fire escape from basement	Reviewing with protected corridors, mech smoke extract and new protected stairs	89119	Fire Eng	

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Risk Ref.	Relevant Hazard / Risk Identification	Design Control Measures / Residual Risk	Drg. Ref.	Design Action Owner	Date Required
15.13	Light feature in lower atrium – cleaning and replacement access.	<p>A&M strategy has been developed by AHMM and REEF.</p> <p>AHMM developed detail to mitigate required frequency of access for replacement and cleaning. Light fixtures specified with lifespan greater than projected building lifespan (+15yrs). System and method outlined in REEF Façade Access Report (Refer latest Revision P02). PC confirmed TP scope of works. Further details to be discussed and clarified with selected trade contractor following tender. Refer to CDM Analysis & Options Matrix.</p> <p>Arup structures have checked the existing steel composite deck structure and can confirm MEWP loading is acceptable as long as the following conditions are followed:</p> <ul style="list-style-type: none"> • Maximum MEWP weight – 3 tonnes • WMinimum MEWP dimensions – 1m x 2m • MEWP access is undertaken in maintenance conditions i.e. full imposed loading associated with crowd load does not act simultaneously underneath the atrium opening. <p>Kiosk being redesigned as art piece with Studio Myerscough. Updated access diagrams now added using cherry picker or telescopic platform if kiosk was more permanent structure.</p>		Client & AHMM	

15.14	Envelope – Access and Maintenance of existing Atrium roof glazing. Use of existing gantry and cradle system	Cento have recommissioned all cradles. Fold down balcony detail and eyebolts installed. Client to ensure operatives to receive training and working at height permissions	89127	Reef	
15.15	Core riser access doors	Works now completed by Cento – walkway and ladder adaptations. New lighting, and new re-commissioned doors. Risers with open holes have signage and kee klamp rails across openings.		Design Team/ PC	
15.16	Access to kiosk decking level and planting.	Kiosk upper deck redesigned to allow sprinkler coverage. No access latchway required as planting is restricted to a perimeter shelf. Bib taps provide for hose connection, operated from mobile ladder platform with gate. Cento to provide ladder, refer to detail drawing 81603.		Design Team/ PC	
16.0	STRUCTURE & SERVICES				
	Refer to Arup Stage 2 Report: CDM Health and Safety Risk Register				

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Risk Ref.	Relevant Hazard / Risk Identification	Design Control Measures / Residual Risk	Drg. Ref.	Design Action Owner	Date Required
16.1	Working in confined area. The modifications require some structural demolition and new construction within the constraints of an existing building with a retained façade and roof and relatively low storey heights and column grids. This restricts the use of conventional means of movement / lifting / installation of components (e.g. steel beams). Risk of injury to operatives.	The extent of structural demolition is being minimised as far as possible, to limit the amount of heavy demolition waste to be removed from the building. New structural components have been detailed with splices etc., and as light and short individual components as reasonably achievable, to make lifting and movement easier.		PC	
16.2	New excavation. Small excavations for a new lift pit (south basement) and underslab drainage. Usual risks of working below ground.	Health and Safety notes regarding temporary propping and construction sequence are provided on the Structural Drawings. PC / TC to submit method statements for approval in advance of construction.		PC	
16.3	Roof strengthening. Existing castellated roof beams are to be strengthened to provide additional capacity for terrace. Requires some site welding to infill existing selected holes at high level. Risk of injury to operatives working overhead / fire risk.	Concept discussed with SRM and welding will be kept to a minimum, with temporary fire plans. New components to be kept short / light as required to suit SRM construction method. The roof strengthening in itself mitigates a much larger extent of demolition, new construction and temporary propping – so overall the design is reducing risk.	89128	PC	
16.6	Temporary fire protection. The scheme involves the temporary removal and replacement of fire protection to existing columns, and possibly beams (the protection is likely to be damaged during strip-out). Risk of fire causing structural collapse.	The Contractor is to develop a sequence of work and a construction stage fire site safety plan. Fire protection method relates to final design solution regarding protection or exposing of existing columns etc.		PC	
16.7	Plant strip-out: Roof. Removal of heavy equipment (chillers, Fan/AHUs, generators). Working at height, risk of injury to operatives.	Highlighted to contractor. Contractor to be aware of crane limitations and site constraints. Refer to Arup Stage 4 documentation.	89128	PC	
16.8	Plant strip-out: Basement. Removal of heavy equipment (UPS, batteries and associated substation transformers & switchgear).	Highlighted to contractor. Contractor to develop sequence of work and method statement. Refer to Arup Stage 4 documentation.	89119; 89120	PC	
16.9	Replacing plant in the future. space constraints - (basement chillers)	Chillers can be broken down and removed via the ramp. Access route to be defined for new plant. Refer to Arup Stage 4 documentation.		PC	
16.10	Live Services. UKPN staying live throughout construction for temporary supplies.	Accessed via stairwell through basement. To be noted on the drawings. Refer to survey by Burchill. Remaining live services extending from UKPN to be clearly labelled and permits required for work to and around area. SRM to monitor on site.	89119; 89120	PC	
16.11	Unknown live services.	Identification surveys carried out in advance. Banyards completed survey of existing services. Burchills – isolation. Unknown services discovered following soft strip/demolition. SRM to monitor on site.	89119; 89120	PC	
16.12	Gas pipework. Removal of existing pipework, risk of explosion if not correctly purged and terminated	To be stripped back and capped during construction (to be noted on drawings)		PC	

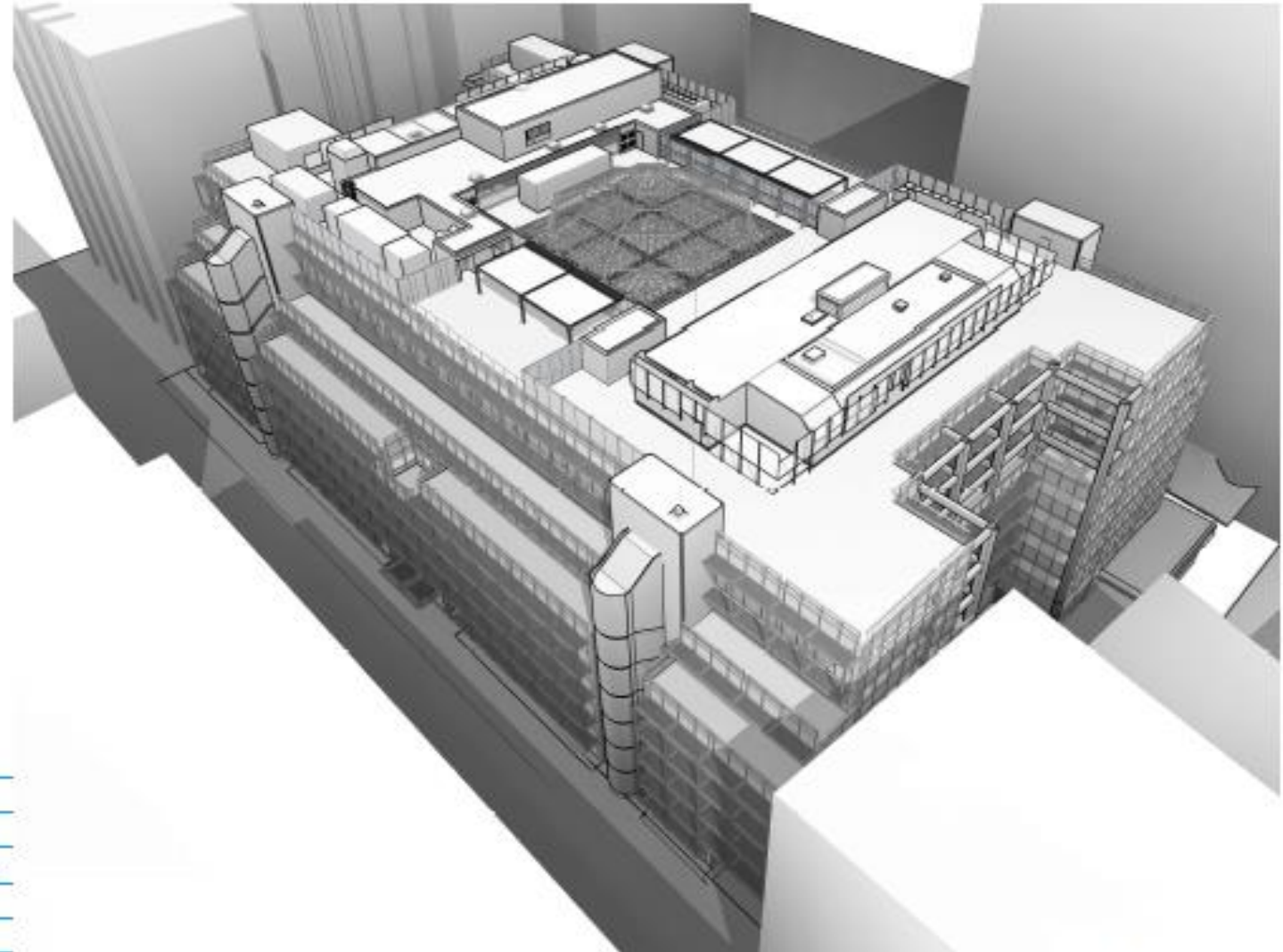
Hazard Awareness and Risk Management Register

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Date	17/05/2018	Stage	5	Risk not tolerable

Risk Ref.	Relevant Hazard / Risk Identification	Design Control Measures / Residual Risk	Drg. Ref.	Design Action Owner	Date Required
16.14	Existing sprinkler system. Risk of legionella	Check for legionella or check records for legionella testing.		Client	
16.15	Underslab Drainage on Lower Basement level Risk of flooding/water ingress due to trenching into existing slab for new below ground drainage runs. No new below ground drainage runs will be carried out in the lower basement level.	Advance investigations will be specified to check the assumed design ground water table level and rate of flow. A sequence will be described on construction information to prevent water ingress. New leaks found in B2. SIKA to advise on repair. The existing sump being removed at B2 was previously handling drainage from the old showers, toilets and boiler plant room. Whereas the new sump being added in the slab at B2 is to handle potential ground water ingress only, hence the difference in size is due to the difference in the jobs the two sumps are doing. Regarding whether a standby pump should be included in the new sump. Standby pumps are regularly included in sanitary drainage sumps handling predictable flows from sanitary systems, car parks, plant rooms etc, but sumps handling potential water ingress are usually fitted with just one pump as the inflow is potentially zero. New Triton system being installed as part of Everyman works. Access for rodding to be resolved under cinema		PC	
16.16	Existing cooling towers. Risk of legionella	Check for legionella or check records for legionella testing. Cooling towers to be drained. Banyards completed survey.	89128	PC	
16.17	Unknown services feeding out into square and towards 2FA	All services disconnections completed as part of works. Refer to record information.		PC	
16.18	Risers and shafts generally, Risk of falling	Robust infill grillages/materials specified for early installation at all accessible floor levels. Banyards completed survey. Firestopping provided both horizontally and vertically between levels. Infill grillage and handrail protection to be provided.	89121-89128	PC & Design Team	
16.20	Unauthorised access to electrical risers during building strip-out and demolition.	Risers with live services to be secured during construction phase. SRM to monitor on site.		PC	
16.21	Upper atrium, detectors, sprinklers and smoke curtains Access and working at height for installation and maintenance	Design to ensure ease of access for maintenance, contractor to ensure ease of access for installation. System and method outlined in REEF Façade Access Report (Refer latest Revision P02). PC confirmed TP scope of works. Further details to be discussed and clarified with selected trade contractor following tender. Subject to pending Lindner survey. Upper atrium smoke detection changed to Vesda to enable easier fitting and maintenance from lantern. All works completed	89128	PC	

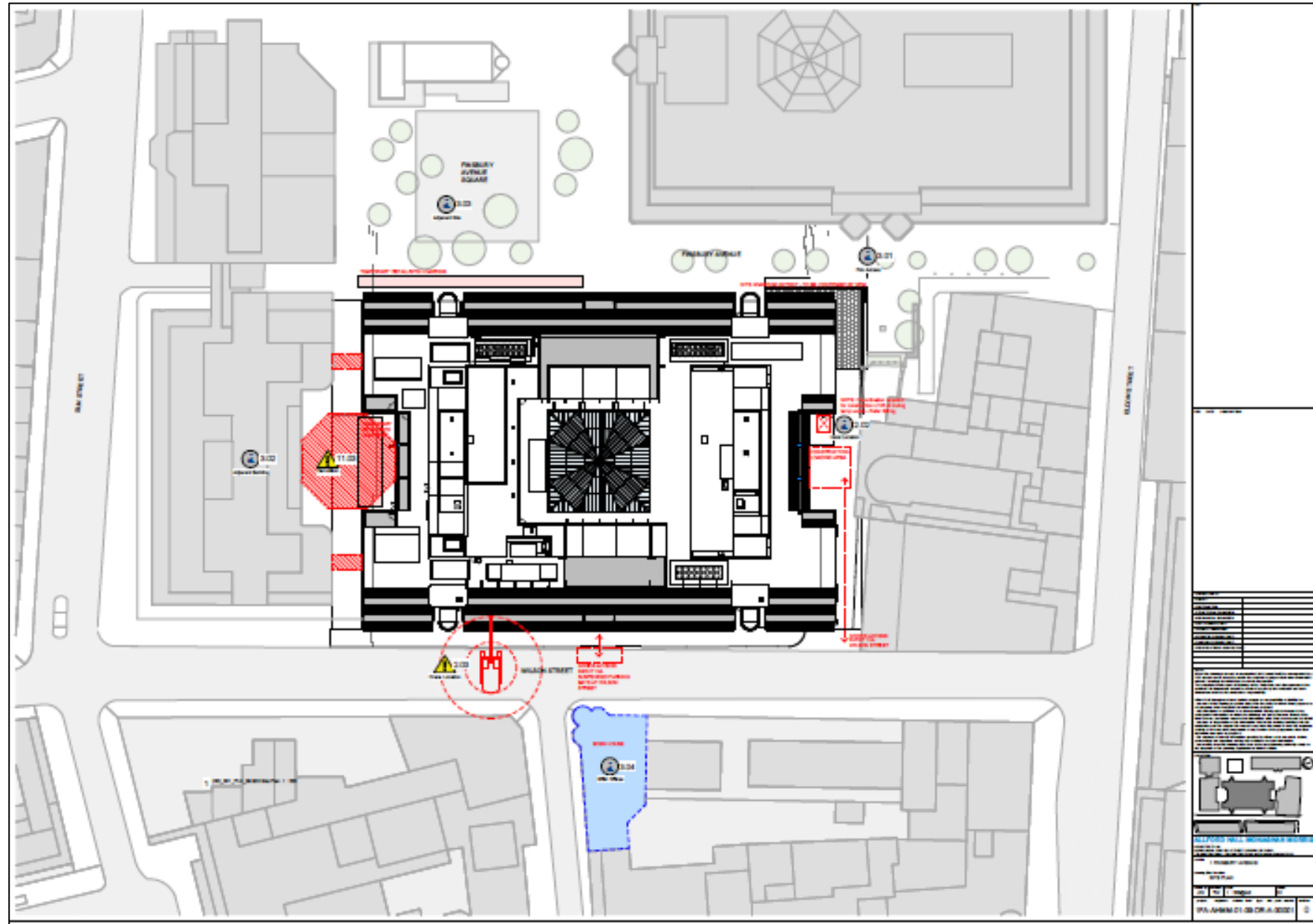
2.0 Hazard Awareness & Risk Management Register

2.1 CDM Drawings (To be read in conjunction with 2.2 - Register)

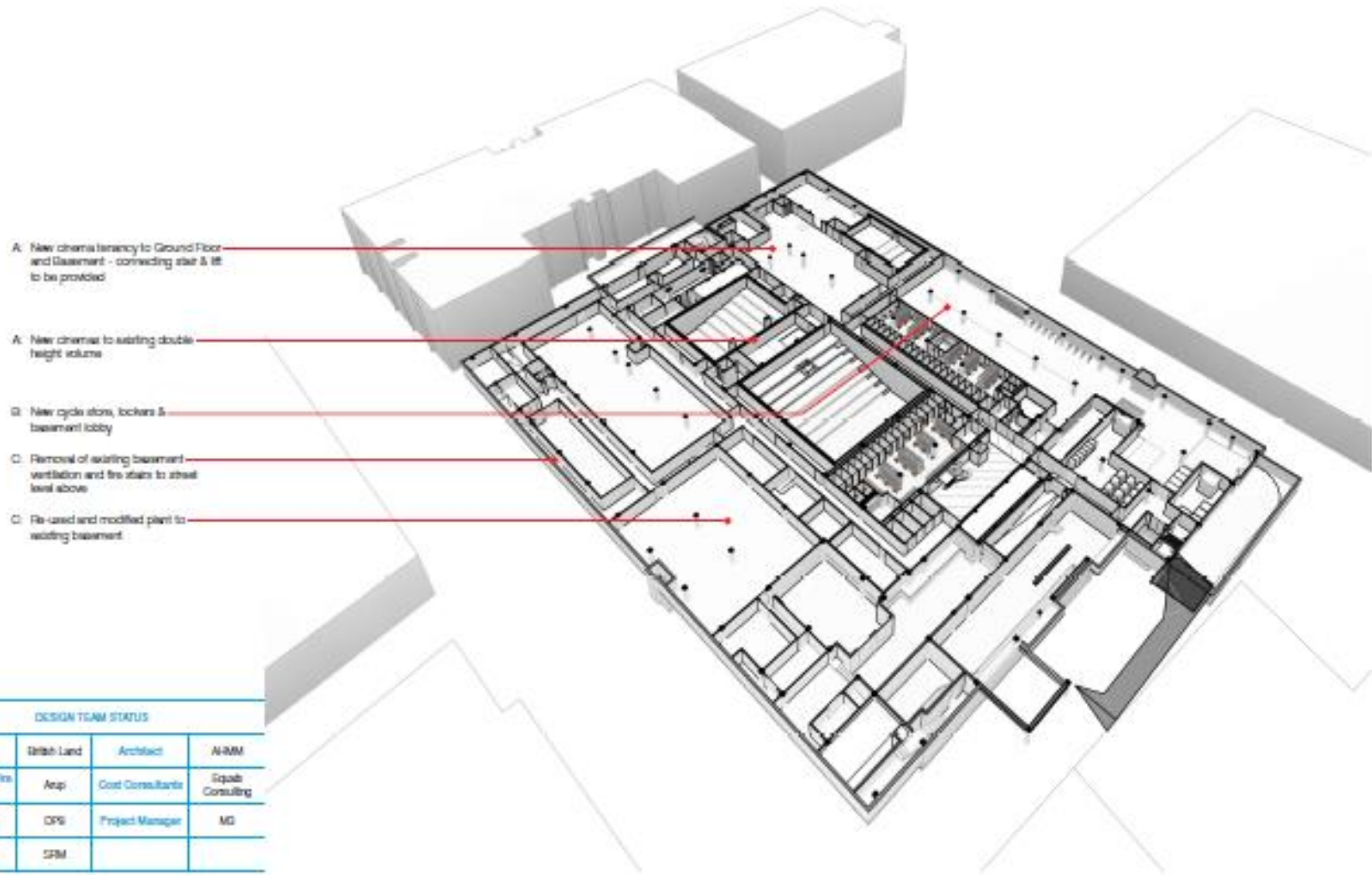


DESIGN TEAM STATUS			
Client	British Land	Architect	AI-2M
Struct, Sew & Fire Eng.	Arup	Cost Consultants	Squibb Consulting
Planning Consultants	DXE	Project Manager	MG
Principal Contractor	SFM		

ICA-AI-2M-KK-10-MD-A-10210 11

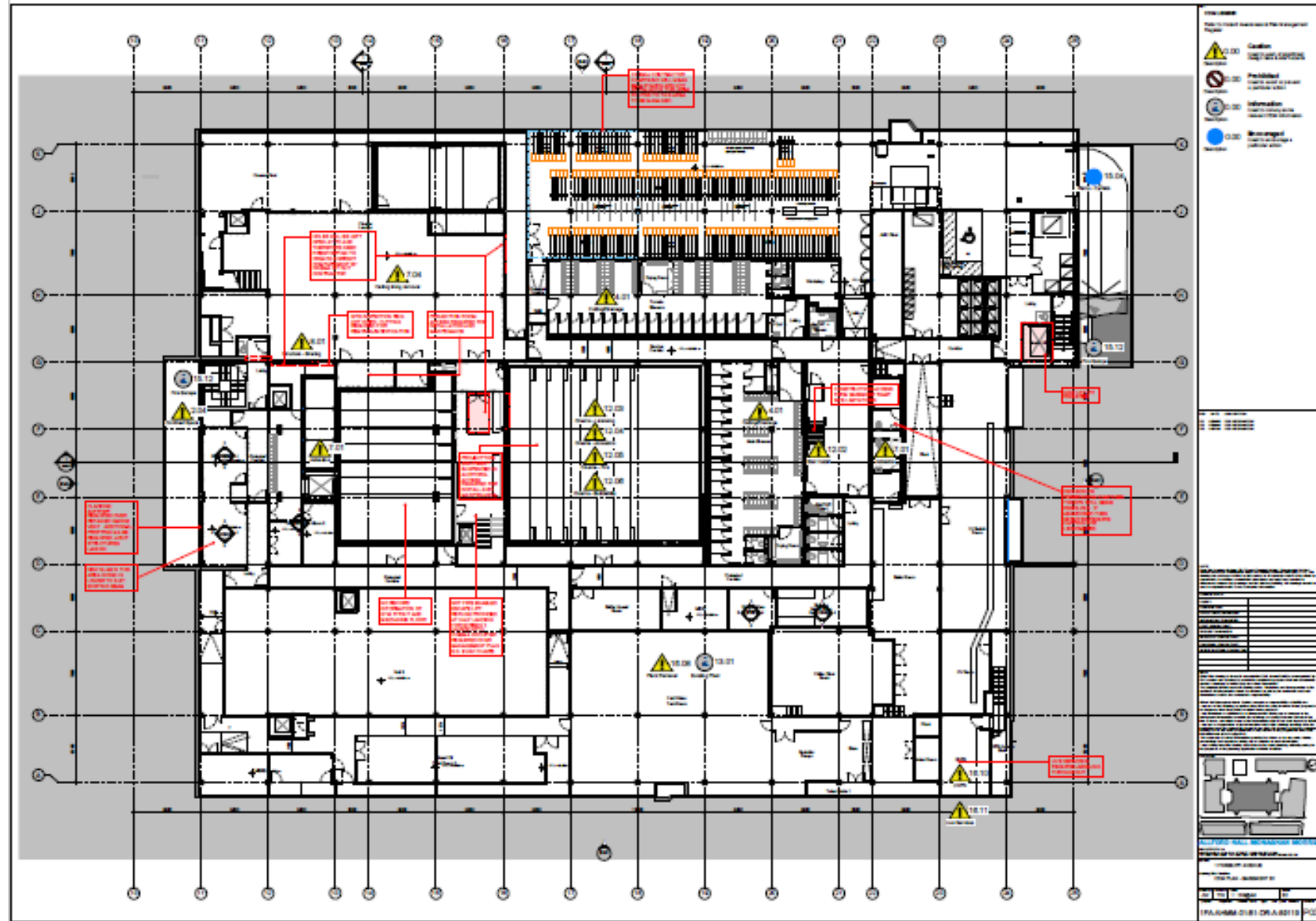


2.0 Hazard Awareness & Risk Management Register
2.1 CDM Drawings (To be read in conjunction with 2.2 - Register)



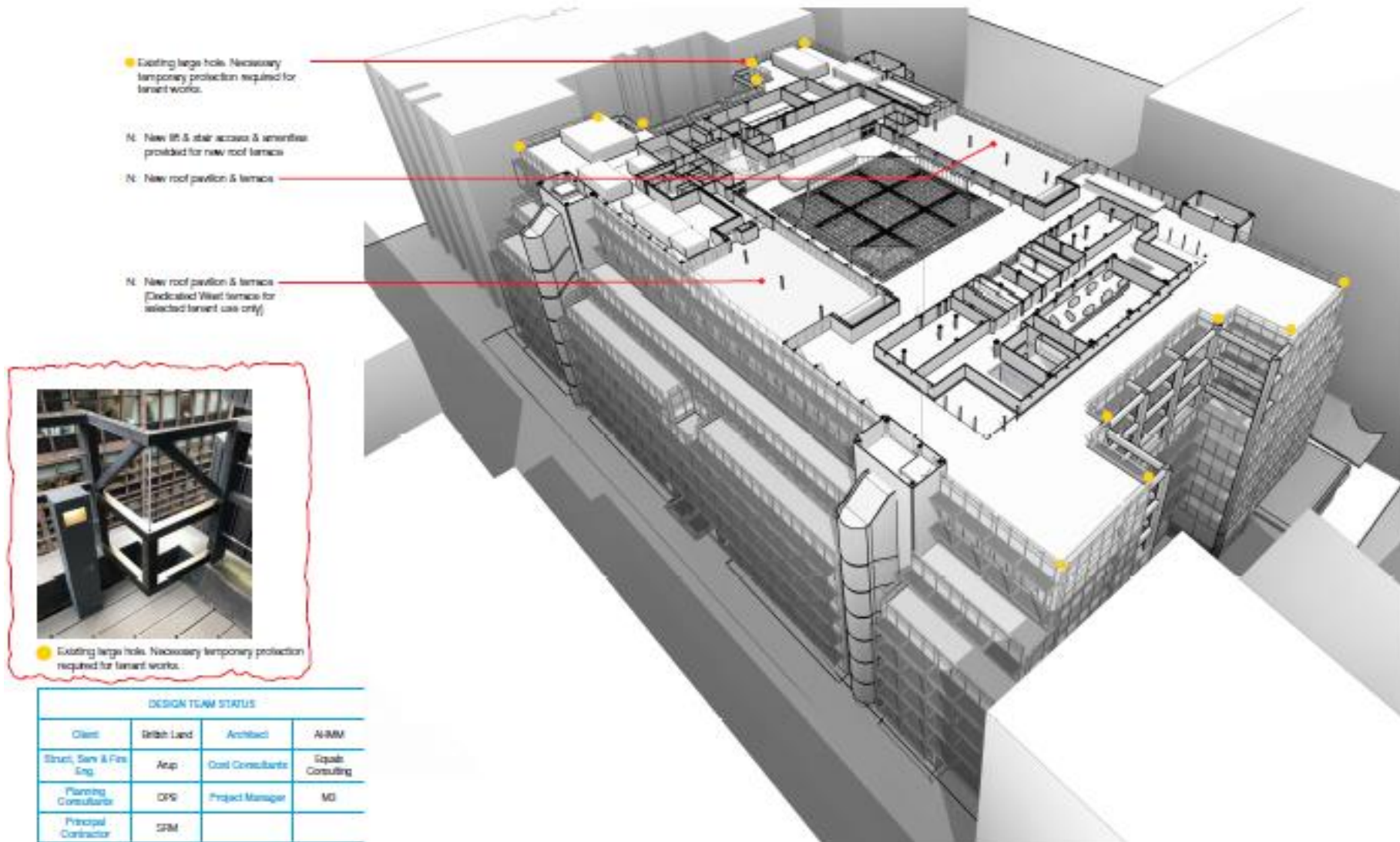
DESIGN TEAM STATUS			
Client	British Land	Architect	NRM
Struct, Serv & Fire Eng	Arup	Cost Consultants	Squad Consulting
Planning Consultants	OPS	Project Manager	MG
Principal Contractor	SPM		

STA-A/BBM-XXI-01-ME-A-10010 15



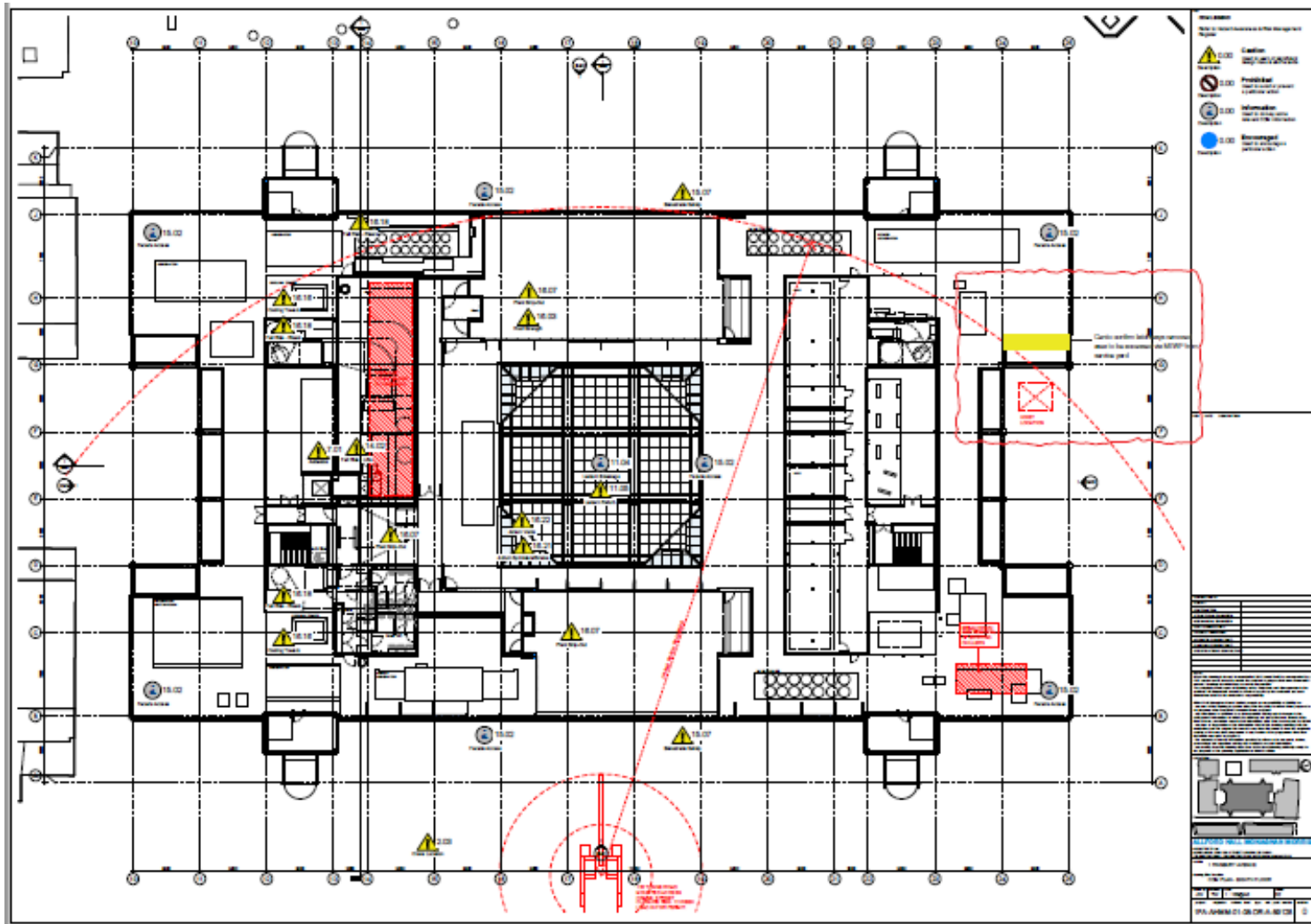
2.0 Hazard Awareness & Risk Management Register

2.1 CDM Drawings (To be read in conjunction with 2.2 - Register)



DESIGN TEAM STATUS			
Client	British Land	Architect	AHMM
Struct, Svc & Fin Eng	Arup	Cost Consultants	Sqaib Consulting
Planning Consultants	CPS	Project Manager	MD
Principal Contractor	SFM		

ISA-AHMM-XX-XX-MD-A-30310 33



Project & No: 16068 - 1 Finsbury Avenue		Workstage - 5		Revision: as main document		
AREA, ELEMENT, or SIGNIFICANT RISK ISSUE	BUILDING FORM, MATERIAL, ACTIVITY, LOCATION HAZARDS (Identified)	ELIMINATE or AVOID risks (SFARP) During early design stages	REDUCE risks (ALARP) Safe systems & work protection	INFORMATION To be provided with the design eg. Specialist Design & Client input	DESIGN CONTROL METHODS Action, Dates, Comments, Guidance, etc	ACTIONS
						Done
						On Going
						Not Agreed

11.3 - Demolition of canopy at L2 and link bridges at levels L3-L7.

REFER TO APPENDIX FOR FURTHER DETAIL&W

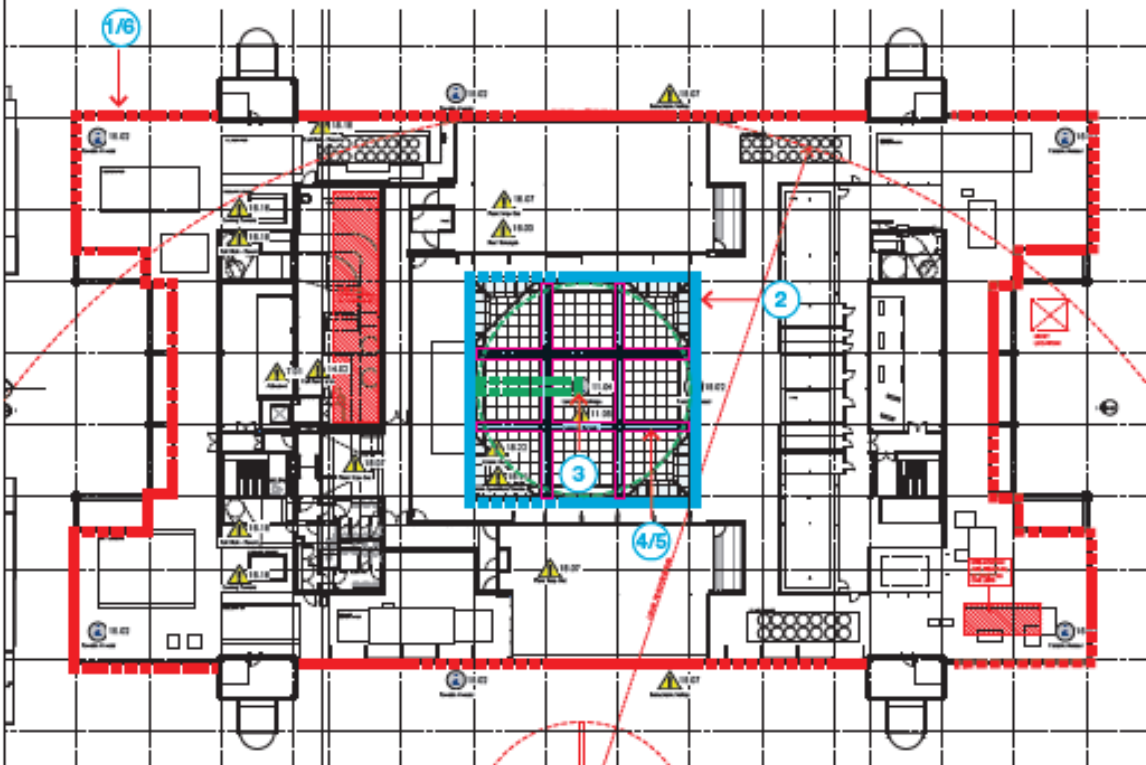
1	Existing bridge links to be demolished. Care to be taken against listed facade and adjacent building.	PC
2	Temporary fall & weather protection to be provided to remaining openings until made good. Care to be taken against listed facade	PC
3	Existing canopy to be demolished. Care to be taken against listed facade	PC
4	Temporary crash deck required to maintain pedestrian thoroughfare.	PC
5	Pedestrian Access to be controlled out of hours to mitigate risk	PC
6	GF lanancies to remain occupied and accessible to public throughout.	PC
7	Access to tunnel has physically been closed from 1FA. Tunnel still accessible from 2FA - access to tunnel to be controlled by BEL.	CLIENT

DESIGN TEAM STATUS			
Client	British Land	Architect	AHMM
Struct, Serv & Fire Eng.	Anup	Cost Consultants	Equib Consulting
Planning Consultants	DPJ	Project Manager	MG
Principal Contractor	SPM		

Project & No: 16068 - 1 Finsbury Avenue		Workstage - 5		Revision: as main document		
AREA, ELEMENT, or SIGNIFICANT RISK ISSUE	BUILDING FORM, MATERIAL, ACTIVITY, LOCATION HAZARDS (Identified)	ELIMINATE or AVOID risks (SFARP) During early design stages	REDUCE risks (ALARP) Safe systems & work protection	INFORMATION To be provided with the design eg. Specialist Design & Client input	DESIGN CONTROL METHODS Action, Dates, Comments, Guidance, etc	ACTIONS
						Done
						On Going
						Not Agreed

15.2 - Façade – Access and Maintenance of External Envelope

LEVEL 8



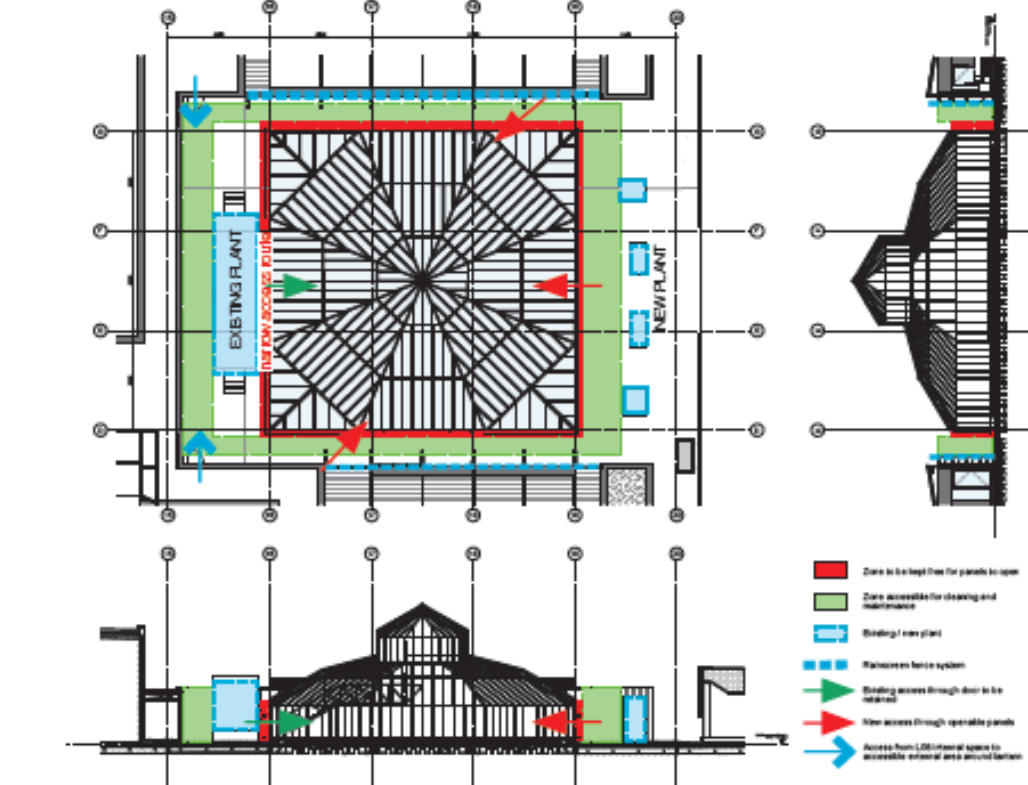
1	Jib Hold Down Units All Jib equipments to be commissioned. Refer to Cento Equipment Survey in Appendix. Façade Access Consultant make recommendation.	PC
2	External Atrium Access Ladders Refer to Cento Equipment Survey in Appendix. Façade Access Consultant make recommendation. Ladders to not be used.	PC
3	Internal High Level Gantry Refer to Cento Equipment Survey in Appendix. Façade Access Consultant make recommendation.	PC
4	Internal Latchway Systems Refer to Cento Equipment Survey in Appendix. Façade Access Consultant make recommendation.	PC
5	Internal Low Level Gantries Refer to Cento Equipment Survey in Appendix. Façade Access Consultant make recommendation.	PC
6	External Latchway Safety Line Systems complete with Access Safety Harness Eyebolts Refer to Cento Equipment Survey in Appendix. Façade Access Consultant make recommendation.	PC

REFER TO 1FS_RP_001 FAÇADE MAINTENANCE ACCESS REPORT PREPARED BY REEF ASSOCIATES FOR FURTHER INFORMATION.

DESIGN TEAM STATUS			
Client	British Land	Architect	AHMM
Struct, Serv & Fire Eng.	Arup	Cost Consultants	Equus Consulting
Planning Consultants	DPG	Project Manager	MG
Principal Contractor	SRM		

15.2 - Façade - Access and Maintenance of External Envelope

LEVEL 8

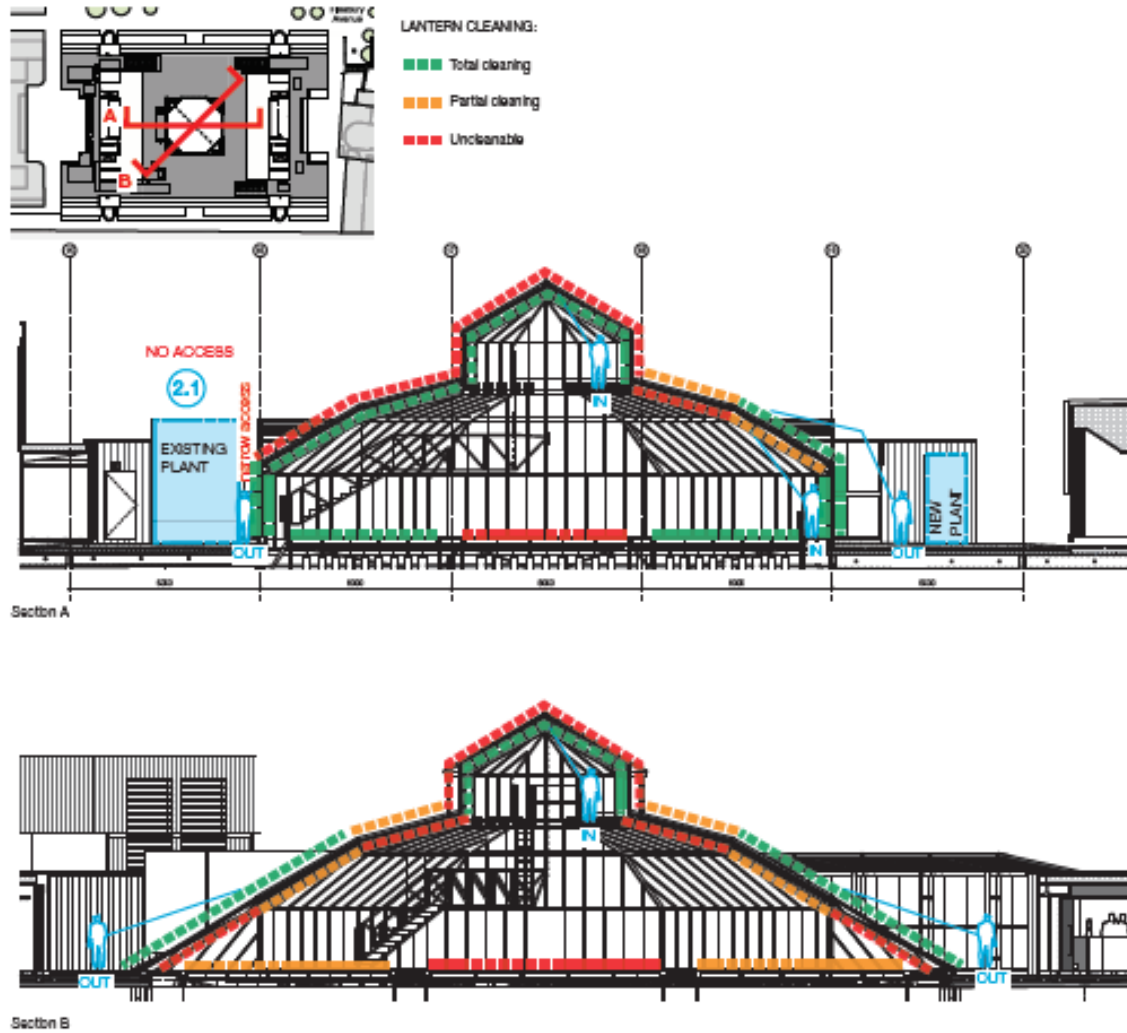


1.1	Damaged lantern panels replaced.	PC
1.2	Operable lantern panels to be open by existing smoke vent actuators - People will evacuate before panels are open when fire alarm goes off.	AGREED WITH CLIENT

DESIGN TEAM STATUS			
Client	British Land	Architect	AHMM
Struct, Serv & Fire Eng.	Arup	Cost Consultants	Equals Consulting
Planning Consultants	DPQ	Project Manager	MG
Principal Contractor	SPM		

15.2 - Façade – Access and Maintenance of External Envelope

LEVEL 8



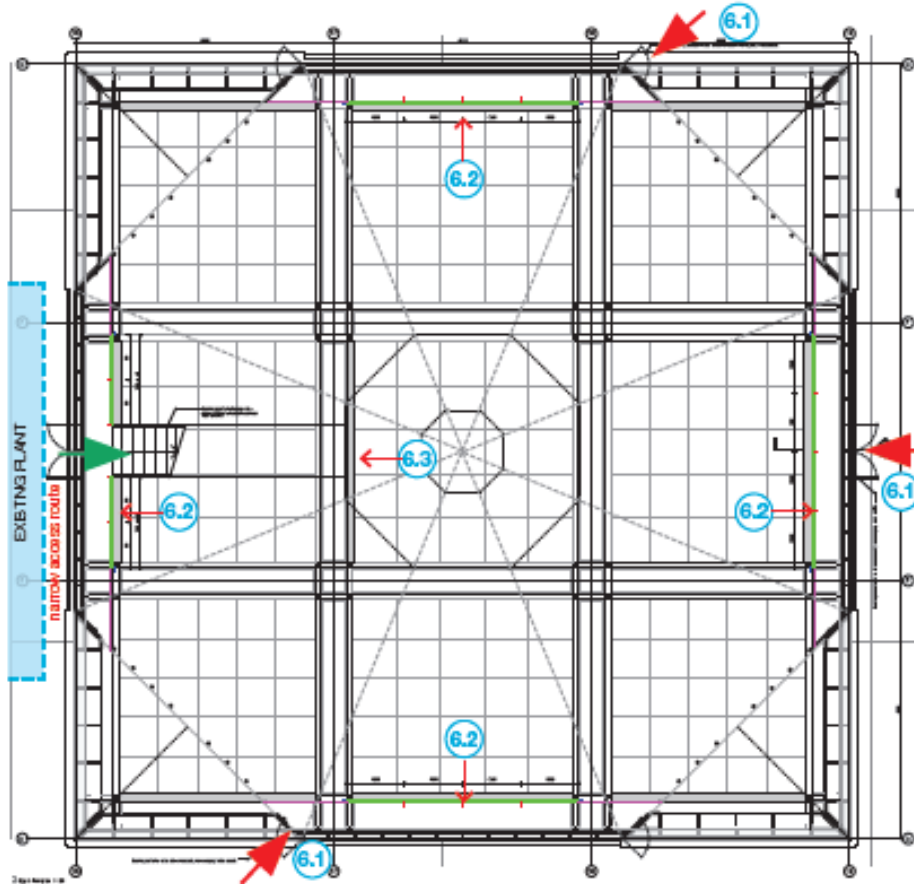
2.1 No access to North side of the lantern for cleaning without scaffolding. Possibility of using a scaffold ladder only from the south of the lantern.

AGREED WITH CLIENT

DESIGN TEAM STATUS			
Client	British Land	Architect	AHMM
Struct, Serv & Fire Eng.	Anup	Cost Consultants	Equals Consulting
Planning Consultants	DPG	Project Manager	MB
Principal Contractor	SRM		

15.2 - Façade – Access and Maintenance of External Envelope

LEVEL 8



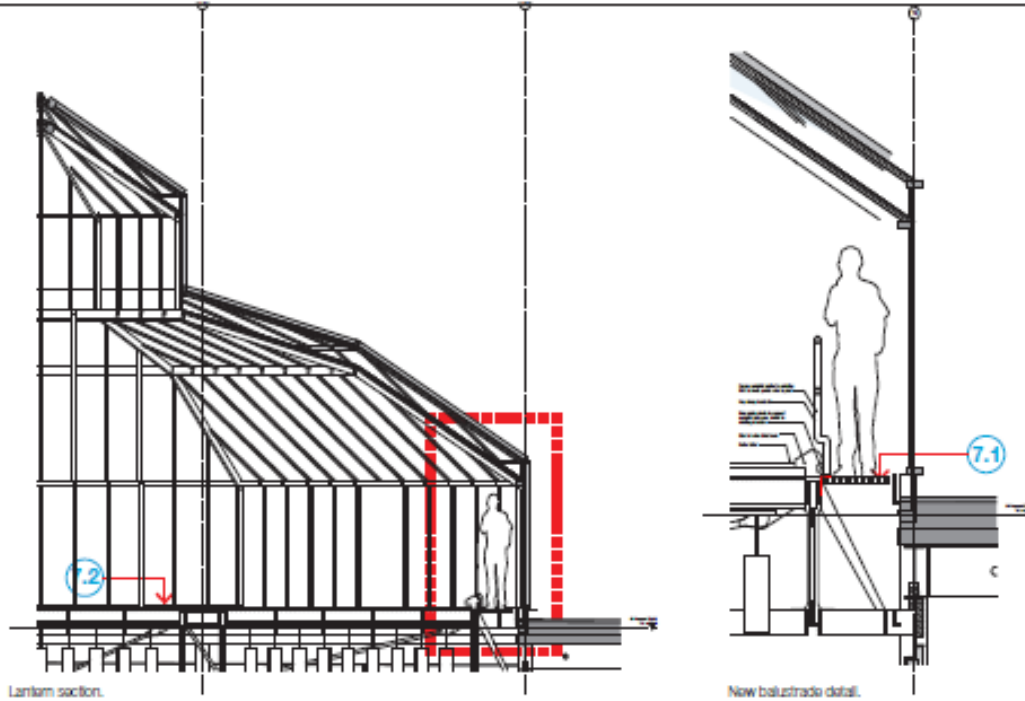
6.1	New access provided through existing operable panel. Existing actuators disconnected; door ironmongery added.	PC
6.2	New balustrade, chairs and signage provided to prevent access to existing internal walkway system.	PC
6.3	Existing middle roller blind not accessible for normal maintenance. Left untreated.	AGREED WITH CLIENT

Notes:
Upper existing grilles forming walkway at level 8 are loose laid onto steel frame below. Some secured with cable ties. Grilles should not be lifted up without first establishing exclusion zone for protecting the atrium below.

DESIGN TEAM STATUS			
Client	British Land	Architect	AHMM
Struct, Serv & Fire Eng.	Anup	Cost Consultants	Equals Consulting
Planning Consultants	DPG	Project Manager	MG
Principal Contractor	SRM		

15.2 - Façade - Access and Maintenance of External Envelope

LEVEL 8

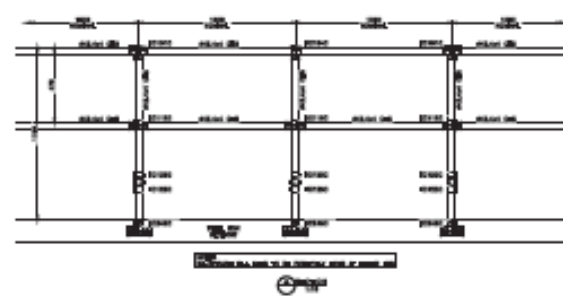


Lantern section.

New balustrade detail.



Future walkway detail if required for existing internal walkways.



7.1	Modifications to existing lathway mesh to allow for new balustrade fixing. Works completed. 1. Mesh panels fixed down. 2. Permanent handrail installed. 3. Signage and chairs installed.	PC
7.2	Sandberg report carried out in liaison with ARUP Structures to determine capacity of LGS trusses. It is proved that existing structure can take loads from new balustrade.	Struct. Eng.

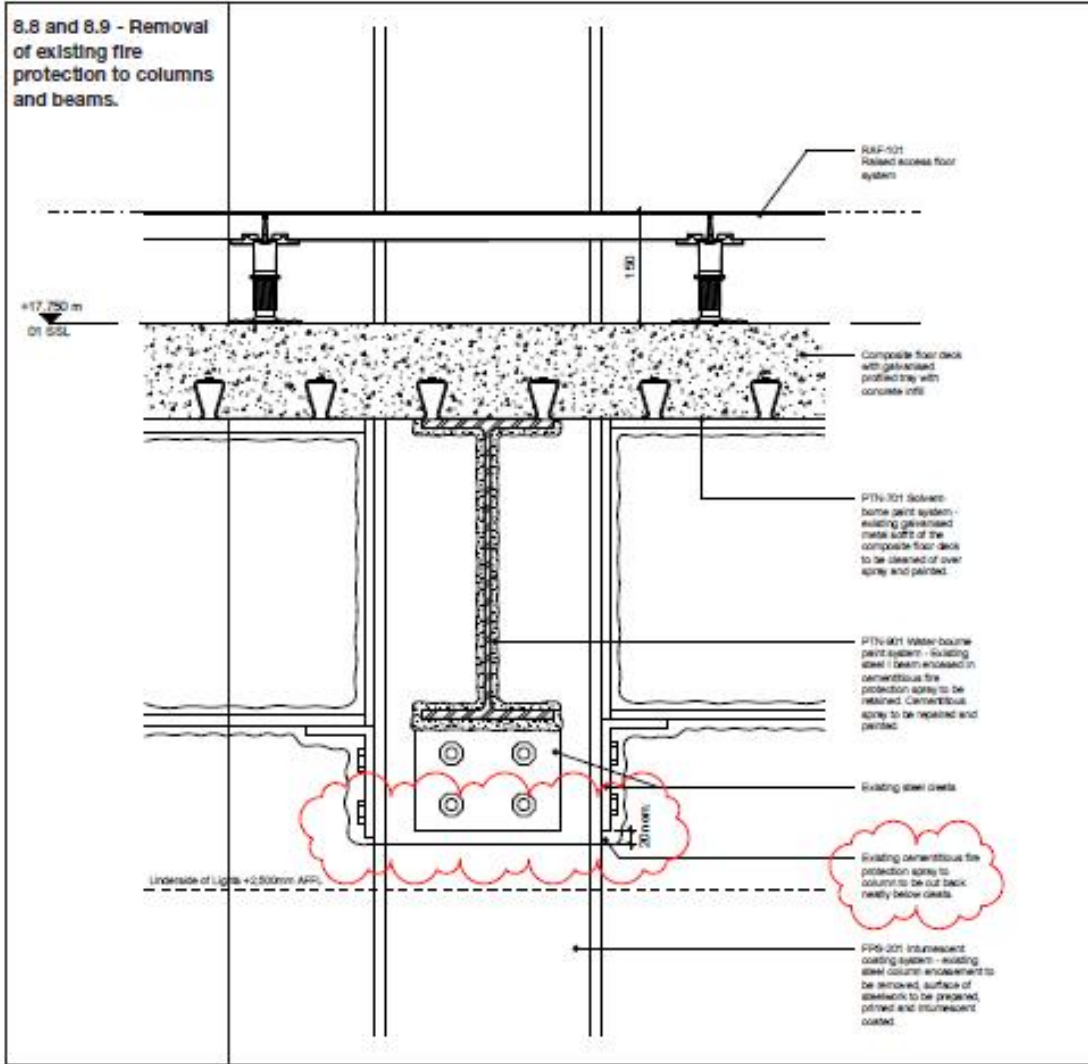
DESIGN TEAM STATUS			
Client	British Land	Architect	AHMM
Struct, Serv & Fire Eng.	Anup	Cost Consultants	Equis Consulting
Planning Consultants	DPG	Project Manager	MB
Principal Contractor	SRM		

15.2 - Façade – Access and Maintenance of External Envelope

LEVEL 8

8.1	Existing access hatch at HL lantern modified. Please refer to Cento drawings. Works completed by Cento. Refer to OSM.	PC
8.2	Additional ladder rungs installed. Refer to Cento drawings. Works completed by Cento. Refer to OSM.	PC
8.3	Ladder hoop added. Refer to Cento drawings. Works completed by Cento. Refer to OSM.	PC
8.4	Current design does not allow for any safety system to prevent people climbing the ladder from falling. Slide lock has been discarded as it would not work. Original ladder had a wire system. Refer to Cento drawings. Check Cento Drawings.	PC

DESIGN TEAM STATUS			
Client	British Land	Architect	AHMM
Struct, Serv & Fire Eng.	Arup	Cost Consultants	Equus Consulting
Planning Consultants	DPO	Project Manager	MG
Principal Contractor	SPM		



Stripped column and exposed ceiling/structure

1	<p>OPTIONS FOR REMOVAL:</p> <ol style="list-style-type: none"> Shot Blasting Hand removal Chemical removal 	PC
2	<p>PC has confirmed removal of intumescent coating as follows:</p> <ul style="list-style-type: none"> - all removed by hand (mechanical scraper) - coating not removed on soffits following client/ design team agreement. - removal undertaken floor by floor - protective barriers set up for each floor to protect adjacent construction areas. 	PC

DESIGN TEAM STATUS			
Client	British Land	Architect	A+MM
Struct, Serv & Fire Eng.	Anp	Cost Consultants	Equus Consulting
Planning Consultants	DP9	Project Manager	MS
Principal Contractor	SFM		

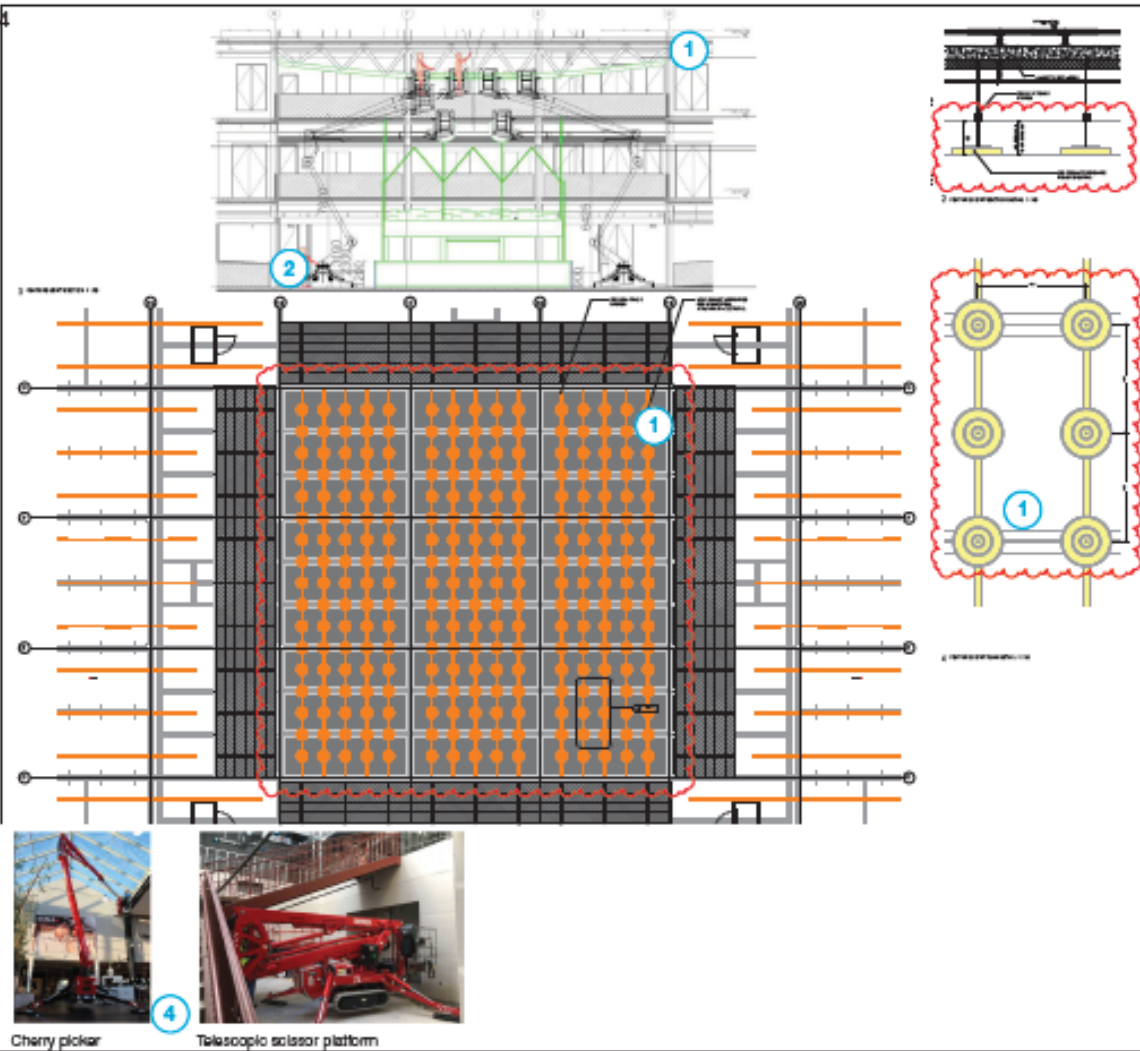
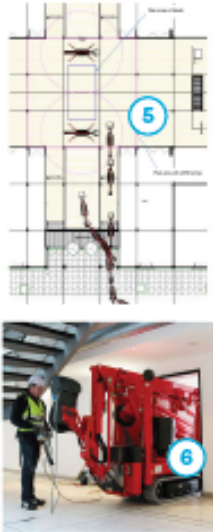
Ground Floor - Demolition of existing upstands and construction on new paving for seamless access to retail tenancies.

2 Section Through GF - Typical Condition 1 : 20

1	Existing stone granite upstands demolished. All works completed.	PC
2	Mechanical ventilation openings infilled with concrete slab - refer structural engineering documentation.	PC
3	New paving and facade/cladding system installed.	PC
4	Temporary crash deck required to mitigate fall risk	PC
5	New insulation/waterproofing provided. Works completed.	PC
6	Crash deck to mitigate fall risk during construction is advised. Works completed.	PC

DESIGN TEAM STATUS			
Client	British Land	Architect	AHMM
Struct, Serv & Fire Eng.	Arup	Cost Consultants	Equus Consulting
Planning Consultants	DPO	Project Manager	MG
Principal Contractor	SPM		

15.2 - Façade – Access and Maintenance of External Envelope

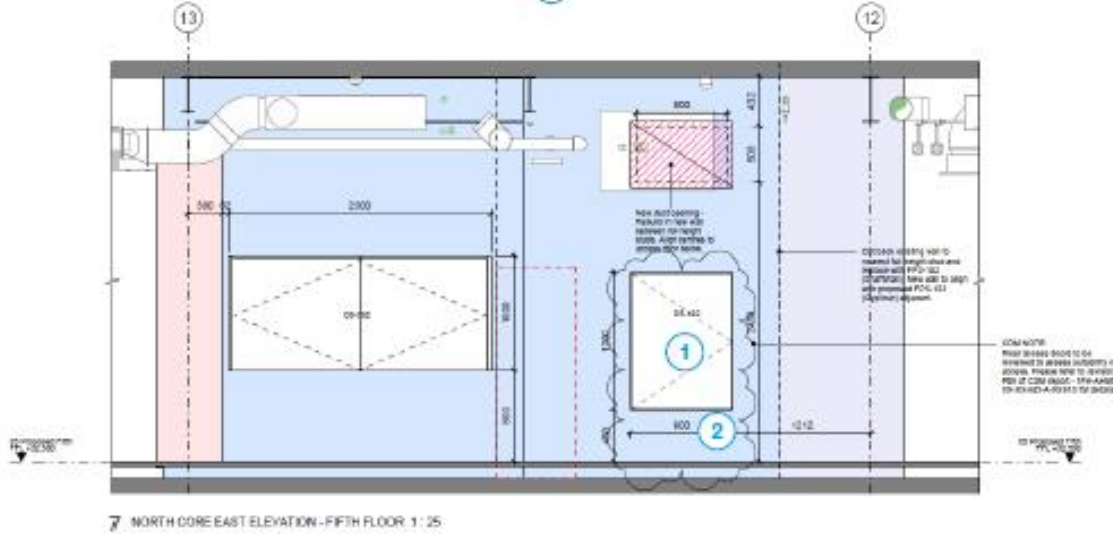
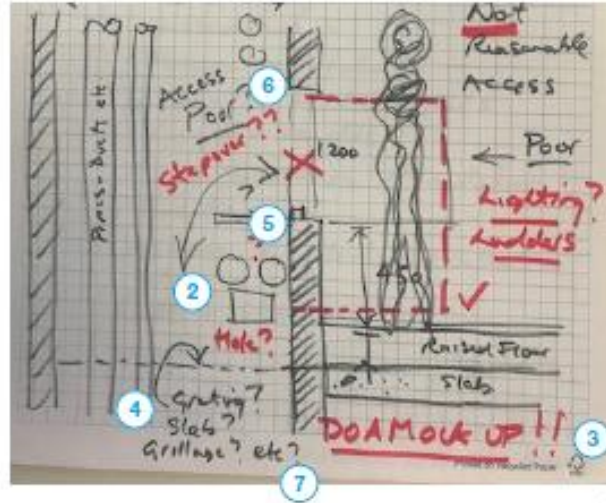


Cherry picker Telescopic scissor platform

1	Light fixture - LED fixture selected to minimise frequency of replacement required ($+15\text{yrs}$). Fixture specified and detailed such that connection required only at base of pendant suspension - minimise required access to ceiling.	AGREED WITH CLIENT
2	Platform lift access - personnel lift specific to use as narrow working platform. Allows access between fixtures to avoid clashes. Caution still required to prevent damage. Method outlined in Façade Access Report.	REEF
3	Refer to 15.13 for MEWP loading criteria. Temporary protection required to timber floor	AGREED WITH CLIENT
4	Temporary protection of atrium timber flooring / method of statement developed. Broadgate State to review method statement for protection. to number 6	PC
5	Spider MEWP to be hired, transferred into ground floor location via reception entrance - spider unit capable of negotiating ramp. Klask / Atoll to designed accordingly.	AGREED WITH CLIENT
6	Stability for MEWP during operating provided by outriggers to the unit - temporary protection to floor finishes provided under outrigger pads.	REEF

DESIGN TEAM STATUS			
Client	British Land	Architect	AHMM
Struct, Serv & Fire Eng.	Anup	Cost Consultants	Equus Consulting
Planning Consultants	DPQ	Project Manager	MG
Principal Contractor	SPM		

Main Cores - Riser access hatches.



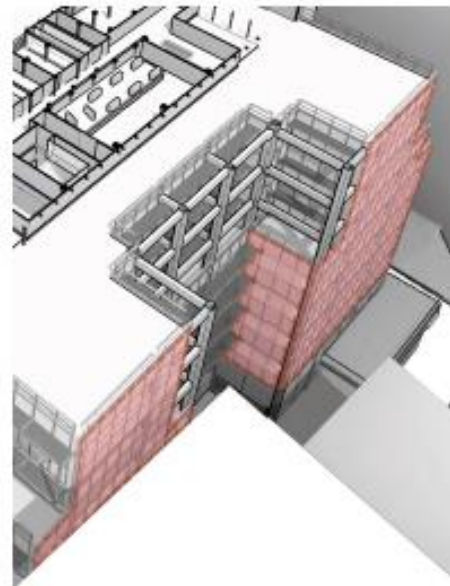
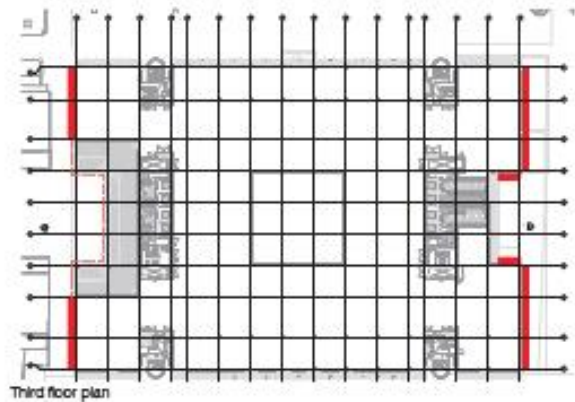
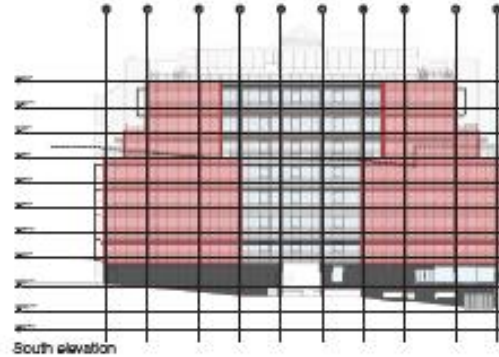
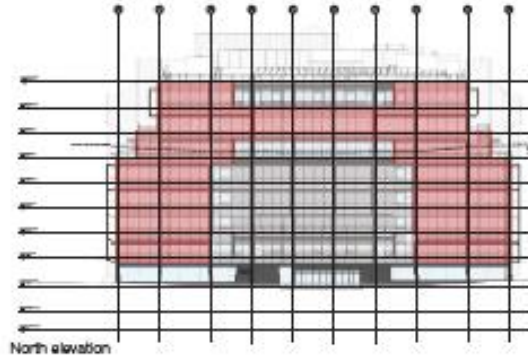
1	Review suitability of access doors for means of safe access. Can the access hatch be extended to full height door?. Works completed.	PC
2	Clashes with existing services-access if better to step over visible services or provide access ladder than limited opening of access hatch.	PC
3	Mock-up to be provided to make assessment of the above. Works completed.	PC
4	Confirm if gentry/safety gates are provided at each level for fall prevention within riser.	PC
5	Management 'buddy' working - Confined space. FM procedures to note.	CLIENT
6	Handrails installed.	PC
7	Survey to verify it is safe to use by Cento required, how will adaptions and cutting inside by Domaris be managed and recorded. Works completed.	PC

DESIGN TEAM STATUS			
Client	British Land	Architect	AHMM
Struct, Serv & Fire Eng.	Anup	Cost Consultants	Equus Consulting
Planning Consultants	DPS	Project Manager	ME
Principal Contractor	SFM		

15.2 - Façade – Access and Maintenance of External Envelope

NORTH & SOUTH FACADES

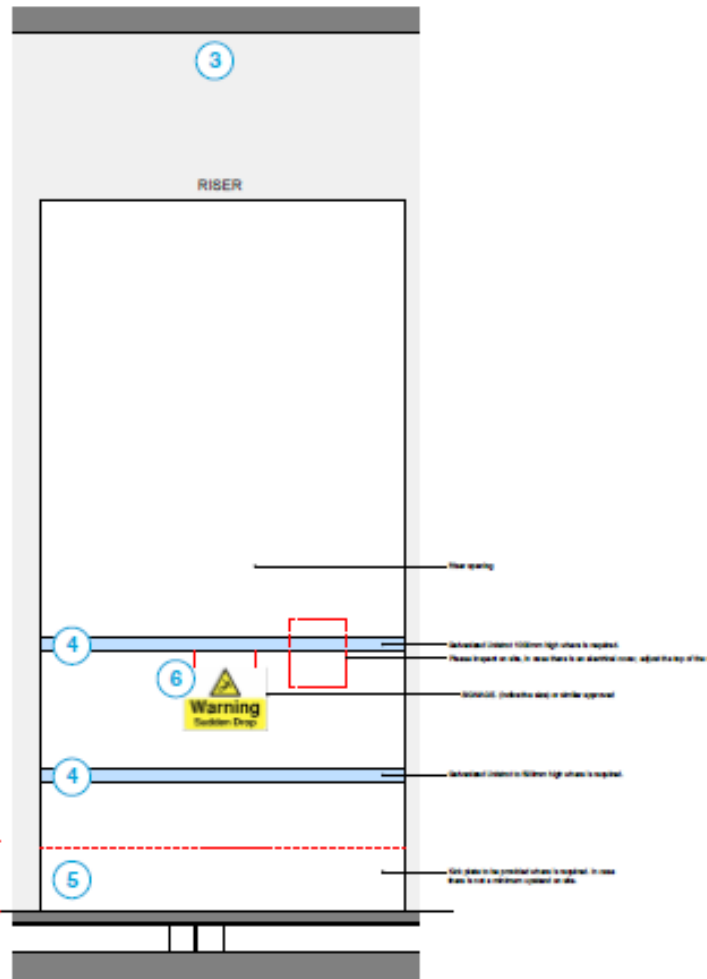
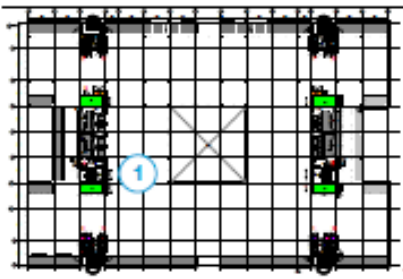
Abseiling on north and south facade - alternative approach to Davit arms is using deadweight mobile trolleys



①	North & South facades to be maintained and cleaned via mobile elevated working platform (MEWP) which is planned to be hired.	PC
②	Temporary protection of paving/method of statement for access to be developed with BEL and access company. FM procedures to note.	CLIENT
③	Existing abseil gantry steelwork and bases to only be removed where clashing with accessible terraces (Level 7) and tenant plant (Level 8). Work completed.	CLIENT

DESIGN TEAM STATUS			
Client	British Land	Architect	AHMM
Struct, Serv & Fire Eng	Arup	Cost Consultants	Equus Consulting
Planning Consultants	DPG	Project Manager	MG
Principal Contractor	SRM		

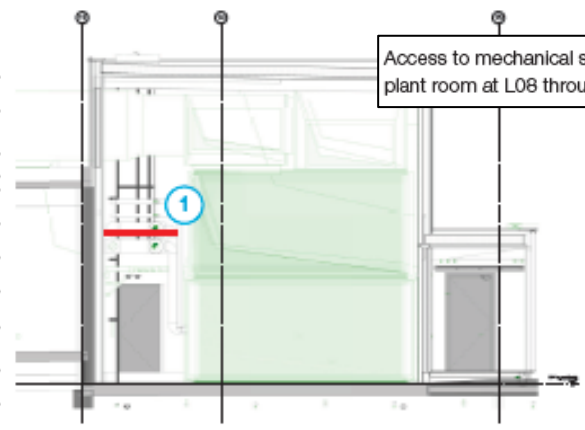
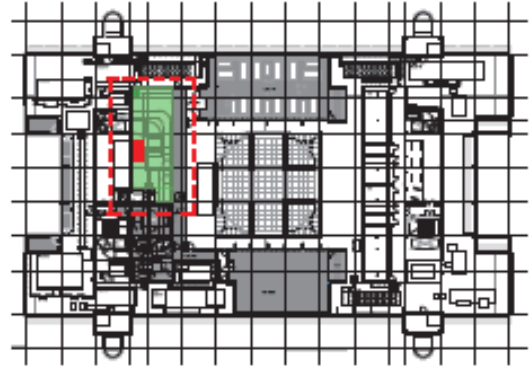
Main/Perimeter cores
- Riser guarding system



1	Scope checked on site and the existing conditions for each riser identified.	PC
2	Existing riser condition.	PC
3	Provided general detail illustrating the minimum measures required.	PC
4	Galvanized Unistrut installed.	PC
5	Kickboard provided where it is required.	PC
6	Signage provided to all the required risers.	PC

DESIGN TEAM STATUS			
Client	British Land	Architect	AHMM
Struct, Serv & Fire Eng.	Arup	Cost Consultants	Equals Consulting
Planning Consultants	DP9	Project Manager	MS
Principal Contractor	SFM		

Access to mechanical service at high level - Plant room L08



Access to mechanical services to the north core ahu plant room at L08 through raised gantry.

① Access to mechanical services to the north core ahu plant room at L08 through raised gantry. Ongoing



DESIGN TEAM STATUS			
Client	British Land	Architect	AHMM
Struct, Serv & Fire Eng.	Arup	Cost Consultants	Equis Consulting
Planning Consultants	DPG	Project Manager	MG
Principal Contractor	SRM		

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Appendix 7 – Principles of Prevention Procedure

Principles of Prevention

The following is an extract from the L153 Guidance Document.

General principles of prevention

These set out the principles that duty holders should use to direct their approach to identifying the measures necessary to Consult the risks to health and safety in a particular project. The general principles of prevention are set out in full in Appendix 1 and can be summarised as:

- a) *Avoid risks*
- b) *Evaluate the risks which cannot be avoided*
- c) *Combat the risk at source*
- d) *Adapt the work to the individual, especially as regards to the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health.*
- e) *Adapt to technical progress.*
- f) *Replace the dangerous by the non-dangerous or the less dangerous.*
- g) *Develop a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the work environment.*
- h) *Give collective protective measures priority over individual protective measures.*
- i) *Give appropriate instruction to employees.*

CDM 2015 requires Designers, Principal Designers, Principal Contractors and Contractors to take account of these principles in carrying out their duties in applying hierarchy or risk elimination and reduction.

Appendix 8 – Health & Safety Policy Procedure

Requirements for the Health and Safety File, incorporated within the Building Manual

5. The Health and Safety File within the asset or building manual should contain the information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely and without risk to health.
6. The Principal Designer, in cooperation with other members of the project team must ensure that the Health and Safety File information is appropriately updated, reviewed and revised as necessary to ensure it takes account of any changes that occur as the project progresses.
7. The Principal Designer must pass the updated File to the Client at the end of the project. In doing this, they should ensure the Client understands the structure and content of the file and its significance for any subsequent project. If the Principal Designer's appointment finishes before the end of the project, they must pass the file to the Principal Contractor who must then take on responsibility for it. In doing this, the Principal Designer should ensure the Principal Contractor is aware of any outstanding issues that may need to be taken into account when reviewing, updating and revising the Health and Safety file.
8. For the duration of the Principal Designer's appointment, the Principal Contractor plays a secondary role in ensuring the Health and Safety File is fit for purpose. They must provide the Principal Designer with any relevant information that needs to be included in the Health and Safety file.
9. Where the Principal Designer's appointment finishes before the end of the project, the Principal Contractor must take on responsibility for ensuring that the file is reviewed, updated and revised for the remainder of the project. At the end of the project the Principal Contractor must pass the file to the Client. In doing this, they should ensure the Client understands the structure and content of the File and its significance for any subsequent project
10. The Health and Safety File is a key document for:
 - British Land who have the duty to provide information about their properties to those who carry out work there;
 - Designers during the development of further design or alterations;
 - The Principal Designer preparing for construction work. Principal contractors and Contractors preparing to carry out or manage such work.
 - The Principal Designer will coordinate the preparation, review, amend or add to the file as the project progresses and hand it over to British Land at the end of the project.
11. Operation and Maintenance Manuals (O&M's) are referenced to, but not included in the Health and Safety File as these will be prepared and delivered separately at the completion of the project works.
12. The Principal Designer will agree with the Project Managers, Designers and the Principal Contractor the programme for deliverables during construction works, as the preparation of the Health and Safety File cannot be left just before approaching Practical Completion (PC).

The end user and BL Property Management should be provided where relevant to the project works the below contents and format of the Building Manual, incorporating the Health and Safety File directly via formal meetings through the project and finally at Handover/ PC that is minuted and/or within the contract terms and conditions, overleaf:

Building Manual, incorporating the Health and Safety File Checklist and Principal Designer Handover Statement

Project Name:		
Location:		
Principal Designer:		
Date of Project:		
Content Requirements	Y/N	Comments
Introduction - Purpose of the Health & Safety File; file holders responsibilities identified		
Project Directory included (principal parties only)		
Description of the works including as appropriate general overview, extent of works, brief description of work packages		
Significant residual hazards and risks identified and measures to be adopted to control level of risk (for example surveys or other information concerning asbestos; contaminated land; buried services etc.)		Design Risk Register containing only the significant risks related to the cleaning, maintenance, operation and use of the building, facility or structure, incl. any future deconstruction. Significant risks can link to hazard symbols and notes on As-Built drawings.
Design Criteria:		
Architectural		
Mechanical and Plumbing		
Electrical:		
Substructure		
Superstructure – see right and below		Key structural principles incorporated in the design of the structure (e.g. load bearing walls, bracing, sources of substantial stored energy including pre or post-tensioned members)
Safe working loads for floors, roofs and curtilage identified (particularly where these may preclude placing scaffolding or heavy machinery there), maximum weights that can be cantilevered off walls.		
Hazardous materials used identified (for example lead paint; pesticides; special coatings which should not be burnt off etc. Include supplier's safety data sheet for all materials / substances listed		
Asbestos Removal and clearance air test certificates (where applicable)		
Strategy and information, regarding the plant and equipment replacement or removal/ dismantling (for example any special arrangements for lifting, hard standing for cranes, specific order of dismantling or other special instructions for dismantling etc). Include for size and weights of heavy items.		Contents: <ul style="list-style-type: none"> • Introduction • Goods Lift Access • Breakout Panels Location • Lifting Beams • Roof Plant Removal and Replacement Access Routes, Hard Spots, and Loadings for Cranage (if required)

Content Requirements	Y/N	Comments
<p>Strategy and information, regarding the safe access for cleaning and maintenance of the building and fixed plant. Include for the provision of safe access / egress, emergency escapes, safe working space / platforms, specific equipment and controls.</p>		<p>Contents:</p> <ul style="list-style-type: none"> • Introduction • Access Systems (all external and internal access equipment and systems) • Impact Loads • Glass and Other Façade Component Replacement • Over Sailing Diagrams (where appropriate) • Equipment Data <p>Time and Motion Study (establishment of cleaning frequencies)</p>
<p>Strategy and information, regarding the Glazing Replacement [Note these are separate to the Cleaning and Maintenance Access Strategy. However, do need to be read in conjunction]:</p>		<p>Contents:</p> <ul style="list-style-type: none"> • Introduction • Façade Elevations and Plans • Glazing Specifications • Removal and replacement of any additional components (e.g. if Brise Soleil' will be required to replace the glazing) • Removal and replacement of the Glazing • Removal and replacement of other Façade Components • Access routes, Hard spots and Loadings for Cranage (If required)
<p>Nature, location, and markings of significant services including underground cables; gas supply equipment; fire-fighting services and shut off valves etc.</p>		
<p>Fire Safety Information (Regulation 38 of Building Regs) applicable to the complexity of the project and incorporating means of warning and escape, fire compartmentation, fire service provision and equipment, fire doors, fire suppression systems, smoke control systems, places of special fire hazard and any assumptions relating to maintenance and management of the fire safety precautions should also be identified</p>		
<p>As-Built drawings for building fabric and structure</p>		
<p>Information and reference to O & M documentation including information of the plant and equipment (e.g. as-built drawings for means of safe access to and from service voids etc.)</p>		
<p>Test certification (where applicable)</p>		
<p>Acoustic Test Certificates.</p>		
<p>Air Permeability Test Certificates.</p>		
<p>Boilers, Pressure Vessels and Pipe Work Test Certificates.</p>		
<p>Building Regulations Compliance.</p>		
<p>Building Control Completion Certificate.</p>		
<p>Code for Sustainable Homes Certificates.</p>		
<p>DDA (Equal Opportunities 2010) & Part M Compliance.</p>		
<p>Dry Riser Certificates.</p>		

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Electrical Disconnection Certificate.		
Electrical installation Test Certificates.		
Emergency Lighting Completion Certificates.		
Environmental Health Officer's Certificate.		
Equipment Guarantees – various.		
EPC Certificates.		
Fire Alarm and system Certificates.		
Fire Strategy and Fire Risk Assessment (Initial – prior to Handover).		
Fire Door Schedule and certification.		
Fire Stopping certification.		
Gas Decommissioning Certificate.		
Gas Installation Test Certificates.		
Heating Plant Commissioning Records.		
Content Requirements	Y/N	Comments
Test certification (where applicable) Cont'd:		
Intumescent Paint Coating Guarantees.		
Lift (Passenger and Goods) and Escalator Test Certificates.		
Lift Installation Certificates and Escalator (EN 81s)		
Lightning Conductor Test Certificate.		
BMU – Cradle - Man safe System Certificate.		
Mechanical Ventilation, Plant & Air Installation Test Certificates.		
Other Plant Installation – BMS.		
PHE Installation Certificates.		
Practical Completion Certificate.		
Roof Lights Guarantee Certificate		
Roof membrane warranty/ Insurance backed guarantee.		
Schedule of Guarantees and Warranty periods.		
Secure by Design Certificate.		
TV Signal Certificate.		
Water Sampling Test Results.		
Water Sterilisation & Chlorination Certificate.		

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Window Glazing (FENSA certificates)		
Asset Register of all M&E Assets installed		M&E Contractors
Travel Plan where required by Section 106 Agreement – via Architects/ Transport Consultants		On-going Travel Coordination
Soil/ Site Investigation Reports/ Piling Consents etc.		Part of or an addition to the Geo Tech Survey report
Copy of all existing temporary utilities		M&E Contractors
On-going utility supply contracts		M&E Consultants

The Health & Safety File has been reviewed for its adequacy and completeness on behalf of British Land

Name:		Date:	
Signed on behalf of the Client:		Comments:	H & S File adequate and complete

Principal Designer’s handover statement

Project:	
Location:	
Principal Designer:	
Date of handover of File:	
File handed over to:	
File format (Hard copy / soft copy):	
Address:	
Signed on behalf of the Principal Designer:	
Date:	

The Project and Construction Teams should upload all their relevant information and documents to their project collaborative sites such as Aconex or Viewpoint etc. and prior to Practical Competition (PC) and handover in agreed MSWord and Adobe Pdf format on OneDrive and/or Box to ensure the BL Property Management team have access to ongoing operational management information whilst the separate O&M Manuals will be compiled by an appointed consultant.

A Golden Thread of documentation and evidence shall be collated, providing sufficient evidence of properly inspected and signed off installation of the completed works. This is aided by extensive photographic records, geolocated and date referenced, to be stored within the BIM or suitable third party software enabling a historic view of the works as they have progressed and prior to being closed up. All fire stopping and life safety systems must be recorded and witnessed. Best practice examples may be shared with the project team to demonstrate suitable compliance and aid transition of duty holders.

In exceptional cases, as last option and default in accordance to L153 CDM 15 Appendix 4, the contents of the Health and Safety File must at least contain information relevant to the project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the Health and Safety File, information on the following should be considered for inclusion:

- a) a brief description of the work carried out
- b) any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land)
- c) key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs
- d) hazardous materials used (e.g. lead paints and special coatings)
- e) information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment)
- f) health and safety information about equipment provided for cleaning or maintaining the structure
- g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc
- h) information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors)

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work. However, the level of detail should be proportionate to the risks. e.g. include within the Appendix the Design Risk Register listing only the remaining significant risks for the cleaning and maintenance, use of the building or structure or facility as a workplace (safe for use) and future deconstruction.

The File should **not** include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc. Information must be in a convenient form, clear, concise and easily understandable.

Appendix 9 – Matters to Consider when Visiting Premises and Sites

- Are there any risks associated with travelling to and from site?
- Will there be any lone working?
- What is the condition of the property and Is the property occupied?
- Are there any hazards associated with activities due to current occupation?
- Are there any site rules and welfare and PPE requirements?
- If it is necessary to access a roof is there safe means of access and suitable edge protection?
- Are there any risk associated with using scaffolds or other access equipment?
- Are there likely to be any hazardous articles or substances on the premises (e.g. chemicals, asbestos, syringes/needles, etc.)
- Is there an Asbestos management plan in place?

Are there likely to be any adverse environmental conditions? (e.g. weather, lighting levels, etc.) Matters to consider on arrival at the premises and sites

- Is there any risk to the structural stability of the buildings?
- Are there any risks associated with condition of floors, timbers, glazing or sharp objects?
- Are there any risks associated with accessing the roof?
- Are there likely to be any dangerous atmospheres? (e.g. confined spaces, flammable materials storage, etc.)
- Are floors free from slip and trip hazards?
- Are there any openings, e.g. ducts, lift shafts, flooring?
- Are there any other people or animals on the property?
- Has the power to the building been isolated?
- Will you need to provide your own method of lighting on site e.g. torch?
- Has the water system been drained down and isolated?
- Have lifts and escalators been isolated?
- Could there be any contamination on the property? (e.g. asbestos, pigeon guano, etc.)

The above lists are by no means exhaustive and the extent to which any of the items might be relevant in a particular circumstance will vary.

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