YouMatter

Safety, Health, Environmental & Quality Requirements and Standards for Subcontractors

McLaughlin & Harvey

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Management Arrangements

Introduction
The health, safety and wellbeing of our workforce, our subcontractors, our suppliers, members of the public and the environment is fundamental to us.

We all must be diligent in taking care of the health, safety and wellbeing of ourselves, colleagues and anyone who may be affected by our actions. We all have an individual responsibility to challenge unsafe practices, report unsafe conditions and comply with all health, safety & environmental requirements.

McLaughlin & Harvey regard compliance with legislation as the minimum standard to be achieved. We will promote best practice throughout our operations with the aim of continually improving. This will ensure our management teams can deliver the highest standards of health, safety and environmental performance throughout our business.

We are committed to preventing injuries and protecting health, wellbeing & the environment by driving improvements, creating innovation and challenging conventional views and practices.

All subcontractors working for and on behalf of McLaughlin & Harvey must adhere to the requirements of this document, the site-specific SHEQ Project Plans, site rules and all relevant legislation and standards.

Pre-Qualification
All subcontractors must demonstrate their health, safety, environmental and quality competencies through our pre-qualification process. Only once the key competencies have been established and our subcontractor commitment statement signed will the subcontractor be deemed an approved supply chain member.

Any waste contractors engaged to service our sites will be subject to a formal Waste Contractor Questionnaire (IMS Ref: 4180). This is to ensure that only competent, compliant, and reputable waste carriers and disposal operators are used across all projects.

Risk Assessments & Method Statements
Subcontractors must supply site specific risk assessments and method statements – generic documentation will not suffice. You will be expected to have a sufficient assessment of the risks arising from your activities and implement control measures in line with recognised legal requirements, industry best practice and the conditions found on the relevant site. All documents must be sent to the McLaughlin & Harvey Project Manager in a timescale sufficient to allow for the content to be reviewed and approved prior to works commencing (minimum 2 weeks).

Your work activities will not be allowed to commence until the project management team confirms your documentation is suitable and fit for purpose.

Subcontractors are required to ensure that their employees are briefed on their specific risk assessments and method statements. McLaughlin & Harvey will require documentary proof to this effect.

Inspection & Test Plans (ITPs)
Subcontractors must supply site specific Inspection & Test Plans - generic documentation will not suffice. You will be expected to have a sufficient assessment of the scope of work for your activities and implement control measures in line with recognised legal requirements, industry best practice and the conditions found on the relevant site. All ITPs must be uploaded 4 weeks prior to your works starting on site into the McLaughlin & Harvey Common Data Environment (CDE) which the default is Viewpoint for Projects. Your work activities will not be allowed to commence until the project management team confirms your documentation is suitable and fit for purpose. Subcontractors are required to ensure that their employees are briefed on their specific ITPs. McLaughlin & Harvey will require documentary proof to this effect.

To ensure that the Quality Requirements are fully understood by the subcontractor, our client (if required under the contract) and the McLaughlin & Harvey project team prior to starting work, the ITP must go through the workflow in Viewpoint for projects.

For any assistance on the workflow then please reach out to our document control teams at the following email addresses:-

- **documentcontrol.belfast@mclh.co.uk** for Belfast and Civils projects.
- **documentcontrol.glasgow@mclh.co.uk** for Glasgow projects.

Subcontractors must use the McLaughlin & Harvey ITP Template (reference 1920) to create their Inspection and Test Plans for a McLaughlin & Harvey project. A guidance document (reference 4125) is available and included in Folder 01. Project Guidance on Viewpoint. This clearly explains what information should be contained within a project specific ITP.

Subcontractors shall only be able to use their own companies ITP template if the following criteria is met:-

1. They have a current certified Quality Management System to the latest version of ISO9001.
2. Their ITP template is clear, robust and meets the requirements of the McLaughlin & Harvey ITP guidance document.

Should this not meet the strict requirements then the McLaughlin & Harvey template must be used and uploaded to the workflow in Viewpoint for acceptance by the McLaughlin & Harvey project team.

All ITPs shall be produced and ready for discussion at the SHEQ Pre-Start meeting.

On completion of a package of works, the subcontractor must ensure that all inspection check sheets, snags and NCRs related to these works are closed out and then offer the works to McLaughlin & Harvey for acceptance. This is done using an ITP Completion Record. The purpose of the record is to verify that the works on site have been installed to the contract requirements and any associated errors have been rectified. A physical review of the ITP must be completed in conjunction with the subcontractor and a member of the McLaughlin & Harvey project team to ensure that all of the documentation that was identified in the ITP has been handed over to McLaughlin & Harvey.

Subcontractor Meetings

All subcontractors are required to attend one off and regular meetings. The following are the core meetings where the subcontractor must attend:

- Pre-Acceptance Meeting (Held a minimum of 6 weeks before starting on site)
- SHEQ pre-start (Held a minimum of 2 weeks before starting on site)
- Monthly SHEQ
- Monthly progress
- Daily coordination
- Any other SHEQ related meetings as required by the project

McLaughlin & Harvey Online Induction

Prior to starting work on a site, all subcontractor employees must be enrolled on our online induction portal. Subcontractors are responsible for ensuring that each employee is enrolled, providing all mandatory information during the enrolment process.

Each employee will then be required to complete the online induction **prior** to attending a McLaughlin & Harvey site.

All operatives will be required to register their attendance on a site using the face recognition scanners at the entrance to the work area.

Site Induction

Everyone attending a McLaughlin & Harvey site for the first time is required to attend the site specific induction briefing.

Competency & Training

Managers, supervisors and personnel must confirm that they have received appropriate safety training to enable them to carry out their tasks and evidence must be provided when requested.

All operatives and supervisors must be in possession of a current and relevant CSR, CSCS, CPCS, FAS CSCS / Safepass card or equivalent card relevant to their appropriate skill or trade.

In addition, all plant operatives and Slinger Signaller/ Traffic Marshal must be in possession of a current plant competency card relevant to the plant being operated, e.g. CSR Plant cards, CPCS, IPAF, or FAS CSCS + Safe Pass category.

Subcontractors are required to ensure that their employees attend a regular programme of Tool Box Talks on site. McLaughlin & Harvey require you to have documentary proof of these talks.

The table overleaf is the list of accepted competency and training schemes accepted by McLaughlin & Harvey.

ACAD	The Asbestos Control & Abatement Division – trade association and UKATA asbestos removal training provider representing specialists in asbestos removal
ACE	Engineering Construction Workers
AITT	Association of Industrial Truck Trainers
ALLMI	Association of Lorry Loader Manufacturers & Imports for lorry loader training
ARCA	The Asbestos Removal Subcontractors Association
BES	Building Engineering Services is a division of Construction Skills that provides training, assessment and certification for people who work with electric, gas, water, steam and refrigerants
BICS	British Institute of Cleaning Science
BIOH / UKAS	British Institute of Occupational Hygiene - for surveyors and asbestos analysts
BT	BT with Openreach operates an IOSH scheme for telecom engineers incorporating training and retesting every 3 years. This results in a BT IOSH passport
CCDO	Certificate of Competence of Demolition Operatives
City & Guilds	Specialist courses in tree surgery and confined spaces entry
CISRS	The Construction Industry Scaffolders Record Scheme if for scaffolding operatives and is affiliated to the CSCS scheme
CPCS	The Construction Plant Competence Scheme – is the main standard for plant operators
CSCS	Construction Skills Certification Scheme – the largest construction competency scheme within the UK
CSR	Construction Skills Register is the Northern Irish register of workers who have completed industry approved CSR H&S training courses. This card is affiliated with both CSCS and Safepass schemes.
CRO Card	The Construction Related Occupation card, developed by the CSCS is a card for occupations that don't have a formal CSCS card category
ECS	Electrotechnical Certification Scheme (affiliated to CSCS)
FAS CSCS	ROI 'Construction Skills Certification Scheme' – workers in the following occupational categories are legally required to hold a FAS CSCS Registration card: plant, scaffolding, roofing, road workers, mobile access tower and shot firing.
FAS Safe Pass	ROI specific health and safety awareness training programme – evidence of safe Pass training card is a legal requirement for many construction trades

FASET	Fall Arrest Safety Equipment Training is required from all operatives involved with the installation and inspection of safety nets
FPA	The Fire Protection Association – supervisory personnel working on some client occupied premises may be required to have the FPA 'Hot Work Passport'
FPS	Federation of Piling Specialists – (Piling Supervisors Safety Training Scheme is equivalent to the SSSTS course)
Gas Safe	The Gas safe Register (recognised In both GB and NI) is the official list of gas engineers who are registered to work on boilers, cookers, fires and all other gas appliances.
HSE	Commercial diving qualifications
IPAF	The International Powered Access Federation (IPAF) is an operative record scheme for users of powered access equipment.
IRATA	The Industrial Rope Access Trade Association
ITSAAR	Independent Training Standard Scheme Training Register
JIB Card	Cards are held by electrical, electronic, installation engineering and building services personnel holding a H&S assessment certificate. The card is affiliated with CSCS.
JIB - PMES	The JIB Plumbers Mechanical Engineering Services (PMES) scheme is the standard measure of skills, knowledge, competency and health and safety awareness for UK plumbing industry.
NPORS	National Plant Operator Registration Scheme
RTITB	Road Transport Industry Training Board
RYA	Marine specific qualifications in Sea Survival, Powerboat & First Aid
SCORE card	Scottish Construction Registration Executive (for tradespeople who have completed appropriate H&S training)
SkillCard	The engineering services Skill Card provides a competence register of people working throughout the heating, ventilation, air conditioning and refrigeration sector of building services engineering. The scheme is affiliated with CSCS
SNIJIB	Plumbers in Scotland and Northern Ireland
UKPIA / SPA	United Kingdom Petroleum Industry Association Forecourt Contractor Safety Passport Scheme
UKAS	United Kingdom Accreditation Service – Mandatory Laboratory Accreditation
UKATA	United Kingdom Asbestos Training Association

Management Arrangements

Supervision

Subcontractors must provide full-time supervision (qualified to Site Safety Supervisor / SMSTS, SSSTS standards and / or trade specific supervisory qualification) on all projects and are to be available at all times on site. The number of supervisors is subject to the level of risk and the number of operatives on site.

All Supervisors must have attended the McLaughlin & Harvey Black Hat Training Academy prior to supervising on our projects.

All 'non-English speaking' personnel must be able to receive English spoken site communications and instructions. This will require the subcontractor to provide adequate competent supervision levels (on a 1:5 ratio) who can translate communications and instructions into and from the relevant language(s) of the subcontractor's workforce.

The table opposite is the minimum level of non-working supervision per trade. Supervision (working & non- working) will be determined according to the levels of risk involved, the competence of those undertaking the works and will be agreed upon at the Pre-Acceptance meeting with the McLaughlin & Harvey Project Management team.

Supervisors should have access to a digital tablet (Either Apple or Android) with a minimum storage of 64GB to create inspection check sheets, safety inspection forms, permits and other elements of the McLaughlin & Harvey management system on Field View. It will also be used to manage any non-conformance reports (NCRs) and snags that may be raised by McLaughlin & Harvey Project Team. It is the subcontractor's responsibility to download the Field View app from either the App Store or the Google Play Store. Full training will be provided to the supervisor from the site Field View Champion to ensure that they are competent in the use of the system.

NOTE: Tablets to be supplied to the Supervisors by the subcontractor not by McLaughlin & Harvey. Where there are multiple Supervisors, they will each require a tablet again to be provided by the subcontractor.

Supervisors are required to:

1. Complete the Black Hat Academy within 3 weeks of starting works on site.
2. Wear black hard hats to ensure they are easily identifiable.
3. Undertake inductions ensuring the competence of their operatives.
4. Complete a daily task briefing and Point of Work Risk Assessment with their team prior to starting the proposed works for that day.

Trade	Risk	Non-Working Supervisor Threshold
Asbestos Removal	H	4 Operatives
Cladding	H	
Curtain Wall / Window Systems	H	
Demolition	H	
Diving	H	
Electrical	H	
Formwork / Temporary Works	H	
Mechanical	H	
Piling Operations	H	
Precast Concrete	H	
Railway Works	H	
Roofwork	H	
Scaffold	H	
Structural Steel	H	
Traffic Management	H	
Working on or Near Water	H	
Brick/Block Laying	M	8 Operatives
Concrete & Reinforcement Works	M	
Groundworks	M	
Joinery	M	
Lift Installation	M	
Partitions / Ceilings	M	
Plastering / Drylining	M	
Screeding	M	
Surfacing	M	
Welding	M	
Fencing	L	10 Operatives
Flooring	L	
Landscaping	L	
Painting	L	
Soft Finishes	L	
Tiling	L	
Other		By agreement with McLaughlin & Harvey Operations Manager

5. Attend meetings at the request of McLaughlin & Harvey.
6. Promote a positive safety culture attitude and behaviour in the workforce by embracing the principles of fairness, inclusion and respect, stopping any unsafe acts or challenging unsafe conditions.
7. Organise work to be carried out in accordance with relevant Risk Assessments and Method Statements (RAMS) and Quality Control procedures e.g. drawings, specifications, inspection and test plans.
8. Carry out progressive quality inspections with photographs of their installations to confirm the works have been checked for compliance. All defects must be recorded and closed out with satisfactory evidence (i.e. photographs) to confirm that the works meet the contractual and specified requirements.
9. Monitor personnel under their control to ensure they comply with their individual responsibilities in SHEQ matters. Identify any SHEQ training requirements they may require and advised appropriate management accordingly.
10. Formally record Safety, Health & Environmental positive and negative observations through the use of the McLH SEORs system.
11. Where appropriate, assess and implement any additional SHEQ controls required to address the needs of new employees, young persons, those with language barriers and inexperienced personnel.
12. Ensure that all relevant personnel are involved in SHE Risk Assessments prior to any work activity commencing. Monitor RAMS to ensure they accurately reflect the current SHE hazards present.
13. Ensure that any required changes to your works are agreed in advance with the McLaughlin & Harvey project management team.
14. Ensure control measures are implemented and that method statements are available and clearly understood.
15. Give personnel under their control, including subcontractors, clear instructions on the safe methods of work. Establish effective arrangements for two-way communication. Understand the importance of daily briefings. Where appropriate, deliver toolbox talks to the work teams to ensure that all SHEQ instruction, guidance and the importance of identifying and controlling site hazards/risks are clearly understood.
16. Ensure that accidents, incidents and near misses are reported immediately to the relevant manager.
17. Ensure that mandatory and supplementary personal protective clothing and equipment is used where identified within RAMS and is properly maintained and stored.
18. Ensure that plant and equipment supplied is appropriate for the work with the necessary certification.
19. Ensure that plant and equipment is immediately put out of use if unsafe or presents a potential threat to the environment.
20. Comply with all requests relating to health safety and welfare and will make available all relevant daily / weekly / other inspection and test records when requested to do so.
21. Ensure that only competent and authorised persons operate plant and equipment.
22. Ensure that unattended plant, materials and premises are left in a condition that does not present a risk to persons or the environment.
23. Ensure the highest standards of housekeeping are implemented and maintained.
24. Ensure that the disciplinary process for breaches of SHEQ procedures and rules is applied where necessary.
25. Plan, liaise and coordinate with McLaughlin & Harvey Management as well as other sub-subcontractors to ensure works are carried out in a safe sequence.
26. Waste must be avoided wherever practicable through careful planning, efficient use of materials, and good workmanship.
27. All waste must be managed in full compliance with the Duty of Care requirements. Waste shall only be transferred to appropriately licensed carriers and taken to authorised facilities permitted to receive the specific type of waste being removed.
28. All works must be planned and carried out in a manner that prevents pollution of land, water, and air. Appropriate control measures must be implemented to minimise the risk of spills, runoff, and environmental contamination.
29. Works must be undertaken so as to minimise nuisance to neighbouring properties, occupiers, and businesses. This includes effective control of noise, dust, vibration, lighting, and other site activities that may cause disturbance.
30. All ecological constraints identified on the project must be protected throughout all phases of the works. Appropriate mitigation measures must be implemented to safeguard habitats, protected species, and biodiversity features.
31. The principles of the waste hierarchy (prevention, reuse, recycling, recovery, disposal) must be actively applied in all decision-making to minimise waste generation and maximise resource efficiency.
32. Subcontractors must provide McLaughlin & Harvey with accurate records of electricity, fuel, water consumption, and waste generation upon request to support environmental performance monitoring and reporting requirements.
33. Ensuring all personnel under their control fully understands the requirements of the Considerate Constructors Scheme by providing training and information sessions.
34. Ensure that work activities do not contravene any planning conditions.
35. Ensure that all deliveries to the site are planned and coordinated with McLaughlin & Harvey.
36. Engage in positive observations and interventions.
37. Check all materials delivered to site to ensure that these are as specified.
38. Quarantine any materials that are found to be defective, suspect, fraudulent or non-compliant.
39. Encourage all of their workforce to adopt a right first time mentality when it comes to their installations.

McLaughlin & Harvey Black Hat Academy

Aim
To provide Supervisors with the knowledge of the McLaughlin & Harvey mandatory requirements for Supervisors working on our projects, thereby ensuring Supervisors have clear ownership and responsibility for the individuals they put to work with the overall goal of delivering our projects, safely, on time and to specification.

Minimum Training Requirements
Delegates are required to have completed one of the courses below before registering for the Black Hat Academy:-

- Site Management Safety Training Scheme (SMSTS)
- Site Supervisor's Safety Training Scheme (SSSTS)
- CSR Site Safety for Supervisors Course
- CCDO Demolition Supervisor Course
- CCDO Demolition Manager Course
- CISRS Managers Course
- CISRS Scaffolding Supervisor
- IOSH Managing Safely in Construction
- IOSH Safety, Health & Environment for Construction Site Managers
- NPORS Construction Site Safety Manager
- NPORS Site Supervisors Safety Course
- BALI's ROLO (Register of Land Based Operatives) Manager Course (Level 4 - Course specification – 90627)
- BALI's ROLO (Register of Land Based Operatives) Supervisor Course (Level 3 - Course specification – 190805)
- FPS Piling Specialists Supervisor Training
- CCDO Demolition Chargehand Course
- CCDO Demolition Supervisor Course
- Equipe Site Supervision of Geotechnical Sites

Duration
The McLaughlin & Harvey Black Hat Training Academy is a two-day course, delivered on consecutive days. Please note attendance on both days is required to complete the course, we are unable to facilitate part attendance. If a delegate cannot attend part of the course, they will be required to repeat the course in full.

The Black Hat Academy certification is valid for 3 years.

Overview
Health & Safety
- Duties of a Black Hat Supervisor
- Accident Reporting
- Supervisor Thresholds
- Daily Coordination and Point of Work Safety Briefing
- Safety & Environmental Observation Reports
- Personal Protective Equipment
- Control of Substances Hazardous to Health
- Work Equipment
- Lifting Equipment
- Working at Height
- Permits
- Excavations
- Fire & Emergency
- Drugs & Alcohol

Quality
- Supervisors Role in Quality
- Planning for Quality
- Quality Model
- Inspection & Test Plans
- Inspection Check Sheets
- The Cost of Errors

Environmental
- Waste Management and Duty of Care
- COSHH and Spill Management
- Cementitious Management
- Water Management and Permit to Pump
- Nuisance Management e.g. Noise, Vibration and Dust
- Monthly Returns

Requirements
Delegates will be required:

- Have a works email address so that they can log into Field View. This is critical to ensure that they have the required access to do their role.
- To bring an Apple or Android tablet (as elements of the training course will include the use of Field View).
- To bring an Inspection Check Sheet from a current or completed project.

Booking
Booking of the Black Hat Academy should be done via **https://blackhat.youmatter.co/**

The Black Hat Academy is provided free of charge to all supply chain partners.

Cancellation within 48 hours of the course or non attendance will incur a cost of £500.

Access to Site
Subcontractors required to work outside core site working hours must agree these in advance with the Project Management Team.

No parking is permitted on site without prior agreement. Loading and unloading of deliveries must only be conducted in designated areas and pre-arranged with McLaughlin & Harvey.

Visitors to Site
You must advise the McLaughlin & Harvey project management team in a timely manner of visitors you intend to bring to site to ensure that such visitors receive an appropriate and site-specific induction. Visitors could include third party auditors, external enforcing authority representatives etc.

No-one is permitted on site without receiving an appropriate induction.

As part of Scope 3 emissions reporting, staff mileage will be recorded via Msite upon entry to site. Where Msite registration is not available or cannot be completed, operatives must ensure their mileage is manually recorded on site and submitted in accordance with site requirements.

Trainees & Inexperienced Workers

Young People
Prior permission must be sought from McLaughlin & Harvey before those under the age of 18 can enter a site. It should be noted that those who are 16 or 17-years old should not exceed 40 hours of work per week. Persons under 16 are not permitted on site.

A 'Young Person's Risk Assessment' (between 16 and under 18yrs) must be provided for all young people wishing to work on our sites along with evidence of it being issued to the young person's parent or guardian.

Young people should be assigned to a "mentor" (responsibilities and duties should be assigned to the young person and the "mentor" respectively). (A "mentor" is a responsible person with sufficient knowledge, ability, training and experience in the relevant work and associated safe systems of work).

The young person may not use an angle grinder, concrete saws, nail guns, pneumatic power tools, mechanically propelled plant or any other plant or material requiring special training or skill.

Note: Young people under the age of 18 are not permitted to operate mobile or mechanical vehicles.

McLaughlin and Harvey must be notified in advance of any Trainee or inexperienced workers attending any project.

An additional risk assessment will be required to identify the arrangements to be employed to supervise these workers.

Welfare Facilities & Housekeeping
Site personnel will be advised of all welfare facilities provided for their use. These are not to be abused and subcontractors should assist in keeping facilities clean and tidy, out of courtesy to other users. Where welfare facilities are shared with a Client you must observe all site requirements relating to behaviour, dress and use of the facilities.

Welfare facilities will be provided with appropriate waste segregation systems for canteen and office waste, including separate containers for general waste, dry mixed recycling, and food waste. All operatives must use these facilities correctly and ensure waste is disposed of in the appropriate streams at all times.

In addition, PPE recycling bins will be provided on each project to enable the correct segregation and recycling of used PPE. All PPE waste must be disposed of in these designated bins to support reuse and recycling into new products wherever possible.

All debris must be removed from site on a daily basis. Where specific decontamination or other specialist facilities are required these should normally form part of the contractor's facilities.

Each subcontractor should ensure a good standard of housekeeping is maintained at all times. Materials should be stored in an orderly manner and all areas should remain clear of unnecessary obstacles and materials. Regular checks will be carried out by the project management team to ensure housekeeping standards are satisfactory.

Each subcontractor is responsible for the segregation and removal of their waste. Failure to comply with our waste management plan will result in immediate rectification and suspension from the project until the situation is remedied.

If McLaughlin & Harvey have cause to undertake housekeeping or waste management functions on behalf of a subcontractor, resulting costs will be the responsibility of the relevant subcontractor.

Any concerns or difficulties relating to welfare facilities and housekeeping should be reported immediately to the project management team.

Accidents & Incidents
All onsite incidents with potential or actual injury on site, however minor, must be reported as soon as possible to the site management team. This includes accidents, a near miss, environmental incident or minor / first aid injury including 'no lost time' events.

All subcontractor accidents/incidents and near misses must be investigated, a copy of the investigation report is to be issued to McLaughlin & Harvey at the earliest opportunity.

The aim of such reports and investigations is to establish what happened and enable McLaughlin & Harvey to identify where improvements can be made to prevent re- occurrence. We consider all 'near misses' as learning opportunities to prevent similar future occurrences.

We have a legal duty to report certain injuries and dangerous occurrences to Enforcing Authorities (i.e. the HSE, HSENI or HSA). In the event that a contractor is required to report such an accident or incident that has happened on one of our sites, then completed accident records, investigation reports and associated enforcing authority notifications generated by the subcontractor must be provided to the project management team or McLaughlin & Harvey SHEQ Department.

For environmental incidents, all non-pollution incidents must be reported via the McLaughlin & Harvey reporting system, with an Environmental SEOR raised. Where a non-pollution issue is identified and has not been appropriately actioned by the subcontractor, a negative SEOR will be issued.

In the event of a pollution incident, this must be reported immediately to site management and a full incident investigation completed in accordance with project procedures. Depending on the severity and nature of the incident, notification to the relevant regulatory authority (e.g. Environment Agency, SEPA, NIEA, Water Authority, or MMO) may also be required.

Fire & Spill Emergency Planning
Site specific emergency arrangements will be explained during site inductions and information displayed on site noticeboards. All subcontractors must inform McLaughlin & Harvey of any foreseeable risks and possible emergencies that may arise from their activities.
Subcontractors are required to assist McLaughlin & Harvey to formulate site specific emergency procedures and ensure their employees are informed and trained to deal with such emergencies should they occur.

Subcontractors' own site offices, canteens and storage units shall have appropriate firefighting equipment and means of raising the alarm in the event of an emergency.

All flammable substances, including compressed gases, paints, solvents etc. shall be stored in approved, secure lockable cages, cabinets or compounds. Storage containing highly flammable materials must be constructed of materials with a 60-minute fire rating. Appropriately worded warning signs e.g. "Highly Flammable Liquids" must be displayed at entrances to stores. Stores must be vented to the outside and have sufficient and appropriate fire extinguishers located nearby. Internal combustion engines must not be stored or used in site accommodation (offices, canteens, drying rooms etc.) or in areas defined as confined spaces. All internal combustion engines used on site must be vented to open air.

To reduce the risk of fire the following is prohibited:

- Storage of fuel in plastic containers;
- Jubilee clips for connecting flexible gas supply hoses;
- Storage of gas and flammable liquids inside, under and on buildings;
- Smoking except in designated areas;
- The use of compressed gas welding equipment without flash back arrestors;
- Storage of additional or unnecessary cylinders (including empty) at the workplace;
- The use of LPG as a fuel at an office or welfare facility;

Combustible liquids (petrol/diesel etc.) or gas cylinders stored within 6m of a hot work operation.

Spill response drills shall be undertaken at least every six months, recorded, and include participation from all relevant subcontractors.

The Environmental Emergency Spill Response Contractor, Adler and Allan, contact details and poster must be clearly displayed within welfare facilities and designated site areas as the primary escalation point where a spill cannot be contained or managed by site personnel.

To minimise the risk of spills, the following control measures must be implemented at all times:

- Safety Data Sheets (SDS) must be obtained and made available for all chemicals, fuels, and hazardous substances used on site.
- All fuels, oils, and chemicals must be stored within appropriate secondary containment (bunding) capable of holding at least 110% of the maximum stored volume.
- COSHH storage areas must be secured and kept

locked where practicable to prevent unauthorised access.
- Absorbent mats and plant nappies must be used during refuelling activities and placed under small plant, equipment, and any potential leak sources.
- Double-bunded fuel bowsers must be used for all fuel storage and dispensing activities.
- Refuelling must only take place within designated refuelling areas, which must be located away from watercourses, drainage systems, and environmentally sensitive receptors.

Hot Works & Use of Gases

Hot Works can only be undertaken if a Hot Work permit has been issued by McLaughlin & Harvey.

All flammable gas cylinders and oxygen cylinders must have flashback arrestors fitted.

Acetylene may only be used were a risk assessment has identified its use.

Written permission from the McLaughlin & Harvey Project Manager must be obtained prior to using acetylene.

All gas cylinders are to be stored upright in secure lockable proprietary cages at designated areas when not in use.

All gas cylinders bottles must be transported on vertical wheeled trolleys secured with a chain or certified gas cage.

When carrying out any hot works activities the subcontractor must obtain a hot works permit and have it displayed in the area where the work is being carried out or on their person. The control measures identified on the permit must be implemented in full by the subcontractor, this includes providing any additional equipment or personnel to carry out the works safely (e.g. fire extinguisher or fire warden etc.).

Health, Safety and Welfare Monitoring & Review

As Principal Contractor, McLaughlin & Harvey will co-ordinate and monitor the overall works and interface between Subcontractors and others. Project management teams may carry out formal safety inspections in addition to their day to day supervision. This will normally be supplemented by periodic SHEQ inspections by our SHEQ Department.

Subcontractors are required to have regular input, visits and inspections from their Health and Safety Advisor/Manager/Consultant. The frequency of these will depend on the size, nature, resource levels and risk of the work package. McLaughlin & Harvey requires a minimum of one day per month for all subcontractors and this will rise to full-time presence for high risk and/or high resource work activities. The specific requirements for each project and work package will be provided by the Project Management team.

Any visit or intervention by an official Agency e.g. HSENI, HSE, HSA, Environment Agency / SEPA, EHO, Petroleum Officer, Fire Officer etc. must be reported immediately to the McLaughlin & Harvey project management team. Please co-operate with all visits and comply with any requests for remedial action.

Safety & Environmental Observation Reports (SEOR)

Subcontractors are required to demonstrate maintenance of discipline among their workforce including their own arrangements for dealing with failures to comply with health and safety rules and measures to promote health, safety and environmental good practice.

McLaughlin & Harvey operate a Safety & Environmental Observation Reporting (SEOR) System. An SEOR will be issued to an individual who has contravened health and safety environmental rules.

Issue of a SEOR may require that individual and their supervisor to undertake a site reinduction as minimum remedial action. The individual's employer may also be required to deliver Toolbox Talks to their entire team. The employer will be required to inform McLaughlin & Harvey of their disciplinary and remedial actions, these may be in addition to those specified by McLaughlin & Harvey.

Examples of behaviours that will warrant a `warning' SEOR, include:

- Speeding on site;
- Failure to remove the key from an unattended plant/vehicle;
- Idling plant and / or machinery;
- Failure to observe PPE policy;
- Failure to work in accordance with agreed risk assessments and method statements;
- Incorrect erection of access equipment;
- Smoking on site outside designated areas or;
- Effective or poor spill prevention, response, and pollution control
- Good or poor waste management, segregation, recycling, and disposal practices
- Compliance or non-compliance with WM3, WAC, and material reuse requirements
- Proper or improper storage and handling of fuels, oils, and chemicals
- Effective or ineffective control of dust, noise, vibration, and other nuisance impacts
- Protection or disturbance of ecology, protected species, and habitats
- Compliance or breaches relating to water management and discharge controls
- Use or failure to follow approved RAMS and environmental procedures
- Good environmental leadership and awareness, or lack of site environmental control

Failure to follow instruction / direction.

However, if an individual engages in behaviour that results in a serious and immediate risk to them or others or offensive behaviour, they will be issued with a SEOR instructing them to leave the site permanently and their employer will be required to inform McLaughlin & Harvey of their own disciplinary and remedial actions accordingly.

Examples of such behaviours include:

- Interference with or removal of edge protection;
- Interference with equipment provided for emergency purposes, e.g. fire extinguishers, fire detection and alarm systems etc.;
- Operation of plant without appropriate training;
- Operation of excavators with no or incorrect locking pins fitted to semi-automatic hitches;
- Operation of boom MEWPs without full body; harnesses and appropriate restraint lanyards;
- Unauthorised removal or adjustment of props or scaffolding.
- Knowingly and / or intentionally causing pollution to the environment, water, air and /or soil.

Exclusion will be immediate and will carry across to all McLaughlin & Harvey projects. McLaughlin & Harvey reserve the right to expel the Supervisor from working on all McLaughlin & Harvey site following a SEOR being issued to their staff.

Observation Reporting

The McLaughlin & Harvey Observation reporting system aims to improve the level of near miss reporting on sites. We want to know about unsafe behaviours, environments and near misses to assist us in preventing accidents and incidents on our sites, all subcontractors are encouraged to report these to the Project Management Team directly or via the YouMatter Observation App.

Download on the App Store

ANDROID APP ON Google play

The YouMatter Observation App is available to download from the App Store or Google Play

Unsafe Act - People's behaviour in the workplace is below accepted standards (e.g. risk taking, failure to replace items / maintain housekeeping, failure to follow Safe System of Work etc.) which could lead to an unplanned event or situation.

Unsafe Condition - An unsatisfactory physical condition existing in the workplace e.g. poor housekeeping, trailing cables, defective or damaged equipment.

An unsatisfactory control not related to physical conditions e.g. not completing/inadequate risk assessment, no safe system of work or agreed procedure.

Property Damage - All incident that result in damage to buildings, fixtures, fittings or materials must be reported immediately to McLaughlin & Harvey project management.

To encourage engagement in Safety, Health & Environmental management McLaughlin & Harvey award monthly and quarterly prizes to recognise positive contributions from the workforce.

Further details of the awards scheme will be provided during the induction.

Temporary Works

Subcontractors must comply with the project management team's temporary works arrangements. Temporary works means all works required for the execution, completion, maintenance and / or demolition of permanent works and will normally be removed from the site upon project completion.

Where you are required to erect, install or use temporary works they must be subject to appropriate supporting design information, calculations and independent checks by suitably qualified and experienced engineers. As appropriate you or your representative may be required to fulfil the role of 'Temporary Works Supervisor', evidence of competence to fulfil this role must be provided.

In all instances we ask that Subcontractors liaise with the Project manager and / or McLaughlin & Harvey appointed 'Temporary Works Coordinator' before undertaking work that may affect the integrity of existing temporary works, e.g. unauthorised alterations to mesh fencing, internal screens, external hoarding panel, props etc.

Mobile Phones & Portable Music Players

The use of a mobile phone whilst driving or operating plant is strictly prohibited at all times.

Each site will operate restrictions on areas where it is safe to use mobile phones. These will be explained at site induction and the designated phone usage areas will be clearly indicated on site.

We ask that all persons limit phone calls and texts to work use only as far as possible.

Users of camera phones are permitted to use their phones outside designated mobile phone areas only for the purpose of using the camera function and only for permitted work purposes.

For safety reasons, the use of MP3 players, iPods, Radios or similar devices within working areas on all McLaughlin & Harvey projects is strictly prohibited.

Use of Site Photography & Video

Photographs and/or videos taken on McLaughlin & Harvey sites by subcontractors must not be used in print or digital publications or uploaded to the internet without prior approval from McLaughlin & Harvey's Marcomms team. This applies to all types of use, including but not limited to, media releases, website articles, case studies, testimonials, promotional material and social media posts.

Please submit any request, with attached photography, video, and text, for review using this form: **bit.ly/McLHRequestForm**. Once submitted, the Marcomms team will reach out to you within 48 hours to talk about the next steps.

Approval to publish any content will only be given after the subcontractor has incorporated any McLaughlin & Harvey edits and after McLaughlin & Harvey has received approval from the project client.

Permits

Subcontractors are required to comply with McLaughlin & Harvey permit system requirements. Permits to work will be issued on a daily basis for the following activities:

- Hot works and use of gases;
- Roof access & working at height (in certain circumstances);
- Breaking ground;
- Confined spaces entry;
- Permit to pump;
- Permit to load;
- Permit to strike;
- Permit to Move Waste.

Additionally, electrical and mechanical subcontractors will also be required to agree their lock-out / tag-out permits for work on energized systems with the project management team.

Mechanical and Electrical contractors shall also manage and maintain the McLaughlin & Harvey water damage and mitigation plan to control the testing, proving and charging of wet piped systems.

This includes adhering to the permit systems, water watching procedures, plans to prevent and mitigate any water damage and response to any water spillage event.

Smoking

Smoking or vaping is not permitted inside any building. All McLaughlin & Harvey sites are 'No Smoking/Vaping' apart from designated smoking/vaping areas.

Vapes must not be disposed of in general site waste streams. Dedicated segregation facilities will be provided where required, and all vape waste must be disposed of in the designated containers only.

Lone Working

Lone working must only be carried out following approval from McLaughlin & Harvey Project Management and once other options for eliminating lone working have been explored and dismissed, or if having more than one person undertaking the work increases the risk to the health and safety of the individuals involved.

- Working in an excavation
- Working on live gas pipes

Lone working must not be permitted for the following activities:

- Working in a confined space
- Activities requiring someone dedicated to a rescue role
- Working at or near exposed electrical conductors
- Diving operations
- Work near water
- Work at height (i.e. MEWP operation)

Other activities may exist that are considered too difficult or dangerous to be carried out by an unaccompanied worker. This must be determined by a risk assessment.

Subcontractors must implement a safe system of work to monitor lone workers, as effective means of communication are essential. The contractor may be required to use a system already established on the project, if so this will be detailed within the Construction Phase Plan.
The subcontractor supervisor must also check and verify that communication devices are working effectively prior to commencing each lone working activity.

All weekend or night time working must be agreed by prior arrangement with McLaughlin & Harvey Project Management. Specific safe systems of work must be in place and competent supervision shall be in attendance at all times during the work activity.

Deliveries

Deliveries to and collections from sites must be planned in advance. McLaughlin & Harvey will communicate site rules to the contractor in advance of all deliveries and collections. The contractor must ensure that this communication is passed onto their delivery drivers. A safe means of unloading must be established and agreed upon prior to dispatch. The contractor must ensure that the load is stable prior to loosening any restraining straps upon arrival at the loading area. Any unusual loads will only be unloaded when a safe system of work has been agreed between McLaughlin & Harvey and the contractor.

As far as reasonably practicable any deliveries will be restricted to off peak times, local hazards (such as school opening and closing times) and any other client specific requirements. Where a supplier turns up outside of any expected/agreed delivery times they will be turned away unless they can be accommodated within the controls contained within the Traffic Management Plan.

Glass panes are to be individually banded to stillages at the time of delivery. Stillages delivered without the individual banding in place will be rejected and removed from site.

The storage of glass stillages should be adequately planned to minimise the need for transport on site.

Construction Logistics and Community Safety (CLOCS)

All UK HGVs (over 3.5 tonnes gross vehicle weight) must conform to the CLOCS Standard for construction logistics. They may be subject to inspection on arrival to the site and the result recorded. A copy of all compliant and non-compliant records will be issued to the vehicle driver, who must be advised to pass the information to the contractor.

Health & Safety File

McLaughlin & Harvey require all information relating to the Health & Safety File to be forwarded to McLaughlin & Harvey in reasonable time, and in any case, prior to contract completion. This information may take the form of O&M Manuals, CoSHH data, as built drawings etc. Payment to you may be withheld until this information is received.

02

Health & Hygiene

Health & Hygiene

Occupational Health

If your employees are required to undergo health screening or health surveillance due to the nature of their work (including related substances they use or may be exposed to) this should be kept up-to-date. You may be asked to provide evidence of such surveillance.

All subcontractors must identify all occupational health hazards associated with their works and evaluate the risk posed. They must identify workers performing the tasks that require exposure monitoring and health surveillance and ensure that it is provided.

Subcontractors shall ensure that their employees are fit for work and should notify the McLaughlin & Harvey project management team of any issues related to their employee's fitness that might impact on their ability to perform their work activities.

Subcontractors must ensure that relevant management of health information and associated documentation is available to McLaughlin & Harvey upon request, for example. HAVS, Fitness for Task Certificate, evidence of appropriate health surveillance programme.

Employee medical conditions should be declared at the site induction stage to ensure that these can be suitably managed. This includes medication taken for a health related condition.

Asbestos

All asbestos containing materials (ACMs) should be identified by surveys; where the presence of ACMs is known (as a result of surveys and subsequent enquiries) these shall be made known at site inductions and will be labelled. Subcontractors are required to familiarise themselves with the contents of associated surveys where it is expected that their works could potentially interfere with these ACMs.

If at any time a material is encountered or disturbed which is suspected to contain asbestos, work must be immediately suspended and must be reported to a McLaughlin & Harvey Project Management Team.

Only licensed asbestos subcontractors may carry out work with asbestos containing materials.

Subcontractors must comply with the project / client procedures to ensure that no-one is subjected to any risk from working near or with asbestos.

Control of Substances Hazardous to Health

Arrangements for the storage and use of hazardous substances must be agreed with the McLaughlin & Harvey project management team prior to being delivered to the site.
Subcontractors are required to ensure that they always keep site storage of hazardous substances to a minimum. Any materials that have the potential to cause environmental harm must be stored within suitable secondary containment (bunding) designed to hold at least 110% of the total volume of the stored contents.

Thorough COSHH assessments must be carried out detailing arrangements for storage, dispensing, mixing, application, disposal and emergency precautions.

Operatives working with hazardous substances must be suitably trained, provided with suitable PPE and informed regarding the content of the COSHH assessments which should always be available to them

Control of Dust

Elimination of dust from the workplace must be considered by avoiding cutting or by substituting materials. Where this cannot be achieved, on-tool extraction by local exhaust ventilation or by use of water suppression systems in line with the manufactures recommendations are to be used.

Water can be used with some tasks to effectively damp down the dust. Most modern cut-off saws can be attached to a water supply. The water can come directly from the mains or a portable source such as a hand pressurised free-standing container. Other devices, such as masonry saw benches, can be selected that come with an in-built water reservoir.

Water suppression is not suitable for controlling all dust risks. It cannot be used with most electric tools, on wood or where the waste slurry would create a problem such as in an occupied building. Extraction is an effective alternative, this sucks the dust away as it is being created and stores it until emptied. Extraction vacuum can also be used for general cleaning instead of dry sweeping.

All dust is to be vacuumed with a vacuum attachment fitted to an H or M Class extraction unit. Brushes are not to be used for sweeping dust.

Drugs & Alcohol

McLaughlin & Harvey prohibits people from working on its premises / sites if impaired by drugs and / or alcohol.

Every person attending a McLaughlin & Harvey project induction will be subject to oral fluid drug testing.

No persons shall:

- Report or try to report to work whilst impaired by alcohol or drugs (illegal or otherwise);
- Be in possession of alcohol or illegal drugs on sites / premises;
- Consume alcohol, illegal drugs or abuse substances when visiting or working on McLaughlin & Harvey sites / premises;
- Attempt to sell, distribute or supply alcohol or drugs whilst on McLaughlin & Harvey sites / premises.

McLaughlin & Harvey require that subcontractors make themselves available for induction, random, post-accident/ incident or `with cause' drug and alcohol testing. Subcontractors are required to cooperate fully in this respect.

McLaughlin & Harvey reserve the right to deduct from sums due to the subcontractor a fixed penalty of £1,000 for each and every operative who tests positive or refuses to take the test.

McLaughlin & Harvey reserves the right to undertake random drug / alcohol testing on its sites and premises.

First Aid

First Aiders will be identified at the site induction on notice boards and by means of labelled PPE. If you undertake a high-risk process that requires specialist rescue or emergency medical equipment you may be required to ensure you have First Aider(s) trained in these requirements.

Manual Handling

Manual handling activities should be risk assessed to enable the necessary controls to be implemented. Mechanical handling equipment and aids should be provided and used wherever practicable in lieu of manual handling using bodily force. Where possible team lifting is encouraged to reduce the risk of injury.

Bagged products should normally be limited to <25kg. Repetitively handled / laid products should normally be limited to <20kg. Highway kerbs and slabs should be handled and laid mechanically e.g. by use of a vacuum lifter.

Personal Protective Equipment (PPE)

All subcontractors working are required to wear McLaughlin & Harvey branded PPE.

All branded PPE must be sourced from the McLaughlin & Harvey approved supplier.

The below link provides access to the McLaughlin & Harvey PPE Catalogue with full details on the PPE available.

https://bit.ly/48NxvyQ

It is a requirement on McLaughlin & Harvey projects that as a minimum all site personnel must wear:

- Hard hats that comply with the EN 397 standard (supervisors and management are required to wear Black hard hats, Traffic Marshal/Slinger Signaller to wear orange hard hats)
- Safety footwear with impact resistant toe caps and pierce resistant mid-sole protection to BS EN ISO 20345: 2011. NOTE: Rigger Boots and other non-laced boots e.g. Dealer boots and safety trainers are not permitted. The wearing of Wellington boots must be risk assessed and approved by the Project Manager.
- High visibility clothing must be.
  - Class 2 high visibility clothing for construction sites
  - Class 3 high visibility clothing for street works
- Gloves that conform to EN388 with a minimum cut protection factor of Level C and marked with the McLaughlin & Harvey logo in red.
- Standard eye protection to a minimum standard of BS EN 166F (low energy impact). Where operatives are potentially exposed to a radiation risk from welding or similar, the eye protection must conform to BS 1542. Where operatives are potentially exposed to high impact projectiles, eye protection conforming to BS EN 166/A (high energy impact) must be worn.
- Orange class 3 high visibility clothing (vests / jackets & trousers) for Traffic Marshal/Slinger Signaller and specific network rail provisions will apply.
- Used PPE must be disposed of in the designated Bryson PPE recycling bin to ensure it is correctly segregated and processed for recycling.

Marine Engineering Contracts
All persons must wear an appropriate personal flotation device (PFD) when working within 2m of inland or inshore waters. All persons must be trained in there use and be competent to carry out inspections as per the manufactures instructions.

Note: Risk assessments may indicate that wearing PFDs is not appropriate for plant operatives and MEWP users in such locations however this must always be risk assessed on a site by site basis and additional controls in place where necessary.

Personal Fall Protection Equipment
All safety harness and lanyards must have a unique identification number and a valid test certificate. They must be visually inspected by a competent person before first use, and every seven days thereafter. Additionally, they must be tested every six months, or after being involved in the fall of a person or following any significant repair or alteration. The details and results of the inspections must be recorded on the harness register.

Note: Collective protective measures must be used as a priority over personal fall protection systems. Personal fall protection equipment is only to be used by competent persons who have successfully completed a recognised training course in the use and maintenance of such equipment.

Full body harnesses are to be issued for the personal use of individual operatives. Such equipment is not to be simply `shared around'. Operatives must ensure that they inspect their equipment before use and report defective equipment immediately to their line manager.

Before full body harnesses are sanctioned or used, subcontractors must provide a work at height emergency rescue plan.

Your employee(s) may also be required to wear additional personal protective equipment deemed necessary as a result of your own risk assessment findings e.g. hearing protection, dust masks and task specific eye protection / goggles. The provision of these items of personal protective equipment is your responsibility.

Should your employee(s) or those under your control arrive on site without appropriate PPE they will be instructed to leave the site and will not be granted access until they obtain the necessary item(s).

Note: All personnel on site should be appropriately dressed: individuals wearing shorts or vest tops will not be permitted on site.

Vibration / Noise
Individual subcontractors have the responsibility of ensuring that risks associated with noise and vibration to their employees have been adequately assessed and sufficient control measures and monitoring is put in place. This includes the provision of training for their employees.

Where appropriate, McLaughlin & Harvey will ensure that subcontractors have prepared an action plan that identifies what controls they have in place to minimise the risks of their employees to Noise, Hand Arm Vibration and Whole-Body vibration.

The use of digital Hand Arm Vibration monitors is the preferred means on McLaughlin & Harvey projects.

Tasks should be planned and tools and equipment selected with a view to eliminating or reducing as far as possible exposure to hand arm vibration or noise.

Evidence of health surveillance must be provided not only for employees likely to be exposed above the exposure action value but also for others whom the risk assessment identifies may be at risk, e.g. employees who are particularly sensitive to vibration. Hand held tools should be assessed for levels of noise and vibration in use. Workers should be monitored to ensure any restrictions on trigger times or requirements for task rotation are observed.

Where hearing protection is provided to protect against noise, it must provide adequate attenuation. You must liaise with the project management team to establish and maintain hearing protection and / or exclusion zones as and when deemed necessary.

You may be required to undertake background noise monitoring for certain noisy activities.

03
Working at Height

Working at Height

All work at height must be planned, managed and implemented using the safest and most appropriate equipment for working at height. Those using work at height equipment must be trained, competent and supervised by their employer.

The following is McLaughlin & Harvey preferred work at height equipment:-

- Mobile Elevated Work Platforms (inc. Push Around Verticals)
- Podium Stepladders (Up to Max. 4 Tread)
- Telescopic Work Platforms
- Delta Decks

The following work at height equipment can only be used where a risk assessment has identified it is not reasonably practicable to use any of the equipment above. The use of the equipment below will be subject to written approval from McLaughlin & Harvey Project Management team:-

- Mobile Access Tower
- Podium Stepladders (Greater than 4 Tread)
- Platform Stepladders

The following work at height equipment is not permitted at any time:-

- Traditional A-Frame Stepladders
- Combination Ladders
- Carpenters Benches
- Aluminium / Timber Hop Ups
- Trestles
- Toolboxes

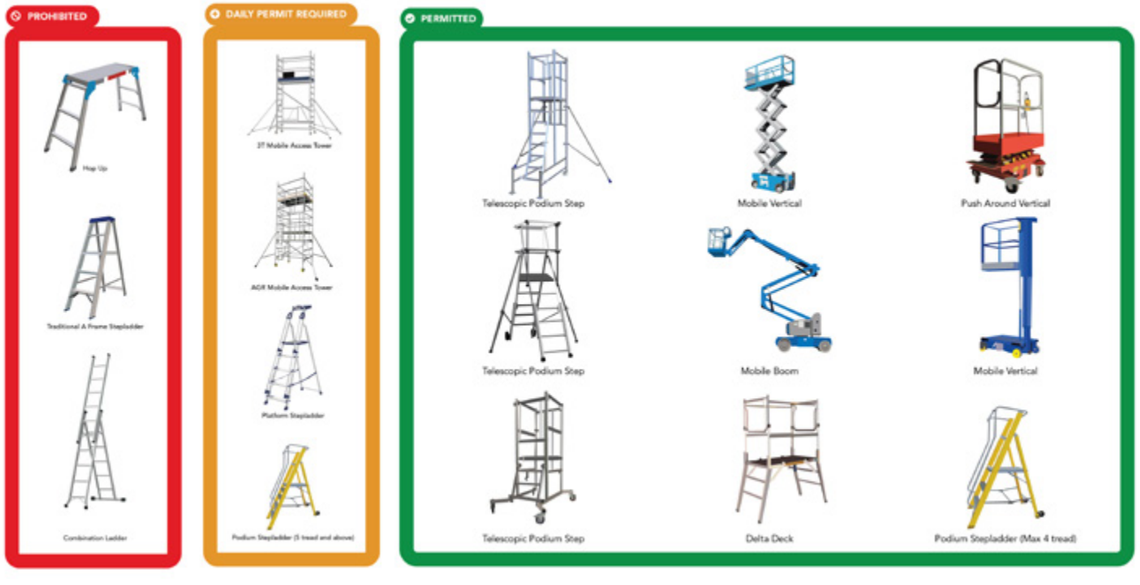
All subcontractors are required to provide suitable and sufficient work at height equipment for use by their employees or agents. In exceptional circumstances McLaughlin & Harvey will allow the sharing of working at height equipment between subcontractors however, this will only permitted with prior written agreement from the McLaughlin & Harvey Project Management team.

Mobile Elevated Working Platforms (MEWPS)

Mobile elevating work platforms must only be operated by authorised and trained personnel (relevant IPAF Category). All equipment must be suitable and maintained and accompanied by a current 6 monthly thorough examination certificate.

MEWPs are permitted for use on McLaughlin & Harvey sites where the following requirements can be met:

- A competent person has selected the MEWP, ensuring it is appropriate for the task and the site conditions.
- A secondary guarding device (appropriate for the works) is fitted in addition to the primary guarding systems for all category 3B MEWPs.
- In addition to secondary guarding boom type MEWPS (category 3b) the machine shall be fitted with an additional Intelligent Secondary Guarding Device (e.g. Sky Siren PCS). If Intelligent Secondary Guarding Device is not practicable, or is not available on the make/model of machine required for the task, then additional protective devices to guard against entrapment should be used in conjunction with suitable additional control measures as agreed with the project team. Control measures and arrangements must be documented within a specific risk assessment.



- Specific risk assessments, method statements and an approved rescue plan are in place and reviewed regularly.
- Operations and site conditions including assessment of ground, weather conditions and adjacent activities are continuously monitored and, where appropriate, remedial action is taken by a competent person to ensure the safe operation of the MEWP.
- A system is in place to prevent the unauthorised use of machines.
- The operator of the MEWP holds, as a minimum, the CPCS or IPAF qualification for the appropriate category of MEWP.
- A competent person performs pre-use / daily inspections and ensures that defective MEWPs are identified & quarantined. Defects are to be documented.
- A Report of Thorough Examination (within the past six months) is retained on site.
- The weekly and statutory inspections are up to date and accurately recorded.
- A McLaughlin & Harvey Plant identification sticker, detailing thorough examination information, is clearly displayed.
- A Thumbs Up sticker is clearly displayed.
- The MEWP is maintained in accordance with the manufacturer's instructions.
- All MEWPs must be operated within a segregated environment.
- Where materials are being lifted into position with the aid of a MEWP, the materials must be secured in the basket or through the use of an appropriate MEWP attachment, as per the manufacturer's instructions.

Mobile Access Towers

Mobile Access Towers (Aluminium Scaffold/Alloy Towers etc.) are only permitted on site where all other mobile work platforms have been risk assessed as unsuitable and following written approval from a member of the McLaughlin & Harvey Project McLaughlin & Harvey Management team.

Where a Mobile Access Tower is permitted the following must be implemented:-

- A McLaughlin & Harvey Permit to Work must be obtained daily prior to use.
- The manufacturers' instructions or user guide must be supplied with mobile access towers and referred to by operatives erecting and using mobile towers.
- Mobile access towers should only be altered, erected and dismantled by a CISRS Scaffolder or a PASMA trained erector using the advanced guardrail system in accordance with the manufacturers' instructions.
- Mobile access towers should have a Scafftag in place and the users' names clearly identifiable on same.
- All ladders, handrails and kickboards should be in place in the correct positions, access hatches in correct positions and used from inside the tower. Wheels to be locked when the tower is in use – no 'surfing' is permitted.
- Access platforms must be in good condition with no damage to the legs, hinges or platforms. All such equipment must be tagged to confirm inspection.
- For work on or above premises' display and refrigeration cabinets, proprietary 'cantilever' scaffold structures or bridging units and associated accessories are to be used.

Stepladders

The use of other steps such as podium stepladders (up to a max. of 4 treads) and adjustable platform steps (with integral edge platform guardrails or handrails) is permitted but only if it can be demonstrated by risk assessment that other proprietary access working platforms cannot be used.

In circumstances where a platform stepladder is the only suitable means of providing access to work at height, it's use and all associated work must be fully substantiated within a risk assessment and the work must be carried out under a daily permit to work and a specific risk assessment. Generic risk assessments will not suffice. Only platform stepladders with handrails and an integral platform can to be used following written approval from the McLaughlin & Harvey Project Management team and only were a daily permit is issued.

All ladders used on site will comply with EN131 (Professional). Non-Professional (formerly Class 3 ladders) are not permitted to be used.

Edge Protection

Proprietary temporary edge protection systems designed to BS EN 13374 e.g. Combisafe must be considered as the preferred option for fall prevention from roof / slab / floor edges and openings and on formwork systems.

Scaffold tube and fitting edge protection solutions must be designed to meet the relevant load requirements of BS EN 13374 to include a drawing and design checks where necessary:

- The minimum height for the handrail is 950mm.
- No gap greater than 470mm.
- Toe boards fitted
- Brick guards and debris netting fitted as required and as per design.

A handover certificate and initial inspection is required on completion of the installation and following significant alteration and should be subject to further inspections by a competent person at least every 7 days or after adverse weather.

Scaffolding

Only certified scaffolders may alter, erect or dismantle scaffolds in compliance with NASC guide SG4:10 & HSG33. Any persons found altering, erecting or dismantling scaffold without authorisation will be dismissed from the site.

Scaffolders must have a current 'CISRS' Scaffolding Card. Scaffolders with a CISRS Trainee Scaffolder card must work under the direct supervision of an appropriately qualified scaffolder.

System scaffolding erectors must have had system scaffolding training from the manufacturer or CISRS training in the system used.

Scaffolding is to be erected to a recognised configuration TG20:21 or EN 12811.1: 2003 and this should be clearly stated on compliance sheets, designs, configuration or layout drawings.

If the scaffolding is beyond the scope of a recognised configuration, a specific 'design' shall be prepared by an appropriately experienced and competent temporary works designer to prove strength and stability, including necessary calculations.

Standard loading bay structures should also be accompanied by a design drawing. Loading bays will be labelled with the S.W.L. using signage, clearly seen from ground level. All loading bays will be equipped with up and over gates, a swivel arm with gates or other similar proprietary system.

The working platforms will be fit for purpose including safe loading, working and passage of workers.

Wherever practicable, scaffolds should incorporate a staircase or a ladder bay with safety gates and/ or trap doors fitted. It should not be possible to fall from the working platform through a direct ladder or access opening. Ladder or stair access to working platforms should not normally be positioned next to or near loading bays.

Competent and qualified scaffolders must inspect the scaffold and provide a handover certificate on completion of work and thereafter undertake inspections of the structures at least weekly or if requested to do so more frequently by the Project Manager. Ideally the person(s) inspecting the scaffold should be independent and not be part of the scaffold erection team.

A copy of recorded inspections must be provided to the McLaughlin & Harvey project manager. All scaffolds must be scaff-tagged by the scaffolding contractor to indicate if they are safe to use or are incomplete or closed.
Where a scaffold is under construction or not in use, it must be physically barriered off and the scaftag turned/inspection removed and/or additional sign displaying "scaffolding not in use".

A work at height rescue plan will be requested from all scaffolding subcontractors. Scaffolders are required to wear harnesses and appropriate attachments at all times when working.

The fall of materials and equipment is the leading cause of potential incidents and needs particular focus when planning works. Works on the exterior of structures which need to be conducted at height beyond perimeter protection systems should be carefully risk assessed and planned to ensure equipment, materials and tools are prevented from falling, and that effective protection measures are in place. If the risk still exists then the provision of crash decks, scaffold fans, protected walkways and exclusion zones must be in place.

Safety Nets

Net riggers should hold a current FASET CSCS Safety Net Rigger Card for 'General Rigger'. Nets should be installed to BS EN 1263-2 standards.
The netting installation contractor must provide a handover certificate for all safety net installations and subsequent alterations.

Fall arrest safety nets are to be inspected by a competent person every 7 days after handover or following adverse weather, alterations or any other event which could have resulted in damage to the nets.

Operatives who will be working above nets should carry out visual inspections of the nets before commencing work.

See section on personal fall protection equipment and rescue plans.

Falls from Vehicles

Subcontractors are responsible for offloading materials and consideration must be given to controlling the risks of falls from vehicles.

Where possible, loads should be removed without access onto vehicles. Where this is not possible, vehicle based fall protection systems must be provided, or as a last resort, 'off vehicle' fall protection systems.

Tool Tethering

Tool tethering is the process of connecting a tool (or other equipment) securely to an anchor or fixed point by using a tool lanyard. If the tool is dislodged or dropped while working at height, when tethered it is prevented from falling and causing injury to workers below or damage to sensitive surfaces. Where there is a risk a falling tool will cause injury to any person or damage to sensitive surfaces tools must be tethered and secure at all times.

04

Plant & Equipment

Plant & Equipment

All plant and machinery utilised on site must comply with relevant Machinery Directives and have a CE mark.

Only plant that has been certified as compliant with the Provision & Use of Workplace Equipment Regulations (PUWER), and were appropriate the Lifting Operations & Lifting Equipment Regulation LOLER is permitted on site. The equipment must have been thoroughly examined within the defined period noted in the regulations by a competent person.

Machinery defects must be reported immediately to the project management team. Plant and equipment must only be used by operatives who are authorised to do so and have appropriate training. Operatives interfering with plant will be immediately expelled from the site.

Electrical Equipment & Supplies

Only low voltage or battery-operated power tools should be used on McLaughlin & Harvey sites. Tools and equipment greater than 110v may only be used with the prior formal agreement of the McLaughlin & Harvey project management team. Designated battery charging points must be used, battery chargers are not be left in canteens / offices, nor should they be left on charge overnight.

240v electrical supplies may be connected to subcontractors' accommodation units, subject to obtaining permission from McLaughlin & Harvey.

All electrical installations must comply with current Electricity at Work and I.E.T. / I.E.E. Regulations and Guidance.

All electrical equipment used on our construction and civil engineering sites should be subject to 3-monthly electrical testing. Evidence of electrical testing having been carried out may be requested.

If electrical equipment does not comply with the above requirement it must be removed from the site.

All electrical equipment must be classified and disposed of as Waste Electrical and Electronic Equipment (WEEE) in accordance with the WEEE Regulations. This includes batteries, which must also be segregated and managed as WEEE where applicable.

Impact Fixing Equipment

Operators of pulse / impact fixing equipment must be suitably trained (e.g. Paslode / Hilti).

The equipment must be in good working order, maintained and only used with the recommended fixing system.

Operators must wear the appropriate grade of impact resistant eye protection and implement measures to exclude unauthorised persons from the work area.

Mobile Plant

Mobile plant can be operated on site under the following conditions:

- Only appropriately trained operators are permitted to operate mobile plant (e.g. CPCS or NPORS etc.).
- Daily inspections must be carried out by a qualified plant operative and records of inspections will be required.
- Mobile plant must be maintained as per the manufactures instructions and kept in clean condition.
- Mobile plant must display McLaughlin & Harvey Plant sticker detailing the thorough examination information and the "Thumbs Up" sticker.
- All overhead obstructions must be identified and protected in accordance with the requirements of HSE Guidance Note GS6 (Fourth Edition).
- All plant and equipment must be immobilised (keys out) when not in use and must not be left unattended for any period of time.
- All visibility aids must be maintained in effective working order at all times.
- All work areas where mobile plant will operate must be properly segregated at all times.
- All mobile plant must be equipped with either a driver's cab or ROPS. ROPS must immediately be reinstated after passing under height restricted obstructions.
- Proprietary restraint belts must be used by operators where so provided, unless otherwise specifically risk assessed.
- Where seatbelts are fitted on mobile plant, green flashing beacons are to be installed to indicate that a seatbelt is securely fastened by the operator.
- The use of mobile phones while operating plant and equipment is strictly prohibited.
- Any maintenance activities on plant must be carried out in a designated or segregated area. The fitter should observe site requirements for PPE, provide proof of appropriate training and evidence of relevant risk assessments and method statements.
- Passengers must not be carried on any vehicle unless the vehicle is designed for that purpose.
- If plant is to be moved on public roads, the operator must have a valid driver's license and the vehicle should be taxed and insured with the vehicle registration number clearly visible.

- Physical Plant Exclusion zones must be established around operational mobile plant and vehicles. This must have some form of physical barrier in place. Actual zones will be dependent on the plant/vehicle and any physical restrictions such as the proximity of fixed or temporary structures. The details of the zones must be identified in the Method Statement document as appropriate and all of the work teams been briefed on the use of exclusion zones and the safe system of work required for entry.
- Mobile plant must be parked in a dedicated area when not in use.
- Mobile plant equipment such as buckets, shovels, breakers etc. should be placed in a dedicated storage area.
- Operators of mobile plant with pneumatic tyres must carry out regular tyre pressure checks. The manufacturer recommended tyre pressures must be displayed on mobile plant using the McLaughlin & Harvey 'Tyre Pressure' sticker.

Excavators & Quick Hitches

All excavator operators must be trained and have proof of competence with them at all times. Operators must have received familiarisation training on the specific excavator they are operating and any specialist attachments prior to use.

All manual and semi-automatic quick hitches must be fitted with the correct locking pins prior to use. It is the operator's responsibility to ensure all safety pins are in place. All operators are to be fully trained / instructed on the correct use of the hitch.

Any use of a quick hitch without the required locking pin will be result in the removal of the operator from site.

Green flashing beacons to be installed on all excavators to indicate that a seatbelt is securely fastened by the operator.

Lifting Equipment & Operations

All lifting operations must be planned and supervised by competent personnel and all lifting equipment selected is to be fit for purpose.

Note: If you undertake or manage lifting operations on a McLaughlin & Harvey site, a McLaughlin & Harvey Lifting Plan Proforma must be completed in full by a suitably experienced and qualified 'Appointed Person' including lifts involving mobile cranes, tower cranes, complex lifts or when equipment is used to lift persons other than by MEWP.

McLaughlin & Harvey will not provide an 'appointed person' on behalf of any contractor. Where these requirements cannot be met by your own personnel, a contract lift must be arranged.

Lifting equipment and all accessories must be accompanied by current certificates of test / thorough examination. These must be made available for inspection by the McLaughlin & Harvey project management team prior to use.

The ground bearing capacity should be calculated. Working platforms shall be considered as temporary works and are subject to temporary works design and checks accordingly.

Telehandlers & Forklifts

All telehandlers or forklifts operatives must be trained and have proof of competence with them at all times. Operators must have received familiarisation training on the specific telehandler / forklift and any specialist attachments prior to use.

Any use of this equipment outside the site boundary and on publicly accessible roads will require the operator to hold the correct category on their driving license. The vehicles must be taxed and insured and the vehicle license number must be visible at all times.

All plant must be accompanied by current test / thorough examination certificates, be maintained in good condition and fitted with adequate visibility and safety devices.

Only manufacturer specific proprietary skips, fork mounted hooks and other specialist attachments may be used.

All mortar bins should be double banded and visually inspected for damage on a daily basis. Mortar bins must never be lifted using the forks through the handles.

Note: As a minimum a basic lifting plan must be completed in full by an experienced and qualified 'Appointed Person' for all lifting operations.

Non-Road Mobile Machinery (NRMM) – London Only

NRMM is defined as any mobile, transportable industrial equipment or vehicle (with or without bodywork) that is not intended for the carriage of passengers or goods on the road and is fitted with a combustion engine, either spark ignition (petrol) or compression ignition (diesel).

For all works within the Greater London area, subcontractors are responsible for providing full details of all NRMM brought onto site. Where practicable, this information must be submitted to the McLaughlin & Harvey Site Manager prior to arrival on site, and in all cases no later than the end of the day of delivery.

The completed McLaughlin & Harvey NRMM Arrival Form (IMS Doc Ref: 2612) must be submitted for each item of plant. Failure to provide the required information will result in a non-conformance report being raised against the subcontractor.

Human Form Recognition Systems

From 1st October 2026, McLaughlin & Harvey requires all plant illustrated below to have Human Form Recognition Systems (HFRS).

We have robust people / plant interface procedures that must be adhered to on our sites and these will remain a priority for us. With technological advances in HFRS we recognise the benefits that these systems now provide as a complimentary safety aid to our existing requirements.

As a minimum, plant should be fitted with HFRS that provide the operator with monitoring and warning aids that are installed in line with the specifications and functions details in the Construction Plant Association Guidance, published July 2025.

https://cpa.uk.net/wp-content/uploads/2025/07/CI-Plant-Safety-Group-GPG-HFRS-Published-Version-1-July-2025-1.pdf

This requirement applies to the following equipment:

- Tracked Excavators 13t and above
- Wheeled Excavators 10t and above
- FT Cabbed, wheeled and tracked Dumpers 6t and above
- Articulated & Rigid Dump Truck 9t and above
- Cabbed Roller 13t and above
- Telehandler (All sizes including Roto Telehandlers)
- Dozers (All sizes)
- Wheeled Loaders
- Graders
- Crawler Cranes

Further information on the McLH minimum HRS specification is available upon request.

05

Trade Specific Requirements

Trade Specific Requirements

Asbestos Removal
Asbestos removal subcontractors must be licensed by the HSE or HSENI to remove and dispose of materials containing asbestos.

Asbestos waste must be managed in full compliance with the Health and Safety Executive (HSE) EM9 guidance. It must be securely double-wrapped, clearly labelled, and placed in a dedicated, enclosed skip that is locked and appropriately signed. Asbestos waste must only be transported and disposed of at facilities that are fully licensed to accept asbestos waste.

Subcontractors must:

Comply with other relevant health and safety requirements noted in this document.

Ensure that a trained and competent supervisor (BOHS, ARCA or ACAD management & supervisory qualification) is appointed to manage the works under their control and is available at all times on site during their works.

Provide documented evidence that their employees have received all relevant health surveillance and are certified as fit to work in such environments.

Provide copies of all relevant waste consignment notices to the McLaughlin & Harvey project management team along with all relevant surveyors' reports and air clearance certificate.

Provide a suitable and sufficient risk assessment and method statement after the review of a comprehensive refurbishment and demolition survey, which must include:

- A copy of the notification of works to the relevant enforcing authority (where required)
- Full details of site preparation, decontamination facility and enclosure construction which must be fully operational prior to works commencing
- Selected removal/stripping methods and fibre suppression measures
- Description of enclosure standards and construction, smoke testing arrangements, details of airlock for personnel, separate bag locks and negative pressure ventilation controls (where required)
- PPE selection and personnel decontamination procedures
- Temporary waste storage arrangements and details of licensed carrier / receiver
- Schedule of all equipment to be used and associated equipment test and inspection reports
- Air clearance testing procedures and clearance certificates
- Emergency plans including firefighting arrangements and means of raising the alarm
- Any other client specific agreed ACM removal arrangements

Where notifiable asbestos has been identified a notification is to be submitted to the HSE / HSENI 14 days prior to works commencing.

Demolition
Subcontractors must

Comply with other relevant health and safety and environmental requirements noted in this document.

Surveys & Services
Subcontractors must:

Ensure that prior to any demolition work commencing a detailed demolition asbestos survey will be completed and reviewed by the subcontractor.

A Demolition Management Plan must be submitted prior to commencement of works, detailing the proposed sequence of demolition activities, arrangements for waste management, and anticipated waste arisings and forecasts.

Comply with the principles enshrined within HSG47 'Avoiding danger from underground services' and GS6 'Avoiding danger from overhead power lines'. Provide details of all known and surveyed utilities / services along with details for their safe isolation and / or removal and liaise with local petroleum officers concerning the disposal of any fuel tanks and their contents.

Detail procedures for dealing with unforeseen circumstances such as discovering previously unidentified hazards, e.g. utility services, suspected ACMs etc.

Demolition Sequencing
Subcontractors must:

Define the sequence and method of demolition and dismantling including any pre-weakening techniques to be used, taking into account the stability of adjacent structures.

Provide details of associated temporary works including Structural Engineer drawings and calculations to determine the demolition sequence.

Environmental Conditions
Subcontractors must:

Ensure all required ecological surveys are completed prior to the commencement of demolition works, including checks for bats, nesting birds, and any other protected species.

Comply with all local authority requirements relating to noise and dust control. Dust suppression measures (such as water spraying) must be used where appropriate, surface runoff must be effectively managed, and wheel wash or wash-down facilities provided where required to prevent track-out onto the public highway.

Where crushing operations are undertaken on site:

- A valid Pollution Prevention and Control (PPC) Permit must be in place.
- The crusher operator must notify the Local Authority Regulator prior to commencement of operations.

All diesel-powered plant and machinery must be operated and managed to ensure exhaust emissions do not accumulate to hazardous levels, and exposure to fumes is minimised at all times.

Demolition waste must be clearly defined, appropriately stored, and managed in accordance with approved procedures for removal and disposal. Waste must be segregated on site by material type to maximise reuse and recycling and ensure compliant disposal routes are maintained.

All hazardous materials must be identified and included within the Demolition Management Plan. This includes, but is not limited to, asbestos, lead-based paint, and WEEE (Waste Electrical and Electronic Equipment).

Any Type 1 material proposed for reuse on site must meet the required specification. Supporting evidence, including all relevant test certificates and laboratory reports, must be provided and submitted to McLaughlin & Harvey for review and verification prior to reuse.

Exclusion Zones & Emergency Planning
Subcontractors must:

Provide details about the provision and maintenance of exclusion zones to include arrangements for the protection of the site workforce, members of the public and other third parties from falling materials, dust, fumes, vibration etc. and the provision and maintenance of access and egress routes for both pedestrians and vehicles on site.

Detail phased edge protection planning as appropriate; this must be installed to prevent operatives involved in the demolition process being exposed to a leading edge.

Specify emergency plans including firefighting arrangements / means of raising the alarm and provide a detailed work at height rescue plan as appropriate.

Groundworks
Subcontractors must:

Comply with other relevant health and safety requirements noted in this document.

Comply with the McLaughlin & Harvey 'permit to break ground' requirements.

Overhead & Underground Services
Subcontractors must:

Comply with HSG47 'Avoiding danger from underground services' and GS6 'Avoiding danger from overhead power lines'.

Obtain a permit to break ground from the project management team and comply with all the requirements contained within the permit.

Prior to works commencing, review and confirm site surveys to identify structures, underground services, overhead power lines, unexploded ordinance etc.

Use appropriate CAT & Genny scanning devices to verify the position of all services already noted on service drawings provided and to identify others that may not already have been identified. All scanning devices must be calibrated and inspection records must be date. Users of scanning equipment will be required to provide evidence of their competency and training prior to use. All scanning must be completed in a grid formation to ensure accurate scanning.

Ensure that no mechanical means of excavation is undertaken within 500mm either side of identified buried services. All hand tools must be insulated.

Ground Conditions & Protection
Subcontractors must:

Ensure that the most appropriate excavation support is provided and ensure that the suitable angles of repose are determined.

Adequately protect excavations at edges by means of guardrails, barriers and / or separation barriers or by ensuring they are adequately covered as appropriate. Excavation warning signage must also be provided. The protection of excavations next to public highways / infrastructure is essential. Barriers and fences must be provided to a minimum height of 1m with attendant lighting and warning notices. Such measures must be discussed and agreed with the McLaughlin & Harvey project management team. Ensure all excavations are adequately supported and protected to prevent the risk of falls or unplanned collapse and / or operative, material or vehicles falls into the excavation(s). The methods employed to prevent the collapse of excavations must be clearly detailed in the site-specific risk assessments.

Ensure excavation supports are subject to temporary works design and checks.

Clearly justify by risk assessment the reasons for not supporting or otherwise battering back shallow excavations.

Note: specific controls to prevent falls of persons and / or vehicles into excavations are required when excavating to depths greater than 500mm below ground level.

Provide excavations with safe access / egress points (and / or alternative emergency egress points) and ensure no load, vehicle, plant or equipment will be placed near the edge of any excavation where it is likely to cause a collapse of the excavation. No material will be lowered into an excavation if persons are in the excavation. All persons are to immediately report any deterioration in excavation sides.

Materials, spoil and equipment shall be kept away from the edge of the excavation by a distance equal to the depth of the excavation subject to a Temporary Works assessment. The height of the spoil must be kept to a minimum to reduce any residual hazards.

Provide access holes, gulley pots and telecommunication ducts etc. at ground level with adequate temporary covers prior to the permanent covers being put in place: with steel plates where there is vehicular traffic and with plywood of sufficient strength or other proprietary temporary cover where there is pedestrian traffic. All temporary covers will be fixed securely in place. Chipboard, fibreboard, pallets etc. are not to be used as covers.

Environmental Conditions
Sub-Contractors Must:
Plan in advance how excavated soil will be reused on site. Soil must have a defined use to avoid being classified as waste.
Follow all Ground Investigation reports and remediation plans. These must be included in your task-specific Method Statements and Risk Assessments.

Before any soil is removed from site:
- Ensure it is correctly classified.
- Carry out WM3 Waste Classification Testing to check for hazardous content.
- Complete Waste Acceptance Criteria (WAC) testing to confirm where the material can be taken.

Test all tar-bound materials for coal tar. Dispose of materials in line with test results and legal requirements.

Ensure a CL:AIRE Material Management Plan is in place and followed.

Assist with the development of a Site Waste Management Plan (SWMP) and comply with it for all waste movements.

Ensure all waste generated is disposed of correctly in line with Duty of Care Requirements.

Ensure Hazardous waste (e.g. aerosols) is segregated and handled in accordance with regulations.

Provide suitable concrete washout facilities and manage all washout in line with McLaughlin & Harvey Procedure: Concrete Washout (IMS Ref: 4081).

Comply with the sites water management strategy and ensure that water is only discharged through acceptable means.

Obtain a "Permit to Pump" for any water discharge activities.

Vehicle Movements
Subcontractors must provide competent Traffic Marshal to assist with plant and equipment movement when reversing or where plant is used in public areas.

Note: All reversing manoeuvres should be avoided as far as is reasonably practicable.

Piling Operations
Subcontractors must:

Comply with other relevant health and safety requirements noted in this document.

Overhead & underground services
Comply with the McLaughlin & Harvey 'permit to break ground' requirements.

Comply with the principles enshrined within the HSG47 'Avoiding danger from underground services' and GS6 'Avoiding danger from overhead power lines'

Prior to works commencing, review and confirm site surveys to identify structures, underground services, overhead power lines, unexploded ordinance etc.

Use appropriate CAT & Genny scanning devices to verify the position of all services already noted on service drawings provided and to identify others that may not already have been identified. All scanning devices must be calibrated and in date. Users of such equipment will be required to provide evidence of their competency and training prior to use. Scans must be completed in a grid formation to cover all areas.

Ground Conditions
Subcontractors must:

Provide necessary data to allow piling rig(s) mat to be designed and verified by suitably qualified persons to demonstrate the correct bearing capacity to adequately support the rig(s) relevant to the ground and environmental conditions at the proposed work sites.

Confirm that they are in possession of sufficiently detailed information regarding existing services – their depth, routes, locations within the confines of the site and other areas that may be affected by their undertakings. Surveys should also identify the ground conditions to the full depth of the piles, anticipated effects of noise and vibration on the local environment and access and egress characteristics of the site.

Environmental Conditions
Sub-Contractors Must:

Understand soil conditions and identify any contamination. Follow remediation requirements and prevent cross-contamination. Site Specific information should be included within Piling method statements and Risk Assessments.

Control and monitor noise and vibration to comply with local authority limits and protect nearby receptors. Use noise reduction measures where relevant.

Prevent pollution of groundwater and surface water. Properly manage drilling fluids, slurry, and runoff.

Minimise dust and emissions from piling operations and plant.

Check for protected species and comply with any ecological restrictions or timing constraints.

Correctly classify, handle, and dispose of piling arisings and waste materials.

Ensure all required environmental permits and approvals are in place before works begin.

Only use aggregates that are produced in line with the WRAP Quality Protocol for Aggregates from Inert waste.
Provide Appropriate concrete washout provisions to effectively manage any concrete washout from the piling process in line with McLaughlin and Harvey Procedure: Concrete Washout (IMS Ref:4081).

Additional Requirements:
Ensure that plant and machinery has adequate interlocking guards and signage around moving parts or has mechanisms in place to prevent entrapment. Specify exclusion zones as appropriate.

Specify and include within site specific risk assessments, work at height maintenance requirements that will necessitate access to parts of the rig(s) above ground level.

Roofing & Cladding
Subcontractors must:

Comply with other relevant health and safety requirements noted in this document.

Ensure that only certified roofers / wall cladders and asphalt roofers will be permitted to complete roof work on site.

Comply with the hierarchy of control principles enshrined within the Work at Height Regulations and HSG33 and comply with all other provisions of these Regulations.

Ensure that prior to commencing works, a roof survey has been undertaken which identifies the specific work location areas, roof construction and materials, presence of asbestos containing materials, fragile roofing materials and roof lights, existing edge protection and its condition and other proprietary 'mansafe' systems, utilities / services located on the roof and overhead etc.

Note: the load bearing capacity of the roof areas must be determined along with the load limits for materials on said roofs. A permit to load may be required.

Subcontractors must comply with the McLaughlin & Harvey Work at Height Permit requirements at all times.

Fall Protection Measures
Subcontractors must:
Utilise collective fall protection measures to prevent falls from roofs in preference to personal fall protection measures.

Provide a specific risk assessment when using safety harness equipment and accessories, detailing the system to be used, specific equipment, users training, inspection arrangements and associated rescue plan. Detailed sketches may also be required, particularly if work restraint systems are to be employed.

Complete a work at height rescue plan detailing rescue from nets and MEWPs as relevant.

When Accessing Roof Areas
Subcontractors must:

Ensure appropriate access is in place, prior to works commencing. Where specific access arrangements are required, these must be agreed with the McLaughlin & Harvey project management team prior to anyone accessing a roof area. The requirement for a secondary means of access from the roof in the event of an emergency is subject to agreement with the McLaughlin & Harvey project management team.

Note: The use of MEWPs to access roofs is not permitted.

On the Roof
Subcontractors must:

Ensure that fragile roof areas are appropriately signed and segregated through a robust structure comprising of double handrails and toe boards.

Ensure that roof / sky lights and other potentially fragile materials are signed and adequately protected to prevent falls of persons through these.

Provide suitable rails and / or load bearing covers at exposed roof openings where a person or materials could fall through. Measures should also be taken to prevent falls of materials, tools and equipment onto persons working below such areas.

Detail other control measures used to protect the public and others, including exclusion zones, warning signs, crash decks, scaffolding platforms and fans, debris netting, covered waste chutes etc.

Ensure that tool tethering practices are strictly adhered to.

Housekeeping and Fire Prevention
Subcontractors must:

Ensure that fire controls and suitable means of raising the alarm in an emergency is detailed in a site-specific risk assessment.
Store flammable substances in flameproof lockable containers; the use of these is to be agreed with the McLaughlin & Harvey project management team.

Remove all waste from roofs on a daily basis and ensure any materials stored on the roof are fully secured at all times.

Note: 'Bombing' of materials is prohibited at all times.

When working at height all tools must be tethered and secure.

Environmental Conditions
Sub-Contractors Must:

Protect ecology at all times, namely nesting birds which may be impacted by roof works.

Reduce plastic packaging on products through liaison with suppliers. Take back schemes for timber pallets are also to be encouraged.

Classify Sealants and mastics in accordance with safety data sheets, and ensure that each product is disposed of in line with Regulations.

Structural Steel Erection
Subcontractors must:

Comply with other relevant health and safety requirements noted in this document.

Comply with the hierarchy of control principles enshrined within the Work at Height Regulations. Comply with all other provisions of these Regulations and BCSA Codes of Practices and best practice guides.

Provide a detailed sequence of erection and drawings to demonstrate step by step progress with identification of members critical to stability and associated temporary restraint members. Confirmation of holding down bolt designs(s) must also be provided for freestanding and temporary restraining systems.

Agree the location of storage and stacking areas and required movements and lifting locations on site.

Erect and maintain exclusion zones consisting of robust barriers and suitable warning signage

where structural steel is being lifted and installed by the contractor. Hazard tape and cones will not be considered as sufficient physical barrier. No unauthorised personnel will be allowed access into the structural steel area while steel erection is taking place.

All lifting must be carried out using positive lifting accessories. Non-positive methods will only be permitted where a risk assessment demonstrates that they are the safest option.

Access arrangements for steel erectors must be agreed with McLaughlin & Harvey project management. Safety harnesses and appropriate lanyards must be worn by operatives when working from boom MEWPS. Evidence of appropriate training must be provided.

Avoid stacking steel on a partially constructed structure by lifting steel members directly into place from designated storage areas. Where this is not possible, alternative arrangements must be made with the McLaughlin & Harvey project management team.

Complete a site-specific McLaughlin & Harvey Lifting Plan Proforma where appropriate and a separate 'work at height rescue plan' in addition to site specific risk assessments / method statements

Subcontractors undertaking welding activities should ensure that effective engineering controls are provided and correctly used to control fumes arising from their welding activities.

Where engineering controls are not adequate to control all fume exposure, adequate and suitable respiratory protective equipment (RPE) is also required to control risk from the residual fume. Subcontractors shall ensure that adequate training is in place for operatives involved in welding operations.

When working at height all tools must be tethered and secure.

Installation of Metal Decking & Pre-Cast Concrete Units
Subcontractors must:

Comply with other relevant health and safety requirements noted in this document.

Ensure that delivery vehicles provide suitable means of fall prevention for operatives offloading materials and equipment, or as a last resort, 'off vehicle' fall protection systems.

Comply with the hierarchy of control principles within the Work at Height Regulations. Comply with all other provisions of these Regulations.

Affix appropriate edge protection to the structure and around permanent and temporary openings as soon as reasonably practicable.

Agree suitable access to metal decking areas with the McLaughlin & Harvey project management team prior to erection and use.

Ensure that the use of collective fall protection systems such as safety nets, airbags and safety decking takes precedence over personal fall protection systems. All fall protection systems must be detailed in the site-specific risk assessments and method statements. A separate 'work at height rescue plan' must also be provided as appropriate.

Provide a detailed sequence of erection and drawings to demonstrate starting points, stacked bundle positions and method of laying decks / units.

Provide and maintain exclusion zone(s) consisting of robust barriers underneath the drop zone(s) and appropriate warning signage.

Note: If any cutting or grinding works are anticipated – these must be discussed and agreed with the McLaughlin & Harvey project management team. Such activities must not take place immediately above or adjacent to safety net areas.

Ensure that all flammable materials are removed from underneath drop zone(s).

Environmental Conditions
Sub-Contractors Must:

Reduce plastic packaging on products through liaison with suppliers. Take back schemes for timber pallets are also to be encouraged.

Classify Sealants and mastics in accordance with safety data sheets and ensure that each product is disposed of in line with Regulations.

Store steel, coatings, and chemicals safely to prevent contamination of ground or water.

Ensure paint, tins, rollers and brushes are appropriately disposed of in line with Regulations. Reference section 13 of safety data sheets for classification.

Marine Engineering Works
Subcontractors must:

Comply with other relevant health and safety requirements noted in this document.

Comply with the hierarchy of control principles contained within site specific Port & Harbour Regulations and operational procedures. Comply with all other provisions of these policies / Regulations and relevant sections of the current MCA codes of practice as relevant and additional statutory requirements.

Ensure that all harbour, port regulations and local bye- laws are observed at all times: this is to include all radio contact with port and harbour authorities and ensure compliance with the advice and instructions given by such authorities in relation to shipping movements.

Provide all relevant and up to date certification and policies for all water based plant, including safety or workboats that are owned or hired by the contractor prior to work commencing. Certification must include periodic inspection / examination certificates and evidence that all vessels are correctly certificated and appropriate for the classification of waters the vessels will operate in.

Provide all relevant and up to date certification with regards to training and experience for all personnel and crew that will be carrying out works with the marine environment, whether land or water based.

Provide evidence that all personnel employed on site and based on marine works duties are issued with the correct and appropriate PPE and that they are competent in its use, such as personal floatation device (PFD). Inspection / examination certificates are to be provided for all PPE lifesaving equipment.

In addition to standard McLaughlin & Harvey PPE requirements, all persons onsite must wear an appropriate personal flotation device when working within 2m of inland or inshore waters.

Note: Risk assessments may indicate that the wearing of a PFD is not appropriate for a plant operative and MEWP users in quayside areas, but this must be risk assessed on a site by site basis.

Environmental Conditions
Sub-Contractors Must:

Prevent any contamination of rivers, seas, or docks from fuels, oils, concrete, grout, or sediments. Immediate action must be taken for any spills.

Minimise disturbance to the seabed/riverbed. Use appropriate controls (e.g. silt curtains) to prevent sediment spreading.

Plan works around tidal conditions, currents, and weather to reduce environmental risk and avoid uncontrolled discharges.
Comply with all ecological constraints, including protected species, fish migration, and marine habitats. Follow any seasonal or licensing restrictions. Do not allow any waste or debris to enter the water.

All waste must be contained, segregated, and disposed of correctly.

Store fuels, oils, and chemicals securely away from the water. Use drip trays and spill kits at all times.

Control underwater and above-water noise (e.g. piling) to minimise impact on marine life and nearby receptors.

Ensure all required marine licences and environmental permits are in place and complied with before works begin.

Railway Works
Subcontractors must:

Comply with other relevant health and safety requirements noted in this document.

For works undertaken in Northern Ireland, all subcontractors must comply with the Northern Ireland Railways Rulebook and ensure adequately trained personnel only are on site to cover the required duties. All training requirements must be up to date and evidence of training competencies should be available at all times.

All operatives must ensure compliance with the Working Hours Directive and evidence of such should be available on request. In addition, all operatives must adhere to the strict requirements of the McLaughlin & Harvey Drugs and Alcohol Policy for work on Northern Ireland Railways or Network Rail sites.

All plant used on or near the track, where applicable, should be compliant with 'Engineering Acceptance of Possession-Only Rail Vehicles and Associated Equipment' – I/TRK/RIS/1530-PLT and evidence supplied by the acceptance body provided supplied with the plant.

In addition to standard McLaughlin & Harvey PPE requirements, network specific orange class 32 high-visibility clothing (vests / jackets & trousers) must be worn.

Environmental Conditions
Sub-Contractors Must:

Prevent contamination from fuels, oils, concrete, and chemicals. Protect trackside drainage and nearby watercourses from runoff and spills.

Control noise and vibration from plant and works, particularly during night or possession works, in line with agreed limits.

Minimise dust and emissions from cutting, grinding, and plant operations.

Segregate and correctly dispose of all waste, including ballast, scrap materials, and hazardous waste.

Ensure Railway sleepers are appropriately disposed of as hazardous waste.

Be aware of protected species and vegetation along rail corridors. Comply with seasonal restrictions and ecological requirements.

Store materials securely to prevent debris entering tracks, drains, or surrounding land.

Keep trackside drainage systems clear and free from blockages or contamination.

Comply with all rail authority requirements, environmental plans, and any necessary permits for the works.

Welding Works

Subcontractors undertaking welding activities should ensure that effective engineering controls are provided and correctly used to control fumes arising from their welding activities.

Where engineering controls are not adequate to control all fume exposure, adequate and suitable respiratory protective equipment (RPE) is also required to control risk from the residual fume.

Flameproof overalls are to be worn by all involved in welding works.

Subcontractors shall ensure that adequate training is in place for operatives involved in welding operations.

06
Glass & Façade

Glass & Façade

Deliveries, Movement and Distribution

The subcontractor must clearly demonstrate through their risk assessments and method statements that they have developed a safe system of work (SSoW) for the safe delivery, storage, movement and installation of glass panel units. The SSoW should also include arrangements for the removal of A-frame stillages and any damaged or leftover glass products and the methodology for ordering and delivery of glass in sequence.

When developing the SSoW the subcontractor should take into consideration McLaughlin & Harvey's requirements below.

General Requirements for Glass A-frame Stillages

- The transport of A-frame stillages must be suitably planned, taking into account any narrow or restricted access. The subcontractor should partake in early engagement and programme review to ensure access is available throughout their works. Where access is restricted, wheeled A-frame stillages should be used (see below for further guidance on wheeled A-frames).
- All glass panel units must arrive on site on a steel A-frame stillage. Wooden A-frames are not permitted.
- Base and back areas where glass will be in contact with the frame are backed with sheet material such as plywood, plastic, rubber or foam.
- Where multiple façade elements are placed on the same stillage, they will be individually restrained to the stillage, such that if one is removed the rest will remain secured. Only proprietary polyester strapping/banding systems and ratchet straps will be used for restraint; ropes will not be permitted.
- If restraints are removed in error, due to sequencing or glass needs to be placed back on the stillage for any reason, individual banding must be reinstated.
- Fork guides are to be centrally located on the long side of the frame.
- Any A-frames that are to be lifted by crane are to have integrated lifting points.
- A-frames are to have integrated lashing points.
- Unwheeled A-frames should be lifted or moved only using either the fork guides on their long side or via lifting eyes. A-frames must not be lifted on the narrow side.
- A-frames should display the safe working load (SWL) for which they have been designed.
- A-frames should be loaded & unloaded evenly to ensure the load and frame remain balanced.
- A-frames are designed assuming even distribution of weight on each side. This distribution should be assessed in advance of any movement of the stillage. When glass is being removed from the A-Frame, an even balance must be maintained to ensure an even distribution of weight on each side of the frame.
- A-frames should be kept level at all times during storage, transportation and handling with a maximum tilt of 3-5 degrees recommended to maintain stability.
- Loaded A-frames should be stored away from areas susceptible to high winds and preferably in a dry environment.
- Wheeled stillages should have all wheel brakes engaged when not in the process of being moved horizontally.
- Separating foam transit pads should be fixed between each individual glass panel to prevent contact.
- All operatives involved in stillage movement or unloading operations should be provided with training on handling and equipment use.
- PPE (cut-resistant gloves, protective clothing, safety footwear, eye protection, head protection) must be worn at all times when moving or unloading of stillages.
- Defined exclusion zones must be set up during the movement or unloading of stillages.
- Before moving an A-frame, the route should be walked in advance to ensure it is free of obstructions or restrictions that would prevent the safe transportation of the load.
- Powered pallet trucks should be used to reduce the manual handling risk.
- Where forks are to be used to move metal stillages, consider using fork protectors to prevent the load from slipping (metal on metal).
- Wheeled platform dollies are not permitted on McLH projects.

The requirements above are not exhaustive; the subcontractor should ensure that all risks have been identified and suitable control measures detailed within their SSoW.

Certification

- The subcontractor is responsible for ensuring that any A-frame stillage brought to a McLH project has a CE / UKCA marking.
- Where cranes or lifting equipment are involved in the handling or transport of A-frames, each stillage must be accompanied by a report of thorough examination as required by LOLER (Lifting Operations and Lifting Equipment Regulations 1998), confirming examination at an i nterval not exceeding six months.

Wheeled A-frame Stillages

Wheeled stillages will restrict the overall load-bearing capacity of stillages, but wheel products are available that can support the heaviest loads likely for normal glass deliveries.

Depending on the overall weight, wheeled A-frames will allow safe manual horizontal movement on a level surface without mechanised lifting equipment. Mechanised 'tugs' (Glass Mules) should be used for moving heavier wheeled stillages from 100kgs up to a maximum of 3000kgs (as detailed below).

The subcontractor is responsible for ensuring the A-frame stillage does not exceed its safe working load and the correct mechanical Glass Mule is selected.

Operatives who use Glass Mules must be trained, competent and authorised by the subcontractor.

Lifting & Installing

Façade elements are often significant in their dimensions and weights. This can present unnecessary and significant safety risks during lifting and installation if these activities have not been properly planned from the outset, or if deviations from the agreed methodologies occur. The following controls will ensure greater certainty and consistency in our operations by eliminating potential risks.

- All facade elements to be lifted and installed by mechanical means will be provided with suitably designed and rated positive lifting points, mechanically fixed to the element. All lifts will include appropriate means of secondary restraint and/or appropriate redundancy in the primary lifting points to prevent the load from dropping in the event of a failure.
- Glazing will be lifted using appropriate dual circuit vacuum lifting devices together with appropriate means of secondary restraint.
- No lifting of façade elements will be considered a "common lift". Each lift type will require the production of a specific lifting plan.
- All lift plans and installation methodologies are to be agreed in advance and submitted to the McLH Project Appointed Person and Package Manager for approval alongside appropriate risk assessments, ITPs (Inspection Test Plans) and check sheets.
  - Consideration must be given to additional lifting accessories, including but not limited to: launch tables; spreader beams; lifting frames; counterbalance beams; vacuum lifters; and chain blocks to be used as part of the installation methodology.
- All temporary conditions affecting the loads imposed on façade elements during lifting and installation must be considered and will require a temporary works design/check to be submitted in advance to the McLH Temporary Works Coordinator for approval.
  - These include but are not limited to: environmental conditions; location specific conditions; pitching/ re-orientation; eccentric/overloading of lifting points; and proximity to other elements.
  - Any lifting and installation operations which do not comply with the above requirements will not be permitted.

07

Environment & Sustainability Management Requirements

Management

McLaughlin & Harvey operates environmental management and energy management systems, certified to ISO14001 and ISO50001 respectively. These systems manage, control and influence our environmental impacts and behaviours. Each supplier should have their own certified management system or manage their activities in accordance with the McLaughlin & Harvey certified system.

Each supplier is expected to have an Environmental Policy as an absolute minimum:

- The supplier must work in accordance with all requirements contained within the environmental section of the Project SHEQ Plan
- Each supplier RAMS must contain details of identified environmental risks associated with their works package, and detail those measures which will be implemented to mitigate each risk.

Pollution and Nuisance Prevention

Incidents

All pollution incidents regardless of scale should be reported to the Project Manager as soon as possible after the occurrence.

- Non-Pollution incidents (e.g. small spills onto hard standing) should be reported to site management and a positive SEOR shall be raised. Failing to respond to this type of spill will result in a negative SEOR.
- A pollution incident (e.g. onto permeable ground, or into a controlled water body) must be reported to site management with a full incident investigation carried out and recorded on an incident notification form.

Emergency response and spill training must be undertaken every 6 months for all staff carrying out plant or machinery refuelling as a minimum.

Fuels, Oils and Chemicals Storage and Management

All subcontractors must store and handle fuels, oils and chemicals in a manner that prevents leaks, spills, and environmental contamination.

Materials must be kept in suitable, clearly labelled containers and stored within secondary containment (e.g. bunded areas or drip trays) with sufficient capacity to contain at least 110% of the largest container.

Storage areas must be located away from drains and watercourses, secured against unauthorised access, and regularly inspected for damage or leaks.

Refuelling activities must be controlled, with spill kits available at point of use and operatives trained in their use. Absorbent matts must be used when carrying out refueling.

Any spills must be reported immediately and cleaned up in accordance with site procedures.

All handling, storage, and disposal must comply with current environmental legislation and site-specific management plans.

Plant nappies and absorbent matts must be used when items are removed from storage, this includes small plant and / or equipment that has the potential to leak.

Subcontractors must be able to demonstrate compliance through the following:

- COSHH assessments and Safety Data Sheets (SDS) for all substances on site.
- Inspection records for storage areas, tanks, and containers.
- Evidence of appropriate bunding and secondary containment in place.
- Spill response procedures and records of spill kit availability.
- Training records for operatives handling fuels and chemicals.
- Waste transfer notes / hazardous waste consignment notes for disposal.
- Method Statements and Risk Assessments detailing control measures.

Noise, Vibration and Dust Nuisance

Where possible, equipment and plant must be located away from site boundaries and use noise or vibration mitigation measures where appropriate.

Requests to work out with normal or permitted site hours can only take place once an agreement with the Local Authority via the project management team has been reached. Breach of this process will result in an NCR being issued which may result in withholding of payment, especially if a Notice under Section 60 of the Control of Pollution Act 1974 (as amended) is issued by the relevant local authority. Voluntary Notice under section 61 of the Control of Pollution Act 1974, should be considered, as a additional measure and mitigation for likely nosiy activities.

Water or other means of dust suppression or extraction must be used to prevent dust generation.

Vehicle movements must observe site speed limits and loads must be covered while vehicles are moving within or out with the site. Idling of vehicles or plant when not in use is not permitted.

All vehicles must adhere to wheel wash requirements depending on site conditions prior to egress onto a public highway.

Concrete Washout and Water Use

The concrete washout hierarchy outlined within the procedure: concrete washout (IMS Ref: 4081) must be consulted during early decision making, with washout off site being the preference on all McLaughlin & Harvey sites. Suppliers who offer this will be preferred.

Concrete wash residues must not be discharged in any area out with designated areas on site. Washwaters must never be discharged directly to ground, any watercourse or surface drain.

Each subcontractor is to ensure concrete washouts are managed in accordance to McLH Concrete Washouts Procedure, which can be provided upon request. Early engagement with SHEQ department is required in order to establish the best treatment option.

Should onsite washout be required, an integrated washout solution shall be procured allowing for wash water to be reused.

Sub-contractors responsible for washout on site, must provide a detailed method statement including all sequencing of works and environmental mitigation measures - this must be presented to and understood by all those involved in concrete works.

Daily check sheets must be undertaken to verify the effectiveness of the system, with PH treatment and check sheets competed whereby the water is reused and / or part of any discharge conditions.

Method of management for excess wash water generated as part of the process must be outlined within sub-contractor Risk Assessments and Method Statements and must be in line with Regulations.

Water Management

All subcontractors must manage water use and discharge in a controlled manner to prevent pollution, unnecessary consumption, and breaches of environmental legislation. No water shall be abstracted from or discharged to surface waters, groundwater, drains, or sewers without the appropriate regulatory consents in place. This includes any water generated from construction activities such as surface runoff, dewatering, wash water, or contaminated water arising from the works.

All water management activities must comply with the project Water Management Procedure and associated guidance, ensuring that suitable controls (e.g. settlement, filtration, containment, or treatment measures) are implemented prior to any discharge.

Subcontractors must take all reasonable steps to minimise water use across their activities, including the prompt identification and repair of leaks in temporary or permanent water supply systems.

Water efficiency must be considered in method statements, and operatives must be instructed to avoid unnecessary consumption. Where water is used for dust suppression, cleaning, or other site activities, it must be applied in a controlled and efficient manner to avoid wastage and runoff.

Subcontractors must be able to demonstrate compliance through the following:

- Copies of all relevant discharge permits, abstraction licences, or consents (where applicable).
- Method Statements and Risk Assessments detailing water management controls.
- Completion of a Mclaughlin and Harvey Permit to Pump on fieldview, outlining all details of dewatering / pumping activities.
- Records of inspections for water systems, hoses, and temporary supplies, including leak repairs.
- Evidence of implementation of water treatment or control measures (e.g. settlement tanks, silt control systems).
- Monitoring records for discharge water quality (where required by the Water Management Procedure).
- Training records demonstrating awareness of water management requirements.

Sustainability

Energy and Carbon Emissions

McLaughlin & Harvey are committed to playing our part in combatting climate change and have committed to achieve Net Zero emissions across Scope 1 & 2 by 2030 and across all scopes by 2045. Our supply chain partners will be required to participate in training sessions and workshops when required in order to support our journey towards net zero.

SBTi Services has validated our science-based greenhouse gas emissions reductions target(s) in conformance with SBTi Corporate Net Zero Standards and Guidance. As part of this commitment, 70% of our suppliers by spend will be required to have science-based targets set by FY2029.

McLaughlin and Harvey committed to reduce absolute scope 3 GHG emissions from purchased goods and services, fuel- and energy-related activities and other relevant scope 3 categories by 35% by FY2034 from a FY2024 base year. The subcontractor must take all reasonable steps to minimise energy use and carbon emissions by using energy efficient equipment and, fuel efficient plant.

The subcontractor must take all reasonable steps to minimise energy use and carbon emissions by using energy efficient equipment and, fuel efficient plant. Evidence of service history for all plant will be required upon request. Plant or vehicle idling on-site will not be permitted.

When working on projects within Greater London, London Central Activity Zone (CAZ) or Canary Wharf, all plant or machinery used or supplied by the subcontractor must comply with the requirements for Non- Road Mobile Machinery (NRMM).Details of these requirements can be found on the Greater London Authority website.

Subcontractors will be required to register with the supply chain sustainability school carbon calculator. All Scope emissions are to be reported to McLaughlin & Harvey apportioned on turnover to the preceding financial year along with a carbon reduction plan. The plan will detail actions and activities to reduce carbon emissions year on year and project specific plans for reduction considering materials, fuels, innovation and modern methods of construction. The subcontractor will engage in carbon reduction meetings and workshops with McLaughlin & Harvey and where necessary design and client teams, providing evidence of carbon mitigation measures.

Embodied Carbon

Embodied carbon will be considered at each stage of design, procurement and construction with consideration to end of life repurposing / recycling. The subcontractors' expertise will be sought to provide options to reduce embodied carbon, this may be through redesign, recycled content alternative materials, selection of reused products, etc.

The use of Materials with Environmental Product Declarations (EPD's) is required. Where this is not available, suitable equivalent evidence is to be submitted for consideration.

Alternative Fuels and innovation.

McLaughlin & Harvey has identified HVO, Biodiesel, Hybrid Battery and Hydrogen as alternative fuels to traditional diesel offering significant reduction in tail pipe emissions.

Whilst technology continues to emerge along with availability and wider sustainability review, McLaughlin & Harvey encourage alternative fuel and innovation.

The subcontractor must take all reasonable steps to minimise energy use and carbon emissions by using the most practicable lowest emission fuel and technology available.

McLaughlin & Harvey will be pleased to trial innovation in the right application with construction team review and consent.

Site deliveries and staff travel

Material delivery to site will be via the lowest practicably possible emission method and must consider the location and proximity to site.
Zero emission delivery vehicles are encouraged along with grouped deliveries and prefabrication to limit the quantity of deliveries.

All deliveries and delivery methods must be recorded on site to ensure accuracy of Carbon Emissions. This must be logged through QR codes provided at site entrance.

Staff are visiting sub contractor management are encouraged to comply with McLaughlin & Harvey Green travel plan which includes, public and shared transport along with ELV vehicles.

Circular Economy

Subcontractors will be required to share potential circularity initiatives relating to their package. Examples may include recycled content, reused products, bio-based and natural materials, demountability, design for flexibility, etc.

McLaughlin & Harvey are committed to driving a circular economy approach and becoming a zero-waste business. The Supplier will provide fully returnable packaging and protection. The supplier will make arrangements to collect these from site without being sent to waste or to the site waste disposal arrangements. This shall be the default position unless agreed otherwise on a project specific basis.

The supplier will engage with McLaughlin & Harvey to discuss how waste on site through the construction stage will be planned and minimised. This will include consideration of 'off site' Prefabrication and Modern methods of construction, quality procedures and suppliers offering take back schemes for offcuts and surplus.

Waste Management and Recycling

Each supplier must comply with the project waste segregation strategy by ensuring that cross-contamination of non-mixed skips is avoided. Where a supplier makes their own arrangements for waste transfer or disposal, they must ensure that full legal compliance under the Duty of Care Regulations is adhered to. The following information is required:

1) A Waste Contractor Questionnaire must be completed by all waste contractors. This acts as verification and ensures that all required information is supplied prior to waste being removed.
2) Relevant licenses must be received, including:
   - Waste Carriers License
   - Waste Management Licenses or equivalent.
3) Once the questionnaire and above licenses is received, a "permit to move waste" will then be raised by the Environmental Department.
4) Waste transfer note to be received to accompany all movements.

A compliant waste transfer note will specify:

1. The name and address (including postcode) of the project site and waste contractor
2. The date and time of transfer
3. Description of the waste including reference to the applicable 6-digit European Waste Catalogue (EWC) coding
4. The relevant SIC Code for McLaughlin & Harvey 41201 for commercial construction or 42990 for civil engineering projects. If waste removal is in your sub-contractor package, it will be the sub-contractor's specific SIC code that will be applied.
5. The waste management license number, exemption number or permit number for the receiving site together with details of the relevant regulatory body with whom the site is registered
6. Signatures from representatives of the waste contractor and the project team.

The supplier must take all reasonable steps to ensure that generation of waste is minimised, including packaging materials, and that wastes are suitably segregated where possible.

Material Management

All subcontractors must ensure that any materials arising from the works, particularly excavated soils and tar-bound materials, are correctly identified, tested, classified, and managed in accordance with relevant environmental legislation and the project Waste Management Procedures. No material shall be removed from site or reused without appropriate assessment and approval.

All excavated soils must be classified prior to reuse or disposal. This includes undertaking WM3 compliant waste classification assessment to determine whether soils are hazardous or non-hazardous. Where soils are to be removed from site, Waste Acceptance Criteria (WAC) testing must be undertaken to confirm suitability for the receiving facility. All classification and testing must be completed by suitably qualified laboratories, and results must be made available for verification prior to movement of material.

All asphalt, made ground, or other suspected tar-bound materials must be assessed for the presence of coal tar. Where tar is identified, materials must be classified and disposed of as hazardous waste unless testing demonstrates otherwise. No tar-bound material shall be reused on site unless explicitly approved through the project materials management process.

Where material is proposed for reuse on site (including "Type 1" or similar engineered fill), it must meet the required specification and be supported by valid testing data confirming suitability. All decisions relating to reuse, disposal, or recovery of materials must be documented and agreed prior to implementation to ensure compliance with regulatory requirements and project controls.

Recycled Aggregates Compliance Requirements

Subcontractors of recycled aggregates or topsoil must provide evidence that the material is certified as being fully compliant with the Aggregate Quality Protocol or BS3882 respectively.

All relevant documentation should be supplied prior to order. The required information is outlined within Aggregate Guidance Document (3521). Subcontractors must also allow McLaughlin & Harvey environmental staff to undertake audits of acceptance criteria, processing and testing of any recycled aggregate facility at any time.

Failure to comply with any legal documentation or process requirements specified above will result in an NCR being issued which may result in withholding of payments. Regardless of payment, McLaughlin & Harvey reserve the right to initiate Regulatory Agency engagement where procedural requirements fall short of our strict standards.

A "Recycled Aggregates Checklist" is available on Fieldview for use to verify that all information has been provided (IMS Ref: 4411).

Monthly Returns Requirements

A report must be completed and returned monthly to McLaughlin & Harvey by the waste contractor which includes the following details:

1. Date and location of transfers
2. Waste transfer note number applicable to each movement
3. Type of waste including EWC code
4. Container size and type
5. Tonnage of waste
6. Destination facility and type of end use (recycling, recovery, energy from waste, landfill)
7. The recycling rate of waste sent to each end use, where applicable.

All waste must be managed as per the McLaughlin & Harvey Waste Management Standard, a copy can be provided on request.

The importation, use or removal of aggregates must be managed in accordance with the McLaughlin & Harvey Importing Aggregate to Site, a copy of which can be provided upon request.

Reporting

The supplier will be required to assist in the reporting of all environmental and emission data monthly, including the quantities used of water, fuel, electricity and the mileage for any deliveries to site. Failure to comply with any reasonable request for such data will result in an NCR being issued which may result in a reduction to any interim and final payments as determined by McLaughlin & Harvey.

Timber and Wood Products

The supplier will provide evidence demonstrating that all timber and wood based products, including packaging, is sustainably and legally sourced.

The only acceptable evidence will be those schemes certified by the Forest Stewardship Council (FSC), Programme for the Endorsement of Forest Certification (PEFC) or that the forest of origin is licensed by the EU Forest Law Enforcement Governance and Trade (FLEGT) scheme.

Full chains of custody must be provided to ensure legal and relevant scheme compliance, as well as providing evidence for relevant credits to be awarded under the BREEAM scheme including having FSC details specified on each delivery note.

All subcontractors must manage timber and waste wood in a way that prevents environmental harm, promotes reuse and recycling, and ensures compliance with waste legislation. Timber must be stored in designated areas, kept dry where practicable, and segregated from other waste streams to support recycling or recovery. Untreated clean timber should be separated from treated, painted, or contaminated wood at the point of generation.
Waste wood must be correctly classified prior to disposal, with particular attention given to identifying any preservatives, treatments, coatings, or contamination that may render it hazardous.
Where hazardous characteristics are suspected (e.g. creosote-treated timber or timber contaminated with oils or chemicals), materials must be assessed and managed in accordance with hazardous waste procedures and consignment documentation requirements.

Timber waste must not be burned or disposed of on site. All waste wood must be removed by licensed carriers and taken to authorised facilities. Subcontractors must take reasonable steps to minimise timber waste through accurate ordering, careful handling, and reuse where permitted by specification.

Ecology

All subcontractors must ensure that ecological impacts are identified, avoided where possible, and appropriately managed throughout the works in accordance with all relevant legislation, planning conditions, and the project Environmental Management Plan. No works shall commence in areas where ecological constraints are present without appropriate surveys, approvals, and mitigation measures in place.

Prior to starting works, subcontractors must be aware of any ecological sensitivities within their work area, including but not limited to protected species (such as bats, nesting birds, reptiles, amphibians, and mammals), designated sites, and invasive non-native species. Where ecological constraints exist, all relevant method statements must incorporate agreed mitigation measures, including exclusion zones, timing restrictions, and supervision by an approved ecological advisor where required.
Vegetation clearance must not take place during bird nesting season unless a pre-commencement check has been completed by a competent ecologist. If any protected species are discovered during the works, operations must stop immediately in the affected area and the Project Manager and environmental team must be notified without delay.
Subcontractors must also take precautions to prevent the spread of invasive non-native species, ensuring that appropriate biosecurity measures are followed, including cleaning of plant, equipment, and materials where required.

08

Quality Management

Quality Management

General Requirements

Subcontractors must demonstrate a commitment to quality and are encouraged to seek opportunities for continuous improvement throughout their operations by working openly and collaboratively with us, as we strive to improve our organisations operational output.
McLaughlin & Harvey operates a Quality Policy that requires the implementation of a Business Management System across its operations that conforms to ISO 9001. Accordingly, the subcontractor is required to co- operate and comply with the policy.

In McLaughlin & Harvey we adopt the Plan, Do, Check, Act principle and we expect our subcontractors to work to the same methodology. An explanation of the steps that should be taken are detailed below.

Planning for Quality

Why we plan for Quality?

- To ensure that we understand both the requirements and the timescales in which these are to be produced
- To identify all of the contractual information that we will need to deliver the activities successfully
- So that the specification and testing arrangements are clear
- So that Inspection & Testing Plans are prepared and approved before work starts
- To identify inspections for each works package including hold points and witness points
- To ensure that the materials are compliant prior to install
- To know what records are required to be gathered to complete the ITP

Not Planning for Quality

What happens if we don't plan for Quality?

- Defects/Snags
- Rework Costs – higher risks, more paperwork
- Programme Delay
- Failed inspections
- Personal Disappointment & team demotivation
- Stress & Anxiety
- Unsafe installations on site – injury to people
- Legacy issues
- Reputational damage – personal and business
- Prosecution
- Loss of Customer confidence / Lack of future work

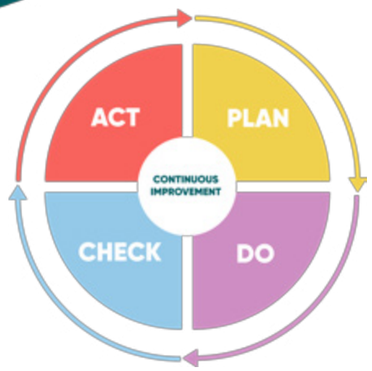
Subcontractors must appoint a Quality Assurance Appointed Person, (QA AP). This person must be someone who is full time on site and can either be a Site Manager, SHEQ advisor or a Project Manager etc. but must be someone with a degree of experience in managing the quality aspects for which they are appointed to do. The subcontractor shall ensure that the QA AP is given adequate time and support to effectively carry out their role and works.

The QA AP must also undertake joint quality inspections with the McLaughlin & Harvey package lead/compliance manager when requested. The subcontractors is also required to undertake a monthly audit in conjunction with the McLaughlin & Harvey compliance manager. The QA AP must attend the quality meetings set-up by the McLaughlin & Harvey management team.

QUALITY MODEL

4. Act
Sign off or if anything is wrong PAUSE works, raise an NCR or snag. Review the plan and revise the ITP if required

3. Check
Complete the check sheets and review the results against the requirements



1. Plan
(Pre-construction)
Create your ITP and ensure it will deliver the intended results

2. Do
(Construction Stage)
Follow the plan and take pride in doing the works (ensuring hold points are adhered to)

5. Record Keeping
Complete robust digital* records progressively to have evidence to demonstrate compliance for each ITP

(Or paper forms scanned and saved on secure projects)*

The subcontractor shall provide Quality Plans, Programmes, Inspection & Test Plans (ITPs), Check Sheets and any associated quality records and check sheets in relations to all elements of their works, or works subcontracted by them.

Subcontractor ITPs shall identify the following as a minimum:

- The name of the subcontractor
- The element of work that is to be undertaken
- Drawing numbers applicable to the element of works
- Specification references applicable to the element of works. These must include sections and clauses not just 'as per the specification'
- What is to be inspected/tested as the frequency of these tests
- Who is to be involved and the inspection codes relevant to their role on the project
- How activities will be recorded i.e. what document will be produced to evidence the completion of each activity
- Details of any client or third-party inspections or witnessing
- Final record requirements with regards to the Operations and Maintenance (O&M) Manual or the Life Time Quality Requirements (LTQRs)

ITPs produced by the subcontractor, either using their own template or the McLaughlin & Harvey template, shall be checked, verified and endorsed as acceptable by both the subcontractor and an appropriate member of the Project Management Team prior to any subcontracted works commencing.

The subcontractors is responsible for uploading these ITP documents to Viewpoint. Works shall only commence once the ITP has been approved and accepted by McLaughlin & Harvey. All ITPs and proposed check sheets must be sent to the project manager 4 weeks prior to your works starting on site.

Your work activities will not be allowed to commence until the project management team confirms your documentation is suitable and fit for purpose. Subcontractors are expected to communicate these requirements to their own Subcontractors to ensure alignment across the supply chain. The subcontractor is responsible for independent inspections of their work (or their subcontractor) by the supplier or material manufacturer, reports issued following these inspections are to be issued to the McLaughlin & Harvey Project Management team. The subcontractor is also required to arrange and attend CDP training sessions via their suppliers for elements of their sub-contract work when requested by McLaughlin & Harvey.

Subcontractors are required to adhere and comply with the following:

Viewpoint For Projects (VfP)

The subcontractor shall use VfP, which is the delivery team's (distributed) Common Data Environment (CDE).

Note – On specific projects the CDE may be different from VfP. This will be clarified in the Pre-Acceptance meeting, Pre-Start and the Site Induction

The subcontractor shall use VfP to:

- Share Information for design coordination.
- Share Information for review and comment by Project Team members.
- Share Information to obtain work stage approval by McLaughlin & Harvey and the Client.
- Publish information for contractual use.
- Review and coordinate their design with all other project design information.
- Raise all necessary RFIs and TQs through Viewpoint, as required, to complete their design.
- Ensure compliance with the project specific file naming convention.

Works on site should not commence until Subcontractors Design Drawings, Specifications, Inspection & Test Plans and Technical Submittals (where relevant) have received a minimum Status B5 Approval on Viewpoint. Works on site should not commence until requested samples have been approved. It is the Subcontractors responsibility to ensure that they are working to the latest drawings and specifications on Viewpoint. Subcontractors must ensure that they take cognisance of all RFI and Technical Query responses. Subcontractors must work to all latest BS, EN and ISO Technical Standards and Building Regulations.

Viewpoint Field View

Field View is the mandatory tool of choice for McLaughlin & Harvey to record all our Quality Inspections in and manage any non-conformances and snags in (with the exception of secure projects which may not be able to use Field View. In this case please contact your site team who will advise on what the process will be).

It is essential on projects where Field View will be used that every supervisor does the following:-

1. Accepts the "priority1@mobilecomputing.uk.net" invite that will be sent direct to their email address.
2. Once the link has been accessed, follow the prompts, and create a password.
3. Create a mobile pin password also as this will allow you to access the system on your tablets.
4. Download the FV App on your tablet from the Apple App Store or Google Play store

The subcontractor shall use Viewpoint Field View for:-

- In the field communications and completion of McLaughlin & Harvey designated processes for QA/QC, safety, project delivery, and handover.
- To create their own Inspection Check Sheets in Field View for all of their works packages detailing where the works are located, the relevant checks completed with photographic evidence to confirm that the works are compliant and who has signed off the works from the subcontractor. All Inspection Check Sheets should include details of the relevant drawings that have been checked against with photographs to prove that the works are compliant and in good condition. Inspection Check Sheets should be updated accordingly by the subcontractor for their works.

The following status of check sheets should be noted:-

- **Non-Active –** These are for Check Sheets that are being prepopulated prior to coming to site. The works on non-active Check Sheets hasn't started on site as yet.
- **Active –** This means that the site works have commenced and the Check Sheets are live and being completed progressively by the subcontractor.
- **Ready for McLaughlin & Harvey Review –** This status means that the area of work covered by the Inspection Check Sheet has been completed and satisfactorily snagged by the subcontractor and any snags found have been rectified prior to offering to McLaughlin & Harvey. The Check Sheet will be fully completed, signed by the subcontractor and will be signed off by the person that has inspected the works.
- **Rejected –** This means that the works have been offered to McLaughlin & Harvey from the subcontractor however these have not met the requirements or there were snags noticed during the inspection. These works have not been accepted by McLaughlin & Harvey and will be passed back to the subcontractor to rectify and re-submit when the works are compliant. When rectified the subcontractor must change the Rejected items back to Ready for McLaughlin & Harvey Review however not before the works are rectified.
- **Accepted and Closed –** A Check Sheet should only be moved to this status when it has been fully completed, has photographs of the installation, be signed off by the responsible person from the subcontractor and then countersigned by a representative from McLaughlin & Harvey who has confirmed that the works meet the contract requirements.
- To produce a list of snags that they have identified during their inspection of the works prior to handing over to the McLaughlin & Harvey site team. This is to demonstrate that all snags and areas of non-compliance have been rectified prior to offering to McLaughlin & Harvey for acceptance of the works. All snags must contain a photo of the error and a photo of the rectification once it has been resolved. Snags must only be raised against a subcontractors own company and not to McLaughlin & Harvey or another subcontractor. Issues like these should be discussed at the Daily Coordination meeting and the Monthly SHEQ meetings held with the McLaughlin & Harvey Project Team. Any snags raised by a subcontractor to another subcontractor or McLaughlin & Harvey will be deleted and the subcontractor in question will be spoken to with regards to this. Any further incidents of this will be noted in the monthly KPI scores that are carried out on our supply chain.
- To close out any snags that may be raised during the duration of the contract by the McLaughlin & Harvey project team. McLaughlin & Harvey will add a photo of the snag and the subcontractor must add a photograph of the rectification prior to offering over to McLaughlin & Harvey to review prior to closing this out.

- The closure of Non-Conformance Reports (NCRs) that have been raised by the McLaughlin & Harvey project team. The subcontractor must complete the NCR on Field View with details of the corrective action and the action to prevent recurrence. It is very important that these are added as this will ensure that the non-conformance shouldn't happen again. The NCR must also be supported by photographs and documentation to confirm that the issue has been resolved and that any non-conformity has now been satisfactorily rectified.

Training

To ensure that our subcontractors are trained in the tools that McLaughlin & Harvey use day to day we offer the following training:-

- ITP training – This is aimed at individuals in our subcontractors who produce/write Inspection and Test Plans for their works. This goes through a step-by-step process on what is expected and what should be contained within an inspection and test plan.
- Field View training – This training is specifically on the use of Field View and will take the subcontractors supervisor through how the system shall be used on each on of our projects (if permitted).
- Viewpoint for Projects training – This can be delivered by our document control teams to allow our subcontractors to gain the required knowledge to both upload documents to and access Viewpoint which contains all of the project specific drawings, specifications, schedules etc. Contact should be made with either: -

- **documentcontrol.belfast@mclh.co.uk** for Belfast and Civils projects.
- **documentcontrol.glasgow@mclh.co.uk** for Glasgow projects.

Record Keeping

During the delivery of our projects there will be a huge amount of documentation produced to evidence the build to confirm that it meets the required specification. Our subcontractors must ensure that all documents are sufficiently controlled and issued in a timely manner to McLaughlin & Harvey to allow these to be reviewed, approved or returned should these require to be updated/amended. Records come in many ways from certificates, warranties, test records, photographs etc. and these must be controlled by our subcontractors as part of the Golden Thread of information to prove that we have a compliant build.

Material Control

It is the responsibility of the supervisor from the subcontractor to control the materials that are delivered to the site and installed through the duration of the contract. This will be by:-

- Checking all of the materials as they are being delivered to site to confirm the quality and the quantity of the order received.
- Checking that the materials are as per the specification, related construction drawings and confirm to any approved technical submissions for the project. Any materials that are delivered that are not approved to be installed should be rejected to prevent them being accepted onto our projects.
- Always ensuring that a copy of the delivery note is received and any shortfalls are recorded and that the supplier if notified of this timeously
- Checking all the materials that will be installed are free from damage. Any damage is to be reported to the manufacturer/delivery company immediately.
- Always using approved materials and fixings for the specific project. Materials and fixings that are not specified on the project must not be used and must be removed for the project immediately.
- Ensuring that all materials are stored on site are safely stored and that the risk of damage is mitigated and that the environment they are stored in doesn't have any adverse affect on the materials. No materials that will be effected by wet or damp conditions should be stored outside or in an environment that is different from the manufacturer recommended storage criteria.

Staff Competency

In addition to each operative presenting a copy of their CSCS card at the induction stage to confirm that they have a recognised trade competency, the subcontractor supervisor should ensure that:-

- They must brief all their operatives in the contents of the subcontractors ITPs and any relevant Inspection Check Sheets before they start on site so that they are familiar with what has to be delivered and have had the opportunity to ask any questions.
- They only allocate the works on site to those people who are both trained and competent to do the activity. Never set someone to work who is not either trained, competent or has not had a specific familiarisation for the task for which they are to undertake.
- Never put someone to work knowingly if they do not have a valid qualification or training certificate for the task they will undertake. This could result in an unsafe condition or an error built into the works due to a lack of competence.
- They communicate with their operatives regularly so that they ensure that the staff under their remit are capable to do the activities asked of them to a sufficiently high standard. The level of work onsite by operatives reflects on the supervisor.
- If a new task is to be undertaken by an operative on site, then they must have been briefed, trained and are competent to complete the task before they commence it. If not then they should not be set to work.
- All of our direct subcontractors must be able to demonstrate their competence to us both for site and office-based personnel. Each subcontractor must ensure that they carry out a competency check on their subcontractors to verify the same, no matter how many subcontracting tiers are involved. This is to ensure that all companies involved in building work comply with their regulatory duties.

Calibration of equipment

All test and inspection equipment that is to be used on site by our subcontractors (and their subcontractors) must be in calibration and have a current, in date calibration certificate issued by an approved calibration house. Supervisors must:-

- Review all equipment on site to ensure that each has a valid calibration certificate. Copies of these must be provided to a McLaughlin & Harvey representative along with a calibration register.
- Create a comprehensive list of equipment which requires calibration and record these on a calibration register which will record the equipment type, model, serial number and date of re-test
- Ensure that any equipment is removed from site to get recalibrated as required and if required replaced with a new piece of equipment so that there is not gap in any test requirements. All new pieces of equipment should be in calibration and a record of the certificate should be issued to McLaughlin & Harvey
- Deal with any non-conforming equipment and have this quarantined as appropriate to make sure that it is not used on site.
- Re-test any parts of the installation that has been done with an un-calibrated piece of equipment so that it can be verified as being within the permitted tolerances for the test. A new test certificate must be issued for this with details of the new piece of equipment and the old certificate withdrawn and destroyed.

Sub-Subcontracting

Subcontractors must communicate these requirements to their own Subcontractors to ensure alignment across the supply chain.
The subcontractor is responsible for independent inspections of their work (or their subcontractor) by the supplier or material manufacturer, reports issued following these inspections are to be issued to the McLaughlin & Harvey Project Management team.
The subcontractor is also required to arrange and attend CDP training sessions via their suppliers for elements of their sub-contract work when requested by McLaughlin & Harvey.

Snagging

Subcontractors are to produce detailed snagging reports through Field View two weeks before handing over a section of works (or via a means acceptable with the project team on a secure project). These must be raised by the subcontractor and have photographic evidence of the snag before and after rectification. The McLaughlin & Harvey site team will reject any request to inspect/accept works completed by a subcontractor if there is no evidence that they have snagged their own works. Subcontractors are to undertake a weekly snagging inspection with the McLaughlin & Harvey package lead/compliance manager to review progress and ensure any snags that have been raised by the McLaughlin & Harvey site team are being closed out in a timely manner.

Non-Conformance Reporting & Close Out

All NCRs are to be investigated within 24hrs by the subcontractors, a report detailing findings and remedial actions regarding the NCR must be issued within 72 hrs. Close out timescales are to be agreed with the package lead/compliance manager for McLaughlin & Harvey and these are to be regularly monitored.

Compliance to the McLaughlin & Harvey Quality Management Requirements

Failure to comply with an agreed Quality or ITP process may result in reduced or delayed subcontractor payments.

09

Social Value Operations & Impact

Social Value Operations & Impact

Management

At McLaughlin & Harvey, we have a system in place to make sure we do business in a way that is good for society. We follow ISO 26000 and associated certified standards as part of our integrated management system.

We work closely with our clients, value chain, workforce and communities to create real social impact, that is aligned to the objectives of the UN Sustainable Development Goals, The Public Service (Social Value) Act 2012 and associated Procurement Policy Notes (PPN).

This commitment is embodied in McLaughlin & Harvey's Social Value Strategy, which strives to create value and enhance lives through five pillars:

- Building Futures
- Good Employer
- Shared Prosperity
- Communities Matter
- Sustainably Green

Subcontractor Requirements

Our ISO 26000 Social Value system helps us manage and support sustainable development while being transparent, honest and ethical. We expect our suppliers and partners to do the same.

Here is what we require:

Policy
Have their own Social Value, Social Impact, CSR or Sustainability Policy.

Commitment
Commit to deliver social impact detailed in the Social Value section of the Sub-Contract.

Create a project-specific plan showing how the subcontractor will make a positive societal impact. Identify an appointed person and clearly demonstrate how the Key Performance Targets (KPIs) will be met, while outlining the process for delivery, measurement, and reporting.

Socially responsible organisational behaviours
Practice socially responsible organisational behaviours and governance, including compliance with all relevant laws, industry regulations, and standards plus compliance with:

- Considerate Constructors Scheme Code of Considerate Practice to respect the community, care for the environment and value your workforce.
- Construction Logistics and Community Safety (CLOCS) Standard/Champion site to ensure the safest construction vehicle journeys.
- Fair Payment (payment within the agreed terms) of their Supply Chain.

- Fair payment (living or minimum wage) of their workforce.
- Ethical labour practices (incorporating modern slavery and illegal working) for their workforce by reducing inequalities, providing training and creating a heathier workforce.
- Local skills and employment provisions by working with local schools and colleges, giving local young people a chance to gain work experience, creating new job and apprenticeship opportunities.
- Healthier, safer and more resilient communities provision through volunteering, fundraising efforts and charitable donations.
- McLaughlin & Harvey's subcontractor learning pathway delivered through the Supplychain Sustainability School.

Appointed Person
Subcontractors must appoint a Social Assurance Appointed Person (SA AP) experienced in managing social impact and responsible operations.

The SA AP should be given adequate time and support to carry out their role, including joint reviews with the McLaughlin & Harvey Social Value manager when requested.

Plan, Monitor, Measure & Report
A Social Value Plan is produced by the subcontractor, either using their own template or the McLaughlin & Harvey template and submitted for approval 14 days prior to starting works on site.

It shall be checked, verified and endorsed as acceptable by both the subcontractor and an appropriate member of the Project Management Team prior to any works commencing.

The subcontractor is responsible for successful delivery of the accepted Plan including where necessary, the required support and co-operation of all suppliers within their Sub-Contracts involved with the delivery of the project.

The subcontractor is required to provide an evidenced report, either using their own template or the McLaughlin & Harvey template, detailing how each KPI is being achieved at the Subcontractor review meeting or for the term of their programme (whichever is shorter) and final confirmation of target completion prior to payment of the final account.

The personal data of Staff must be consensually provided by each person in the evidence provided for the report and therefore the subcontractor shall ensure it satisfies itself in respect of its obligations under the UK GDPR and Data Protection Act 2018. This includes, but not exclusively, relevant privacy notices to Staff.

It is the subcontractor's responsibility to understand the KPIs they are required to deliver on each project, any clarification can be sought from the McLaughlin & Harvey Project Management team.

Subcontractor Expectations
At McLaughlin & Harvey, we want to work with suppliers and partners who are just as committed as we are to making a positive impact to society. We offer support and guidance to help subcontractors achieve their social impact goals upon request.

Here is what to expect from McLaughlin & Harvey:
Support for achieving social impact targets and social value practices.

- Templates for project-specific plans, evidence collection, monitoring, and reporting.
- Workforce training for social value practices.
- Access to communication and marketing materials for showcasing project impacts.

Addressing Poor Performance or Non-delivery
Failure to comply with the process, meet their agreed targets or their organisational behaviours are not deemed socially responsible and the may have to pay Social Responsibility Credits. These credits could reduce or delay their payments.

Continued poor performance or failing to deliver could lead to the supplier being removed from our list of approved suppliers. This means they won't be able to bid for future projects with McLaughlin & Harvey.

We believe in conducting business that benefits both people and the planet, and we expect our suppliers and partners to share this commitment.

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McLaughlin & Harvey