

OPERATING BUSINESS AIDE MEMOIR: HEALTH & SAFETY FORMS – INDEX








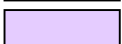
FORM NO:	FORM NAME (Policy Reference Documents Shown in Brackets)	ISSUE NO:	DATE	RESPONSIBILITY FOR COMPLETION & FREQUENCY
PHG/HS/:009	HEALTH & SAFETY INDUCTION TRAINING (Ref: <b>Procedure PHGPR:008</b> )	01	AUG 15	Completed by the Site Manager for all new contractors/employees.
PHG/HS/:009b	HEALTH & SAFETY INDUCTION TRAINING FOR PREVIOUS INDUCTED OPERATIVES (Ref: <b>Procedure PHGPR:008</b> )	03	FEB 09	Completed by Site Manager for contractors / employees that have been previously inducted and hold a green card.
PHG/HS/:060	CIRCUIT ENERGISING/ISOLATION REGISTER (Ref: <b>Procedure PHGPR:024</b> )	01	FEB 12	Completed by Site Manager when requesting energising/isolation of a specific circuit and prior to releasing the relevant keys and lock off devices to the competent electrician.
PHG/HS/:051	FORKLIFT DAILY CHECKS (Ref: <b>Procedure PHGPR:022</b> )	02	MAR 14	Completed by telehandler operative
PHG/HS/:053	FORKLIFT/ TELEHANDLER FAMILIARISATION HANDOVER CHECKLIST (Ref: <b>Procedure PHGPR:011</b> )	01	FEB 11	Completed by telehandler operative
PHG/HS/:019	WEEKLY INSPECTIONS BOOK (F91 EQUIVALENT) (Ref: <b>Procedure PHGPR:011</b> )	06	SEP 14	Completed by relevant people i.e. site management, contractors, operatives to the schedule detailed within the Group H & S Policy & Procedures.
(A)	Scaffold Inspection	07	SEP 15	Completed by Site Managers / Scaffold Contractors Supervisors before being taken into use, after any substantial alteration, after adverse weather conditions, once in any seven days
(AA)	Scaffold Hand Back	07	SEP 15	Completed by Site Managers / Scaffold Contractors Supervisors prior to Major Alteration or Dismantling. refer to (A) after Major Alteration
(B)	Excavations	07	SEP 15	Completed by Groundwork's Supervisors, Site Managers before any person carries out work at the start of the shift; after any timbering or support has been substantially damaged; and after any unexpected fall of rock or earth or other material
(C)	Mechanical Plant	07	SEP 15	Undertaken weekly by Plant Operators, Confirmed by Site Manager
(D)	Lifting equipment	07	SEP 15	Undertaken weekly by Plant Operators, Confirmed by Site Manager
(E)	Record of thorough examination of Lifting Equipment & Accessories	07	SEP 15	Confirmation by Site Manager
(F)	Quarterly Work Equipment Inspection	07	SEP 15	Confirmation by Site Manager
(G)	Soft Landing System	07	SEP 15	Following Installation prior to work commencing by the operative, During Work Activities by the Site Manager
PHG/HS/:014	SITE MANAGER WEEKLY CHECKLIST (PAD FORMAT) (Ref: <b>Procedure PHGPR:006c</b> )	04	FEB 10	Completed by Site Manager on a weekly basis.
PHG/HS/:05	FORKLIFT WEEKLY RETURN (Ref: <b>Procedure PHGPR:022</b> )	02	MAR 14	Completed by telehandler driver, checked by Site Manager.
PHG/HS/:026	SUBCONTRACTORS/SUPPLIERS PERFORMANCE RECORD SHEET (Ref: <b>Procedure PHGPR:006</b> )	03	SEPT 07	Completed by the Site Managers as requested and returned to relevant management. <b>(Procedure PHGPR:006) Note: This monitors quality issues as well as Health &amp; Safety.</b>
PHG/HS/:020	TOOL BOX TALK (Ref: <b>Procedure PHGPR:008</b> )	03	JULY 04	Completed by H & S Department /Site Manager when required i.e. following accident/incident etc. Further scheduling to be arranged.
PHG/HS/:041	APPRENTICE QUARTERLY REVIEW (Ref: <b>Procedure PHGPR:012</b> )	01	APR 05	Completed by Contracts Managers on a quarterly basis to help monitor the development and progress of apprentices on site etc. Construction Directors should review these findings and action if necessary.
PHG/HS/:023	SALES MANAGER QUARTERLY INSPECTION (Ref: <b>Procedure PHGPR:006c</b> )	01	FEB 01	Completed by Field Sales Managers. Copies should be left in site sales offices and completed forms, including details of actions required/ taken, should be filed Operating Business sales department.
PHG/HS/:024	HEALTH AND SAFETY OFFICE INSPECTION – Six Monthly (Ref: <b>Procedure PHGPR:006c</b> )	02	FEB 03	Completed by the Office Manager. All inspection findings should be presented at the next available Safety Committee meeting and actions required/taken should be detailed in the minutes. Any non-conformity that is identified and that requires immediate action should be brought to the attention of the MD.

## PERSIMMON GROUP - Health & Safety Policy, Organisation and Arrangements

PHG/HS/:007	INCIDENT REPORT FORM (PAD FORMAT) (Ref: Procedure PHGPR:001)	06	MAR 14	Completed by Site Manager following an incident
PHG/HS/:058	INCIDENT INVESTIGATION INJURED PARTY/WITNESS/NON VISUAL WITNESS ACCOUNTS OF EVENT (Ref: Procedure PHGPR:001)	01	FEB 12	Issued by Site Manager to visual and non-visual witnesses for completion following an incident
PHG/HS/:059	POST-INCIDENT DOCUMENT CHECK LIST (Ref: Procedure PHGPR:001)	01	FEB 12	Distributed by Group Health & Safety Advisors to site and office based management in order that they can confirm/collate all relevant documentation as part of any subsequent investigation
PHG/HS/:006	NOTIFICATION OF VISIT BY HSE INSPECTOR (Ref: Arrangements & PART 13 Health & Safety Plan)	05	AUG 13	Completed by Site Manager following an HSE visit.
PHG/HS/:031	ENVIRONMENTAL INCIDENT REPORT (Ref: Construction Safety Manual –Section 12 – Appendix B)	01	JUL 01	Completed by the Site Manager upon an environmental incident
PHG/HS/:037	SITE FIRE RISK ASSESSMENT (Ref: Procedure PHGPR:020)	07	DEC 16	Initial assessment completed by Senior Construction Management for inclusion in the health and safety plan prior to work commencing. Monitored & Reviewed by the Site Manager upon changes in the site set up
PHG/HS/:015	TRAFFIC MANAGEMENT ASSESSMENT (Ref: Procedure PHGPR:009)	03	AUG 15	Initial assessment completed by Senior Construction Management for inclusion in the health and safety plan prior to work commencing. Monitored & Reviewed by the Site Manager upon changes in the site set up
PHG/HS/:013	WELFARE FACILITY REQUIREMENT ASSESSMENT (Ref: Procedure PHGPR:010)	03	AUG 15	Initial assessment completed by Senior Construction Management for inclusion in the health and safety plan prior to work commencing. Monitored & Reviewed by the Site Manager upon changes in the site set up
PHG/HS/:046	REQUEST FOR DESIGN INFORMATION (Ref: Procedure PHGPR:005a)	01	APR 07	Completed by Site Managers and forwarded to technical departments when further design information is required. Construction work should be postponed until this information is provided by the relevant technical staff.
PHG/HS/:002	RISK ASSESSMENT (Ref: Construction Safety Manual- Pages 1-5)	01	FEB 01	For completion by Construction Management / H & S Department for unforeseen work activities not included in the generic risk assessments.
PHG/HS/:036	COSHH HAZARD AND RISK ASSESSMENT RECORD SHEET (Ref: Arrangements and COSHH Manual)	01	JUL 01	For completion by Construction Management / H & S Department for unforeseen hazardous materials not included in the generic COSHH assessments.
PHG/HS/:017	PERMIT TO WORK (Ref: Procedure PHGPR:007)	04	MAR 14	Completed by the Site Manager when certain high risk work activities are highlighted in the Health & Safety Plan. eg confined space, hot works
PHG/HS/:012	PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT (Ref: Construction Safety Manual- Page 6)	01	FEB 01	Completed by Site Manager for directly employed operatives. <b>RARELY USED</b>
PHG/HS/:034	CRANE ASSESSMENT (Ref: Procedure PHGPR:014)	02	FEB 11	Completed by the Appointed person for every lifting operation. (Contract lift –Contractor completes). (Crane Hire Lift – Persimmon Construction Department Completes)
PHG/HS/:034a	ROTO 360 LIFT PLAN ASSESSMENT (FOR USE BY PERSIMMON PERSONNEL) (Ref: Procedure PHGPR:014a)	01	APR 08	Completed by the Site Manager for each lifting operation.
PHG/HS/:021	DISPLAY SCREEN EQUIPMENT WORKSTATION ASSESSMENT (Ref: Procedure PHGPR:004)	02	MAR 14	Completed by relevant office management/staff, in line with the procedure.
PHG/HS/:022	SALES AREA HEALTH AND SAFETY ASSESSMENT (Ref: Sales Manual)	01	FEB 01	Completed by Field Sales Managers/Sales Directors prior to the site commencing (and again should the sales area be moved). This should be undertaken initially as part of the pre-start planning process.
PHG/HS/:054	CLIENT VIEWING ASSESSMENT - PARTIALLY COMPLETED AREA/PLOT'S (Ref: Sales Manual)	01	FEB 12	Completed by Site Manager during weekday site operations or prior to weekend working by sales to ensure the safety of all visitors is not compromised.
PHG/HS/:027	YOUNG PERSONS RISK ASSESSMENT (Ref: Procedure PHGPR:012)	01	FEB 01	Completed by relevant Construction Management in line with the procedure to ensure that young persons have received the correct information, instruction and training to undertake work activities they are being asked to perform.
PHG/HS/:037a	OFFICE FIRE RISK ASSESSMENT	01	APR 07	Completed by the Office Manager & Group Health & Safety Advisor – findings and action required should be presented to the MD.
PHG/HS/:038	SPECIFICATION AND SAFETY REQUIREMENTS FOR WORKING AT HEIGHTS (Ref: Procedure PHGPR:015)	07	JUN 16	Completed by relevant commercial/technical, construction and safety personnel. Assessment documentation, detailing specific fall prevention/protection controls, should be signed off by Technical/Commercial and Construction Directors.

# PERSIMMON GROUP - Health & Safety Policy, Organisation and Arrangements

PHG/HS/:008	SELF/EMPLOYED/LABOUR ONLY CONTRACTOR – WORK ACTIVITY ASSESSMENT (Ref: Procedure PHGPR:013)	03	MAR 15	Completed by Self-Employed / Labour Only Contractors for their work activities. – Site Manager to issue and file
PHG/HS/:004a	HEALTH & SAFETY ASSESSMENT QUESTIONNAIRE FOR DESIGNERS (Ref: Procedure PHGPR:002)	01	APR 07	Questionnaires should be issued and received by relevant technical/commercial staff. Assessment should be carried out by relevant staff, including Group Health & Safety Advisors if required and signed off by Technical/Commercial Director. Alternatively this exercise can be undertaken on a 3 <sup>rd</sup> party basis by SSIP Members.
PHG/HS/:004b	HEALTH & SAFETY ASSESSMENT FORM FOR DESIGNERS – FOR INTERNAL USE ONLY (Ref: Procedure PHGPR:002)	01	APR 07	
PHG/HS/:005a	HEALTH & SAFETY ASSESSMENT QUESTIONNAIRE FOR CONTRACTORS (Ref: Procedure PHGPR:002)	04	APR 07	Questionnaires should be issued and received by relevant technical/commercial staff. Assessment should be carried out by relevant staff, including Group Health & Safety Advisors if required and signed off by Construction Director/Contracts Managers.
PHG/HS/:005b	HEALTH & SAFETY ASSESSMENT FORM FOR CONTRACTORS – FOR INTERNAL USE ONLY (Ref: Procedure PHGPR:002)	03	APR 07	
PHG/HS/:045a	HEALTH & SAFETY ASSESSMENT QUESTIONNAIRE FOR EXTERNAL CDM CO-ORDINATOR (Ref: Procedure PHGPR:002)	02	AUG 15	Questionnaires should be issued and received by relevant technical/commercial staff. Assessment should be carried out by relevant staff, including Group Health & Safety Advisors if required and signed off by Director detailed on Operating Business Director Responsibility Chart.
PHG/HS/:045b	HEALTH & SAFETY ASSESSMENT FORM FOR EXTERNAL CDM CO-ORDINATOR – FOR INTERNAL USE ONLY (Ref: Procedure PHGPR:002)	02	AUG 15	
PHG/HS/:028a	CLIENTS BRIEF (Ref: Procedure PHGPR:005a)	01	AUG 15	Completed by the Client/Principal Designer and signed of by the relevant Director.
PHG/HS/:028b	CONSTRUCTION HEALTH AND SAFETY PLAN (Ref: Procedure PHGPR:005b)	05	AUG 15	Completed by the Principal Contractor and signed of by the Construction Director prior to the site commencing. Site/contracts Management have the responsibility for ensuring the Construction Phase H & S Plan is kept up to date and includes arrangements to manage the activities on site at all times.
PHG/HS/:028c	HEALTH AND SAFETY FILE (Ref: Procedure PHGPR:005c)	01	APR 07	Signed of by the Technical/Commercial Director.
PHG/HS/:028d	SITE HAZARD 7 RISK REGISTER (Ref Procedure PHGPR:005a,b)	01	AUG 15	Produced by the Client/Principal Designer and Maintained by the Principal Contractor.
PHG/HS/:032 Part 1	MINUTES OF LAND AND TECHNICAL - PRE-START 1 MEETING (Ref: Procedure PHGPR:005a)	05	AUG 13	MD is responsible for ensuring these meetings go ahead and that the minutes are distributed prior to PS2.
PHG/HS/:032 Part 2	MINUTES OF TECHNICAL AND CONSTRUCTION - PRE-START 2 MEETING (Ref: Procedure PHGPR:005a)	07	AUG 13	Technical/Commercial Director is responsible for ensuring these meetings go ahead and that the minutes are distributed prior to PS3.
PHG/HS/:032 Part 3	MINUTES OF CONSTRUCTION - PRE-START 3 MEETING (Ref: Procedure PHGPR:005a)	02	FEB 12	Construction Director is responsible for ensuring these meetings go ahead and that the minutes are distributed prior to works commencing on site.
PHG/HS/:035	ENVIRONMENTAL INSPECTION REPORT FOR PRE-START PLANS (Ref: Construction Safety Manual –Section 12 – Appendix A)	03	MAY 08	Contracts Managers/Group Health & Safety Advisors are responsible for ensuring these assessments are carried out as part of the Pre-Start Meeting process.
PHG/HS/:056	TEMPORARY WORKS (TW'S) REGISTER INDEX (Ref: Procedure PHGPR:023)	01	FEB 12	For completion as part of the Pre-Start Planning Process
PHG/HS/:057	TEMPORARY WORKS ENGINEERED DESIGN BRIEF (Ref: Procedure PHGPR:023)	01	FEB 12	

	DAILY IF REQUIRED		MONTHLY, QUARTERLY, 6 MONTHLY		AS THE SITE PROGRESSES		FILING PURPOSES ONLY
	WEEKLY		WHEN AN INCIDENT OCCURS		FOR ACTIVITIES NOT COVERED IN GENERAL GUIDANCE		CDM ARRANGEMENTS

## GROUP HEALTH & SAFETY TRAINING COURSES

The following training is required for all Persimmon Employees and is in keeping with the House Building Industry Standards (See the attached HBF Guidance)

### **CONSTRUCTION MANAGEMENT/SITE SUPERVISORS:**

<b>Course Code:</b>	<b>Course Title:</b>	<b>Commencement:</b>	<b>Claimed For By:</b>
TCHS:001	Construction Management Induction Training 1 Day	On recruitment	Group Training Plan
TCHS:002	Construction Management Induction Training Refresher ½ Day	Ongoing	Group Training Plan
TCHS:003	System Scaffold Inspection/ Awareness -1 Day	Before being required to undertake scaffold inspection duties. With refreshers every 3 years.	Group Training Plan
TCHS:004	Site Health & Safety Administration ½ Day – Refresher	Ongoing	Group Training Plan
TCHS:005	Group Health & Safety Policy Training ½ Day – Refresher	Ongoing	Group Training Plan

### **DIRECTLY EMPLOYED OPERATIVES:**

<b>Course Code:</b>	<b>Course Title:</b>	<b>Commencement:</b>	<b>Claimed For By:</b>
TCHS:006	Site Safety Awareness (1 Day)	On Recruitment	Group Training Plan
TCHS:007	Site Safety Awareness for Appointed Persons (1 Day)	On Recruitment	Group Training Plan

### **SALES STAFF:**

<b>Course Code:</b>	<b>Course Title:</b>	<b>Commencement:</b>	<b>Claimed For By:</b>
TCHS:008	Safety Awareness for Lone Workers (0.5 Day)	As soon as possible following recruitment.	Group Training Plan

### **APPRENTICES:**

<b>Course Code:</b>	<b>Course Title:</b>	<b>Commencement:</b>	<b>Claimed For By:</b>
TCHS:009	Apprentice Health & Safety Training (1 Day)	On Recruitment	Group Training Plan
TCHS:009a	Apprentice Health & Safety Induction Training (0.5 Day)	On Recruitment	Group Training Plan

**MAINTENANCE WORKERS:**

<b>Course Code:</b>	<b>Course Title:</b>	<b>Commencement:</b>	<b>Claimed For By:</b>
TCHS:010	Health & Safety Awareness Training for Maintenance Staff (0.5 Day)	On Recruitment	Group Training Plan

**DIRECTORS & SENIOR MANAGERS:**

<b>Course Code:</b>	<b>Course Title:</b>	<b>Commencement:</b>	<b>Claimed for By:</b>
TCHS:011	Management of H & S for Directors and Senior Managers (0.5 Day)	Ongoing Within 3 months of joining with refreshers every 3 years.	Group Training Plan

**TECHNICAL/COMMERCIAL STAFF:**

<b>Course Code:</b>	<b>Course Title:</b>	<b>Commencement:</b>	<b>Claimed for By:</b>
TCHS:012	CDM Training for Designers, Planners & Technical & Commercial Personnel (1 Day)	Ongoing Within 3 months of joining with refreshers every 3 years.	Group Training Plan
TCHS:013	CDM Co-ordinator Training (3 Days)	Ongoing	Group Training Plan
TCHS:013a	CDM Co-ordinator Refresher (1 Day)	Ongoing	Group Training Plan

**NOTE: The above courses will be attended, as required, by Directors/Managers and staff of other departments**

**Training Providers:**

**GROUP H & S TRAINING**      Group Health & Safety Department OR any organisation approved by Group Health and Safety Director.

**Scaffold Training**      Group Health & Safety Department OR any organisation approved by Group Health and Safety Director.

## OTHER HEALTH & SAFETY TRAINING COURSES

### CONSTRUCTION MANAGEMENT:

Course Title:	Commencement:	Claimed By:
SMSTS – Site Managers Safety Training Scheme	Within 3 months of joining. With refreshers every 5 years.	<a href="#">Operating Business via CITB direct</a>
First Aid	Full First Aid at Work Certificate upon appointment with refresher training as stipulated by legislation.	<a href="#">Operating Business Training Plan</a>
Tube & Fitting Scaffold Inspection/ Awareness -1 or 2 Day	Before being required to undertake scaffold inspection duties. With refreshers every 3 years.	<a href="#">Operating Business Training Plan</a>
NHBC 2 Day Control of Control of Lifting Operations	Prior to undertaking the Management of Crane Hire Operations	<a href="#">Operating Business via CITB direct</a>

### SITE SUPERVISORS:

Course Title:	Commencement:	Claimed By:
SMSTS – Site Managers Safety Training Scheme	Within 3 months of joining. With refreshers every 5 years.	<a href="#">Operating Business via CITB direct</a>
First Aid	One Day Appointed Persons First Aid Certificate upon appointment with refresher training as stipulated by legislation.	<a href="#">Operating Business Training Plan</a>
Tube & Fitting Scaffold Inspection/ Awareness -1 or 2 Day	Before being required to undertake scaffold inspection duties. With refreshers every 3 years.	<a href="#">Operating Business Training Plan</a>
NHBC 2 Day Control of Control of Lifting Operations	Prior to undertaking the Management of Crane Hire Operations	<a href="#">Operating Business via CITB direct</a>

### DIRECTLY EMPLOYED OPERATIVES:

Course Title:	Commencement	Claimed By
Induction Training	On recruitment	<a href="#">Operating Business Training Plan</a>
Specialist Training e.g. Abrasive Wheels, Plant Operations, Manual Handling	Before being required to undertake such plant operation.	<a href="#">Operating Business Training Plan</a>
Short Site Training Session	Ongoing	<a href="#">Operating Business Training Plan</a>

**SALES STAFF:**

<b>Course Title:</b>	<b>Commencement:</b>	<b>Claimed By:</b>
Induction Training	On recruitment	<a href="#">Operating Business Training Plan</a>
First Aid	One Day Appointed Persons First Aid upon appointment with refresher training as stipulated by legislation.	<a href="#">Operating Business Training Plan</a>

**OFFICE STAFF:**

<b>Course Title:</b>	<b>Commencement:</b>	<b>Claimed By:</b>
Introduction to Office Safety	On recruitment	<a href="#">Operating Business Training Plan</a>

**NOTE:**

The above courses will be attended, as required, by Directors/Managers and staff of other departments.

[Comprehensive records must be kept by all operating businesses for the training courses highlighted in blue; these records must include a signed attendance sheet as proof of attendance as well as being entered onto the Operating Business Training Plan.](#)

**Training Providers:**

**OTHER H & S TRAINING**

<b>First Aid Training</b>	Red Cross or St John/St Andrews Ambulance or other Approved Body.
<b>Specialist Training</b>	Any organisation approved by the Group Health and Safety Department.



# **Home Builders Health and Safety Forum**

## **Guide to Health and Safety Training for Directly Employed Staff**

## **Purpose**

As part of the continuous improvement strategy in the home building sector, the members of the Home Builders Health and Safety Forum ('Forum') have developed an outline guide on the health and safety training for directly employed staff carrying out specific roles.

The main objective of this initiative is to have a consistent approach to health and safety training and that any training provided meets minimum levels.

Forum Members are committed to developing consistent standards across the sector and a key element of our improvement strategy is to enhance the health and safety competency of those persons we directly employ.

The industry has previously committed to having a fully qualified workforce which in some cases is demonstrated by staff being accredited to the Construction Skills Certification Scheme (CSCS). Accreditation to these schemes will be in addition to the training detailed below.

## **Scope**

The training guide applies to all directly employed staff although it is recognised that job titles and roles may differ depending on the organisation.

It is also appreciated that some members may provide in-house training that is not accredited to the schemes identified. Members have agreed that in-house training programmes can be of equal value to those listed as long as the course content/outcomes are at least equal to those listed.

The forum members will individually assess the period for refresher training, recognising that on-going in-house programmes and briefings can be as effective in keeping staff updated and competent in their roles. In the case of the recommended training detailed in this guide this should be refreshed at least every 5 years unless legal requirements dictate otherwise i.e. First Aid at Work.

Forum members will develop their own management systems so that the recommendations in this training guide can be met. It may be the case that some members will have individual programmes which go beyond this guide.

## Health and Safety Training

<b>Executive Directors/Directors/Heads of Department</b>	
<i>Recommended Training</i>	<i>Suggested Duration</i>
IOSH Safety for Senior Executives or Construction Skills Directors Role for Health and Safety	1 day

<b>Site Management (Site Managers/Projects Managers/Contract Managers/Construction Managers)</b>	
<i>Recommended Training</i>	<i>Suggested Duration</i>
Site Management Safety Training Scheme (SMSTS) or IOSH Managing Safely in Construction	5 days
Scaffold Inspection (Basic Scaffolds – Home Building)	1 day
First Aid at Work	3 days
<i>Other Training that may be deemed appropriate</i>	
Lifting – Appointed Persons (Hired Lifts)	2 days
Lifting - Crane Appreciation (Contracts Lifts)	1 day
Proprietary fall arrest systems (If used and depending on type)	½ day
Temporary Works Supervision (If class 2 or 3 works on site)	1 day
Use of Cable Detection Tools	½ day
Fire Safety Coordinator/Fire Marshall	½ day
Scaffold Inspection (Advanced/Designed Structures)	2 Days

<b>Other Site Management (Assistant/Trainee Site Managers/Site Foreman/Gangers/Engineer)</b>	
<i>Recommended Training</i>	<i>Suggested Duration</i>
Site Supervisors Safety Training Scheme (SSSTS)	2 days
Scaffold Inspection (Basic Scaffolds – Home Building)	1 day
Emergency First aid at Work	1 day
<i>Other Training that may be deemed appropriate</i>	
Lifting – Appointed Persons (Hired Lifts)	2 days
Lifting - Crane Appreciation (Contract Lifts)	1 day
Proprietary fall arrest systems (If used and depending on type)	½ day
First Aid at Work	3 days
Fire Safety Coordinator/Fire Marshall	½ day
Use of Cable Detection Tools	½ day
Temporary Works Supervision (If class 2 or 3 works on site)	1 day

<b>Sales staff</b>	
<i>Recommended Training</i>	<i>Suggested Duration</i>
Emergency First Aid	1 day
Safe Use of Fire Extinguishers	2½ hrs
Health and Safety Awareness including conflict management, legal responsibilities and lone working.	½ day

<b>Customer Services/Maintenance Operatives</b>	
<i>Recommended Training</i>	<i>Suggested Duration</i>
Emergency First Aid	1 day
Health and Safety Awareness including; Risk assessment, safe use of access equipment, use of power tools and equipment, lone working, manual handling, legal responsibilities.	½ day
<i>Other Training that may be deemed appropriate</i>	
Operating Mobile Elevated Working Platforms	5 days
Safe use of Fire Extinguishers	½ day

<b>Technical/Commercial/Land Teams</b>	
<i>Recommended Training</i>	<i>Suggested Duration</i>
Health and Safety Awareness including risk assessment, General Construction Health and Safety Regs and standards (especially CDM), legal responsibilities.	1 day
Office Safety including Fire safety	½ day
<i>Other Training that may be deemed appropriate</i>	
CDM Coordination	2 days
Temporary Works Coordinator (class 2 or 3 temporary works)	3 days

<b>Office Staff</b>	
<i>Recommended Training</i>	<i>Suggested Duration</i>
Health and Safety Awareness including risk assessment, office safety, fire safety, DSE, legal responsibilities	½ day

## **Review**

This will be reviewed annually by the forum and this may result in amendments to the scope or recognised training schemes.

LIST OF HSE LOCAL OFFICES

**SCOTLAND & NORTHERN ENGLAND**

Belford House  
59 Belford Road  
**EDINBURGH**  
EH4 3UE  
Tel: 0131 247 2000  
Fax: 0131 247 2121  
Covers: Borders, Lothian, Central Perth, Kinross,  
Fife and Dundee

375 West George Street  
**GLASGOW**  
G2 4LW  
Tel: 0141 275 3000  
Fax: 0141 275 3100  
Covers: West Scotland

Lord Cullen House  
Fraser Place  
**ABERDEEN** AB25 3UB  
Tel: 01224 252500  
Fax: 01224 252525  
Covers: Angus, Aberdeenshire, Moray and  
Shetland

Longman House  
28 Longman Road  
Longman Industrial Estate  
**INVERNESS** IV1 1SF  
Tel: 01463 723260  
Fax: 01463 713459  
Covers: Highlands and Orkney

The Lateral  
8 City Walk  
**LEEDS**  
LS11 9AT  
Tel: 0113 283 4200  
Fax No: 0113 283 4382 (general enquiries)  
Fax No: 0113 283 4296 (completed F10 forms)  
Covers: West and North Yorkshire

Edgar Allen House  
241 Glossop Road  
**SHEFFIELD**  
S10 2GW  
Tel: 0114 291 2300  
Fax: 0114 291 2379  
Covers: East Yorkshire, North Lincolnshire,  
NE Lincolnshire, South Yorkshire, Kingston-  
upon-Hull

Arden House  
Regent Centre  
Regent Farm Road  
Gosforth  
**NEWCASTLE-UPON-TYNE** NE3 3JN  
Tel: 0191 202 6200  
Fax: 0191 202 6300  
Covers: Northumberland, Tyne and Wear,  
Durham, Cleveland

**NORTH WEST ENGLAND**

Grove House  
Skerton Road  
**MANCHESTER**  
M16 0RB  
Tel: 0161 952 8200  
Fax: 0161 952 8222  
Covers: Merseyside, Cheshire, Greater  
Manchester

Marshall House  
Ringway  
**PRESTON**  
PR1 2HS  
Tel: 0161 952 8200  
Fax: 01772 836 222  
Covers: Lancashire, Cumbria

2 Victoria Place  
**CARLISLE** CA1 1ER  
Tel: 01228 634100  
Fax: 01228 548482  
Covers: Cumbria

**CENTRAL/MIDLANDS**

19 Ridgeway  
9 Quinton Business Park  
Quinton  
**BIRMINGHAM**  
B32 1AL  
Tel: 0121 607 6200  
Fax: 0121 607 6349  
Covers: West Midlands and Warwickshire

City Gate West,  
Level 6 (First Floor),  
Toll House Hill,  
**Nottingham,**  
NG1 5AT  
Tel: 01159 712800  
Fax: 01159 712802  
Covers: Nottinghamshire, Derbyshire,  
Lincolnshire (most)  
(North Lincolnshire covered by Sheffield office)

National Agricultural Centre  
Stoneleigh  
**Kenilworth**  
WARWICKSHIRE CV8 2LG  
Tel: 02476 698350  
Fax: 02476 696542  
Covers: Warwickshire, West Mids, Leicestershire

900 The Pavilion  
Northampton Business Park  
**NORTHAMPTON**  
NN4 7RG  
Tel: 01604 738300  
Fax: 01604 738333  
Covers: Northampton, Leicestershire, Rutland

Lyme Vale Court,  
Lyme Drive,  
Parklands Business Park,  
Newcastle Road,  
Trent Vale,  
**Stoke on Trent,** ST4 6NW  
Tel: 01782 602300  
Fax: 01782 602400  
Covers: Staffordshire and Shropshire

Haswell House  
St Nicholas Street  
**WORCESTER** WR1 1UW  
Tel: 01905 743600  
Fax: 01905 723045  
Covers: Worcestershire and Herefordshire

**WALES & SOUTH WEST ENGLAND**

Government Buildings,  
Phase 1,  
Ty Glas,  
Llanishen,  
**CARDIFF** CF14 5SH  
Tel: 029 2026 3000  
Fax: 029 2026 3120  
Covers: Merthyr Tydfil, Rhondda Cynon Taff,  
Vale of Glamorgan, Bridgend,  
Neath Port Talbot, Powys, Blaenau  
Gwent, Caerphilly, Cardiff, Monmouthshire,  
Newport, Torfaen and part of Powys

3rd Floor  
Darkgate Buildings  
3 Red Street  
**Carmarthen**  
DYFED SA31 1QL  
Tel: 01267 244230  
Fax: 01267 223267  
Covers: Carmarthenshire, Pembrokeshire,  
Ceredigion and Swansea

Unit 7 & 8 Edison Court  
Ellice Way  
Wrexham Technology Park  
**Wrexham**  
CLWYD LL13 7YT  
Tel: 01978 316000  
Fax: 01978 355669  
Covers: Anglesey, Conwy, Denbighshire,  
Flintshire,  
Wrexham, Gwynedd and part of Powys

3rd Floor  
Darkgate Buildings  
3 Red Street  
**Carmarthen**  
DYFED SA31 1QL  
Tel: 01267 244230  
Fax: 01267 223267  
Covers: Carmarthenshire, Pembrokeshire,  
Ceredigion and Swansea

4th Floor, The Pithay  
All Saints Street  
**BRISTOL** BS1 2ND  
Tel: 01179 886000  
Fax: 01179 262998  
Covers: Bristol, Somerset,  
Bath and North East Somerset,  
North Somerset, Gloucestershire,  
South Gloucestershire, Dorset (public services  
only), Swindon and Wiltshire  
Agriculture in North, Mid and East Devon  
Construction in Devon (but not Cornwall or  
Plymouth City Council area - see Plymouth  
Office)

Ballard House  
West Hoe Road  
**PLYMOUTH** PL1 3BL  
Tel: 01752 276300  
Fax: 01752 226024  
Covers: Devon, Cornwall (all industries except  
public services and quarries)  
Agriculture except in North, Mid and East Devon  
Construction (all of Cornwall plus Plymouth City  
Council area, rest of Devon - see Bristol Office)

14 New Fields  
Stinsford Road  
Nuffield Industrial Estate  
**Poole**  
DORSET BH17 0NF  
Tel: 01202 634400  
Fax: 01202 667224  
Covers: Dorset (except public services - covered  
by Bristol)

**SOUTH EAST ENGLAND & LONDON**

AW House  
6-8 Stuart Street  
**LUTON**  
Bedfordshire  
LU1 2SL  
Tel: 01582 444200  
Fax: 01582 444320  
Covers: Hertfordshire, Cambridgeshire,  
Bedfordshire  
and Milton Keynes and Buckinghamshire (for  
Construction only)

Wren House  
Hedgerows Business Park  
Colchester Road  
Springfield  
**CHELMSFORD**  
CM2 5PF  
Tel: 01245 706200  
Fax: 01245 706222  
Covers: Essex (except Barking, Redbridge  
and Waltham Forest these LAs are covered by  
London),  
Norfolk and Suffolk  
See also Norwich Office

Kiln House  
Pottergate  
**Norwich**  
NORFOLK NR2 1DA  
Tel: 01603 753800  
Fax: 01603 761436  
Covers: Norfolk, Suffolk, Essex  
(please also see Chelmsford)

Thorpe Road  
112A Thorpe Road  
**Norwich**  
NORFOLK NR1 1RN  
Tel: 01603 828000  
Fax: 01603 828050  
Covers: Norfolk, Suffolk, Essex (please also see  
Chelmsford)

Priestley House  
Priestley Road  
**BASINGSTOKE**  
RG24 9NW  
Tel: 01256 404000  
Fax: 01256 404100  
Covers: Berkshire, Hampshire, Oxfordshire,  
Isle of Wight, Buckinghamshire  
(except for Milton Keynes and construction)  
and Dorset (construction only)

Phoenix House,  
23-25 Cantaloupe Road,  
**EAST GRINSTEAD**,  
West Sussex  
RH19 3BE  
Tel: 01342 334200  
Fax: 01342 334222  
Covers: Kent (service industries only), East &  
West Sussex, Surrey

International House  
Dover Place  
**Ashford**  
KENT TN23 1HU  
Tel: 01233 653900  
Fax: 01233 634827  
Covers: Kent  
(except service industries - as these enquiries  
should be direct to East Grinstead)

Rose Court  
2 Southwark Bridge  
**LONDON**  
SE1 9HS  
Tel: 020 7556 2100  
Fax: 020 7556 2102  
Covers: London only

APPENDIX 4

