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Persimmon Group HS&E Policy Statement

The Persimmon Group Board of Directors recognise and accept their responsibilities, both legal and moral, to ensure, so far as is reasonable and practicable, accidents and ill health are prevented and risks to employees, contractors, visitors and others arising from all Persimmon Group activities are suitably and sufficiently controlled. The Board also recognises the Group's business activities have an impact on the environment and that they have a responsibility to consider and minimise these impacts where possible.

Adequate resources are made available to ensure suitable and sufficient provision is made for health, safety and protection of the environment at all workplaces under its control.

Health, safety and protection of the environment is a foremost consideration in the planning of all Group activities.

Suitable and sufficient information, instruction, training, equipment and supervision is provided to enable employees and contractors to perform their duties safely and responsibly. The Group understands the hazards and subsequent risks associated with their activities and working environment, ensuring that adequate control measures are in place to reduce the level of risk and appropriate action taken in the event of emergency or imminent danger.

The Group aims to continually improve performance in occupational health, safety and environmental matters through effective planning, monitoring, auditing and review of its health, safety and environmental management systems.

Effective procedures for consultation and communication between our Executives, Group Health, Safety & Environment Department, Regional Management, Employees and Contractors on matters relating to health, safety, welfare and the environment have been established, implemented and are maintained.

This health, safety and environment policy is regularly reviewed, amended and up-dated when necessary to reflect changes in legislation or business activities, or bi-annually whichever is sooner.

Dean Finch
Chief Executive Officer
March 2021

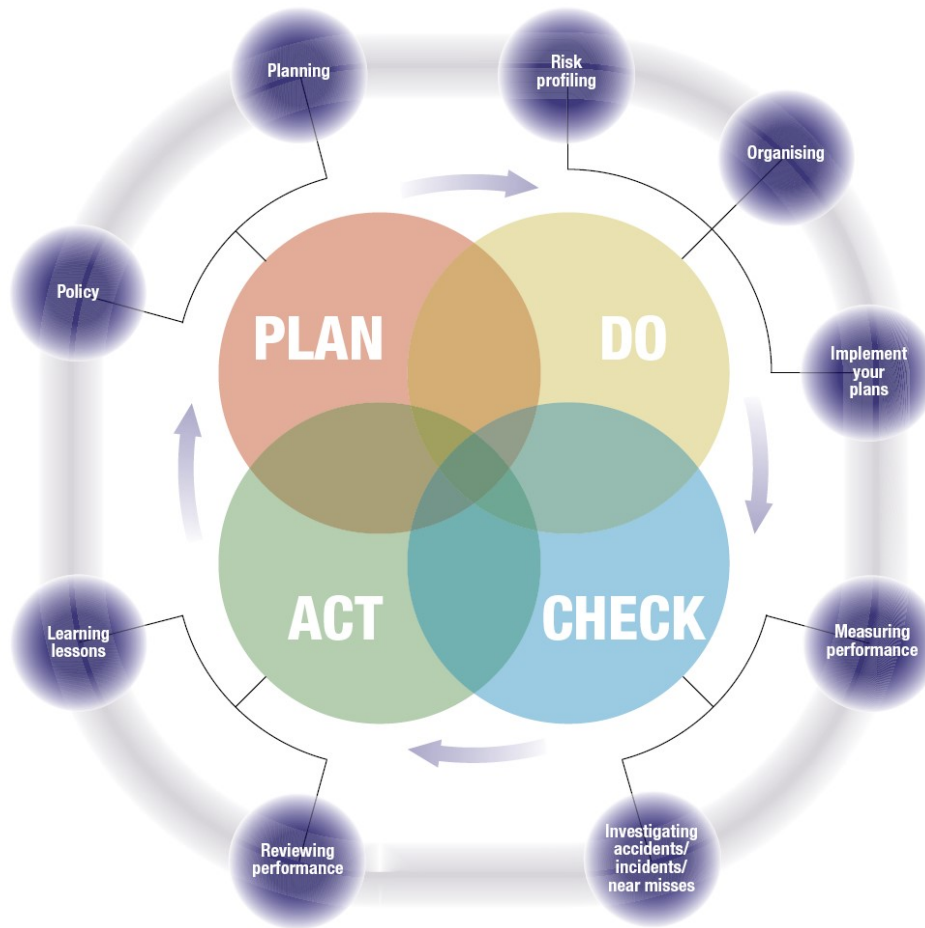
HEALTH, SAFETY & WELFARE ARRANGEMENTS

To ensure compliance with current Health and Safety legislation, the Persimmon Group have produced a comprehensive management systems that provide advice, support and guidance to our Regional/Operating Business Management Teams.

The management systems and operational standards are the minimum standards expected to be implemented by our Regional and Operating Business teams to enable them to meet the requirements of current Health & Safety Legislation, ACOP's etc. and the duties placed upon them by Group that are detailed in their Roles and Responsibilities.

Any Management System relies upon the people using it to follow the guidance given in the Policy Statement, supporting procedures and subsequent operational manuals. The completion of any documentation i.e. assessments or inspections, should be viewed as a proactive measure by any manager in order that they can establish evidence of their positive attitude to manage health and safety issues they are responsible for.

Any modern health and safety management system is based on the principles detailed in HSE guidance booklet HS(G) 65 entitled 'Successful Health and Safety Management' or more recently on the OHS 18001 standard. Therefore the principles are well tried and tested and are summarised below in the diagram.



GENERAL ARRANGEMENTS

Introduction

These arrangements are to provide Group Guidance and Reference for Persimmon Divisional and Operating Business Management to follow in order to implement the requirements of the Health and Safety at Work Act 1974, relevant regulations, Approved Codes of Practices (ACOP's) and other codes of practices.

Arrangements to meet the requirements of the Construction (Design & Management) Regulations 2015 are detailed separately.

Both the General and CDM Arrangements sections should be read in conjunction with the management and operational procedures, together with associated safety manuals that are cross referenced in this document.

All relevant health and safety documentation is produced, maintained, monitored and reviewed by the Group and is intended to provide advice and guidance to our management teams.

Accident/Incident Reporting & Investigation

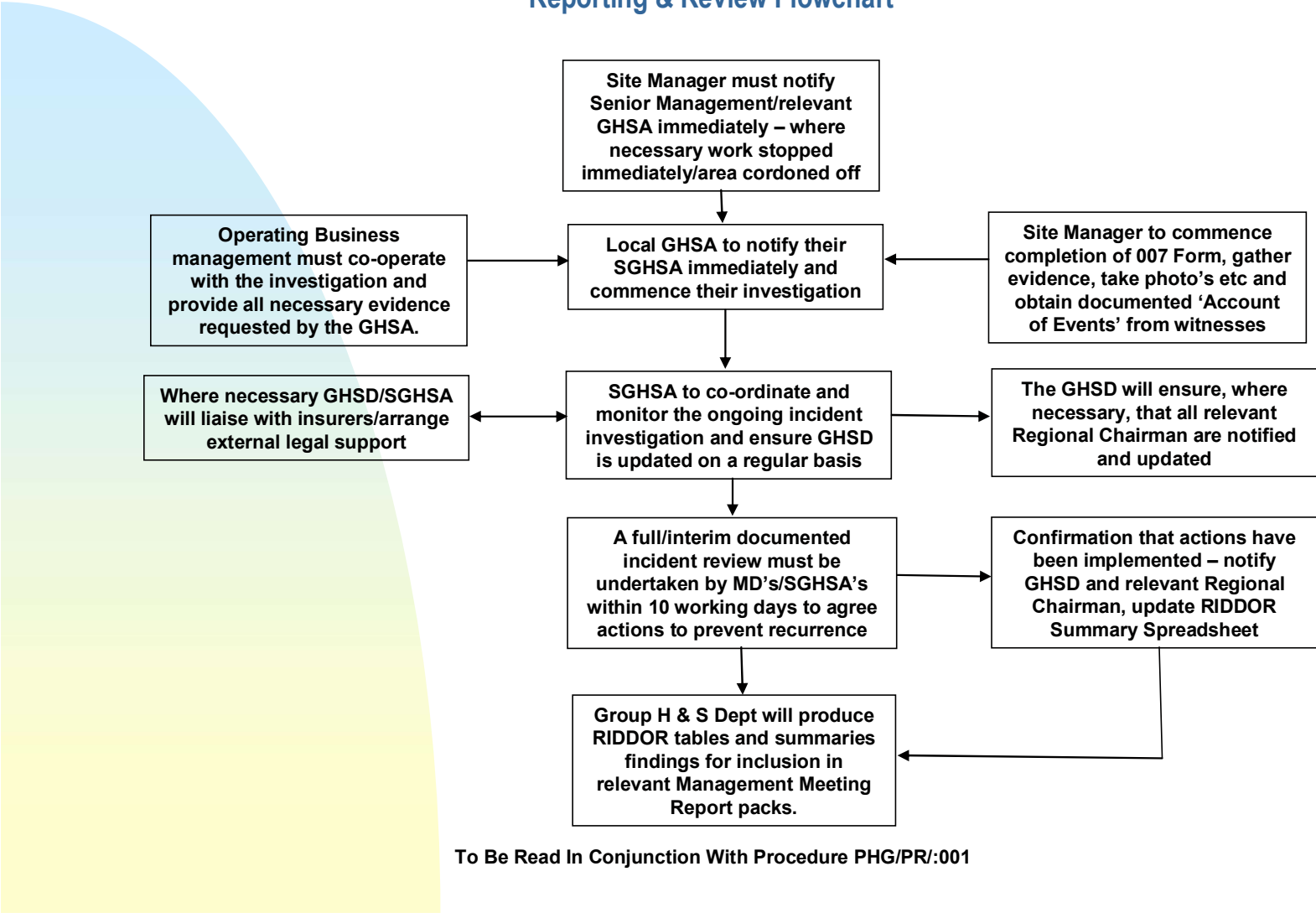
It is the policy of Persimmon Group to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Persimmon Group uses Incident investigation as a valuable tool in the prevention of future incidents/incidents.

See Procedure PHG/HS:001 and the attached Reporting Flowchart that indicates the internal reporting process for RIDDOR's.

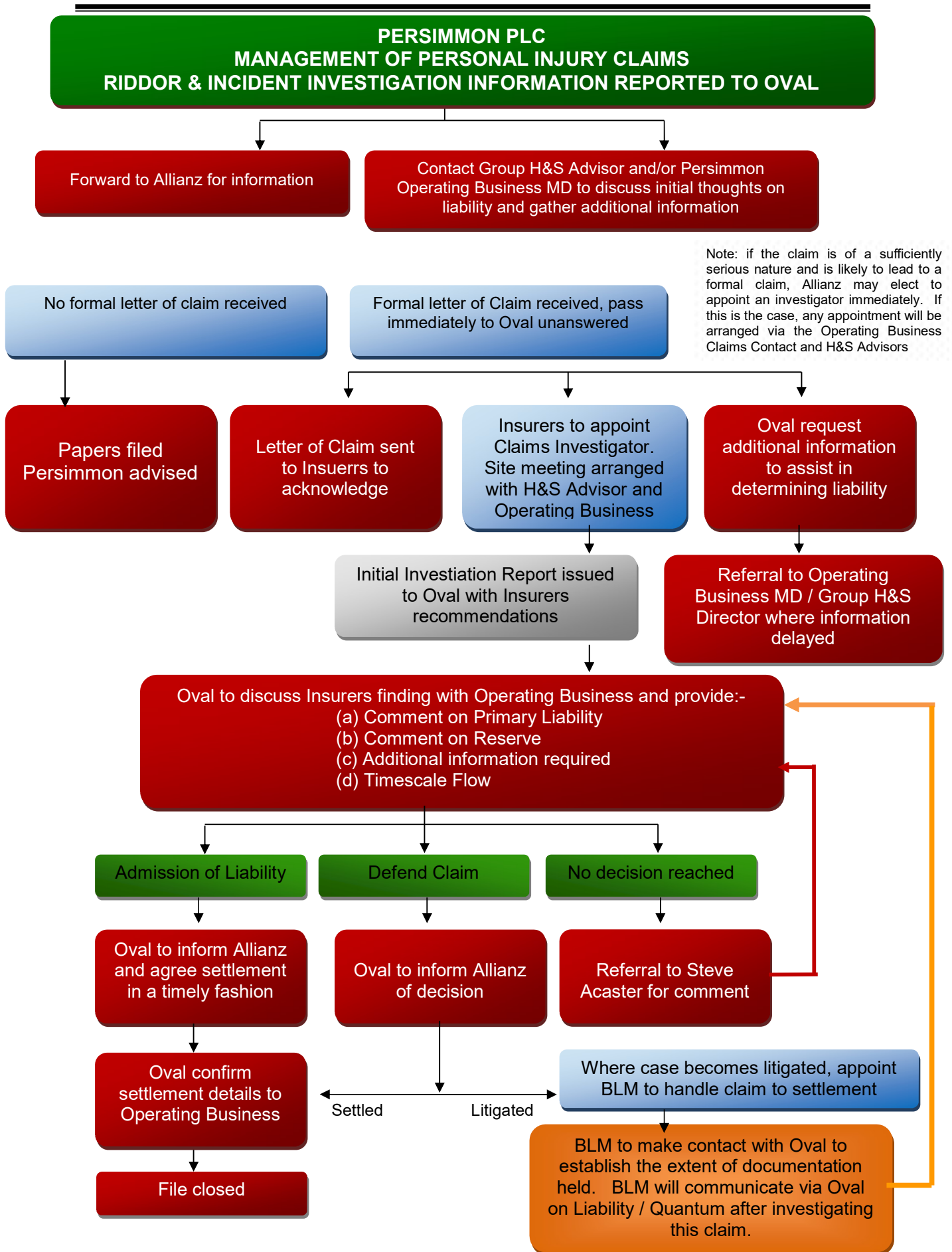
In addition to the RIDDOR reporting/investigation procedure the Group has set up a similar process that allows for the transfer of evidence and information to our insurance partners. A separate flowchart is also enclosed that details the actions to be taken.



RIDDOR Accidents/Incidents
Reporting & Review Flowchart



To Be Read In Conjunction With Procedure PHG/PR/:001



Control of Asbestos

It is the policy of Persimmon Group to comply with the law as set out in the Control of Asbestos Regulations 2012 when they are identified as the relevant duty holder under these requirements.

- Each operating Business will appoint a Director/s responsible for the management of asbestos in both occupied buildings and/or buildings under their control, including those acquired for demolition/refurbishment.
- The Director responsible for the management of asbestos (detailed in the Directors Responsibility Chart) should consult their Group H & S Advisor on these matters.
- The Group H & S Advisor will provide all advice based on the requirements of the Control of Asbestos Regulations 2012 and specific guidance e.g. HSG264 “Asbestos the Survey Guide” or associated general guidance provided by the HSE website.
- In addition to SSIP Accreditation the competency of organisations and/or individuals being considered for asbestos related work activities can be established using PHGPR:002 “Appointment of Principal Designers, Designers and Contractors (including Principal Contractors)” and forms PHG/HS:39b “Health & Safety Checklist – Asbestos Surveying Company” & PHG/HS39c “Health & Safety Checklist – Asbestos Removal Contractors

Control of Asbestos Reference Documents:

HSG264 “Asbestos Survey Guide”

Statutory Instrument 2012 No 263 – The Control of Asbestos Regulations 2012

Control of Substances Hazardous to Health

It is the policy of Persimmon Group to comply with the law as set out in the Control of Substances Hazardous to Health Regulations (as amended) 2002 (COSHH).

Assessments will be conducted of all work involving exposure to hazardous substances. The assessments will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process. The Group Health & Safety Department will maintain a Generic COSHH Assessment Manual which will be issued to relevant people and which must be consulted for further guidance relating to this subject.

The Persimmon Group will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. Where an assessment highlights a reasonably practicable, less hazardous substitute substance, these must be used.

All workers who could be exposed to hazardous substances will receive adequate information, instruction and training in order to work safely with these materials.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Fire and Emergency Evacuation

Fire Risk Assessments shall be completed in order to identify and implement suitable control measures in all areas of our business activities including offices and construction sites using forms PHG/HS/:037 & 37a.

Emergency evacuation procedures shall be drawn up and included in the fire action plan for all places of work and posted on relevant notice boards. All employees must be familiar with the fire action plan and the key individuals identified. General guidance on the provision of specific office/site Fire and Emergency Evacuation is further detailed in the Group Construction/Sales/Office Safety Manuals.

Practice fire drills shall be conducted and recorded to ensure employee familiarity with emergency evacuation procedures.

The responsible person nominated shall record Fire Drills.

Adequate fire fighting equipment shall be provided by Persimmon Management, the type and location dependent on information detailed in the risk assessment. All equipment must be inspected and where necessary serviced and re-charged.

First Aid

Appointment of First Aiders

Each site or office must have at least one first aider who is suitably trained and holds a current 3 - day First Aid at Work Certificate or a minimum of 2-day refresher and re-assessment training must be successfully completed every three years by all persons identified as a designated first aider.

Where only one first aider is appointed, there must also be a person appointed to take charge of any situation if a serious injury incident occurs during the absence of the first aider. This person will also be responsible for the first aid equipment during the absence of the first aider. This person should undergo 1-day "Emergency First Aid" training and certification.

Equipment Supplies

Every first aider should have access to a suitably stocked first aid box. The box should be clearly marked with a white cross on a green background and be stored in a readily accessible location.

This must apply to all department whether site based or office based.

See First Aid Procedure PHGPR:001a

Occupational Health

In addition to the COSHH arrangements detailed previously, it is the policy of Persimmon Group to comply with the law and operations shall be avoided as far as is reasonably practicable.

In keeping with the Industry Guidance provided by the Home Builders Federation the Persimmon Group will strive to meet the requirements of the following:

- Control of Substances Hazardous to Health Regulations (as amended) 2002
- Manual Handling Operations Regulations 1992
- Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005

The aim is to promote awareness promote and raise awareness of the health issues detailed below in order to remove and/or reduce the risk of ill health and injury:

- ✓ Upper Limb Disorders
- ✓ Respiratory Diseases
- ✓ Noise Induced Hearing Loss
- ✓ Hand Arm Vibration Syndrome
- ✓ Skin Disorders
- ✓ Manual Handling
- ✓ DSE (workstation)

Where it is not possible to avoid operations that expose persons to the risks from the hazards identified then Risk Assessments will be carried out to identify suitable controls and reduce the risk of injury to the lowest level possible.

Assessments will be reviewed if there is any reason to suspect that it is no longer valid.

For assistance in carrying out risk assessment, further guidance on these topics can be found in the Construction, Sales, Office and Customers Care Health and Safety Manuals.

Note: The HBF Occupational Health Guidance can be obtained by contacting your local Group Health & Safety Advisor.

Management and Notification of Non-Conformance

The Persimmon Group wishes to build and maintain a healthy and safe working environment, where Co-operation and Care between workers at all levels is essential to achieve this.

In line with current H & S Legislation, employees have a duty and are requested to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

All employees are expected to co-operate with Persimmon Homes Management and internal/external Health and Safety Department representatives and to accept their duties under this policy. Persimmon Homes shall ensure they are given sufficient training to undertake this.

Where necessary, Persimmon Homes Management shall utilise Health and Safety Warning Notices to enforce co-operation, which will be taken into consideration when undertaking staff appraisals or placing future orders for work.

Disciplinary action in line with the staff handbook issued by the Human Resource Department may be taken against any direct employee who violates safety rules or who fails to perform his or her duties under this policy. In the event of Gross Misconduct, this will result in the immediate termination of employment/contract.

Disciplinary action taken against external contractors will be determined by the relevant operating business and will be commensurate with the non conformances identified.

Therefore if the Persimmon Group is to achieve and maintain a safe and healthy environment, all employees must co-operate with senior management and take due care when undertaking their work activities.

Performance Monitoring, Reporting & Review of Health & Safety

Performance Monitoring

The aim of Performance Monitoring undertaken by the Group is to measure the level of implementation of the Group Health & Safety Policy requirements by Divisions/Operating Businesses in order to present the findings to senior management for review and action where necessary.

Regular performance monitoring and inspection will be undertaken by the Health and Safety Department and/or appointed Third Party service providers together with relevant management and staff within our Divisions/Operational Businesses.

Performance monitoring will include management system audits co-ordinated by the Group Health and Safety Director, site inspections by Group Health & Safety Advisors and ongoing work activity monitoring via checklists and action lists by relevant Operating Business Management and Staff.

The overall aim of the performance monitoring carried out by the Group H & S Department is to identify best practice and/or relay areas of concern, whilst offering assistance and advice to all levels of operational management to help them achieve the standards expected in the Group Health and Safety Policy.

(See also Performance Monitoring Procedures PHG/PR:6a, 6b & 6c).

Reporting and Review

Half and full-year performance reports shall be produced by the Group Health & Safety Director and presented to the Regional Director Responsible for Health & Safety.

Health and safety reports will be produced and provided for review at Group Operations, Regional and Operating Business Bi- Monthly Management Meetings.

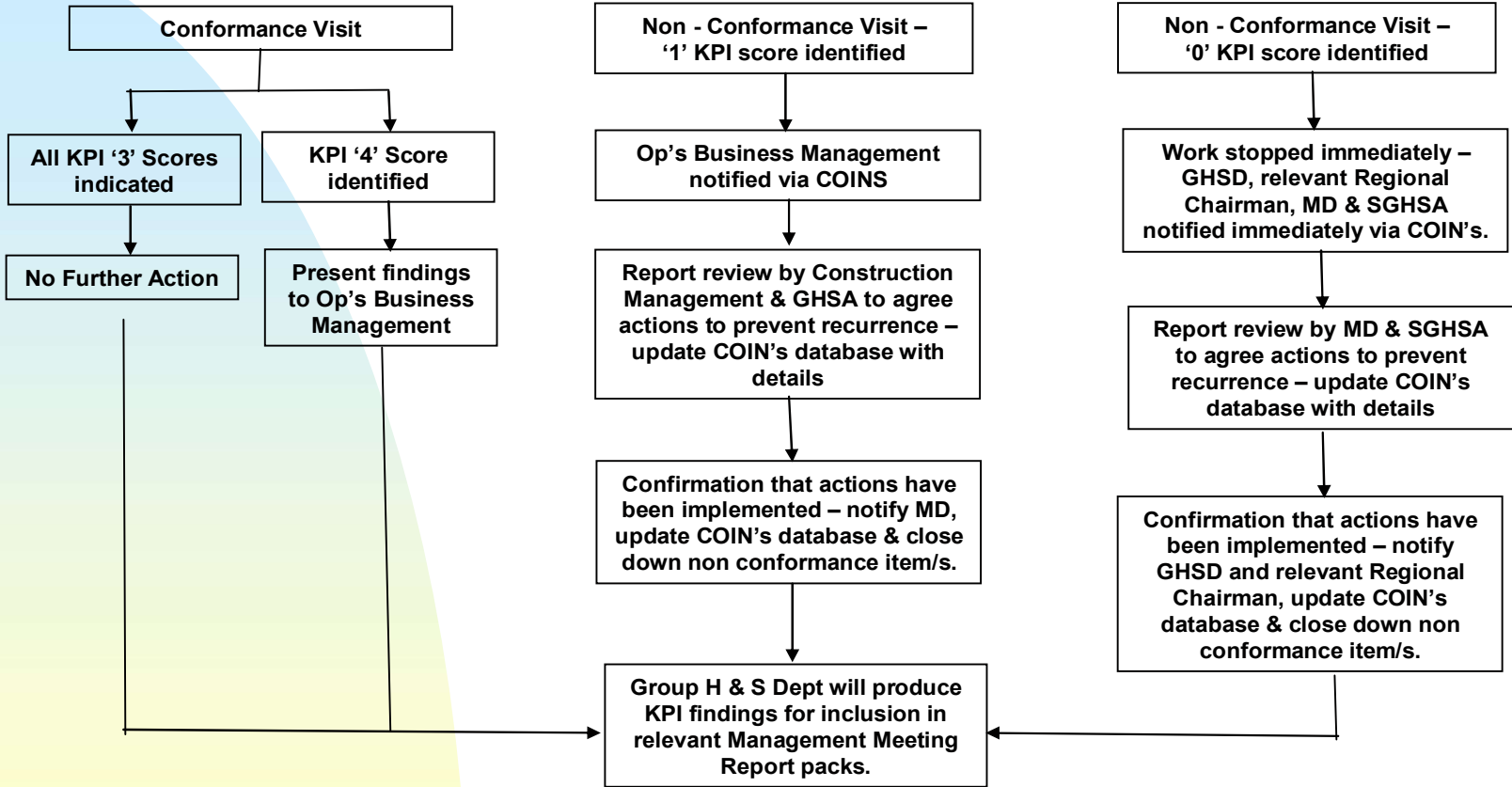
Group Health & Safety Advisors shall collectively attend Group/Regional Health and Safety Working Group Meetings to discuss relevant agenda items. The concise minutes/reports generated, from these meetings, including details of any recommended Policy and Operational amendments will be provided to the Group Health and Safety Director and the Operations Meeting/Regional Boards for consideration.

Through review of the performance monitoring findings our intentions are to continually improve the sound management of health and safety issues relating to the Persimmon Group and reduce the potential for accidents within our work activities.

(See also Performance Review Procedure PHG/PR: 6d).



Group H&S Department
Monthly Site Inspection
Reporting & Review Flowchart



To Be Read In Conjunction With Procedure PHG/PR/:006a

Personal Protective Equipment

It is the policy of Persimmon Group to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All workers who may be exposed to a risk to their health and safety while at work will, where necessary, be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by Persimmon Group will be properly assessed prior to its provision.

All personal protective equipment provided by Persimmon Group shall be maintained in good working order by the user.

All workers provided with personal protective equipment by Persimmon Group will receive training and information on the use, maintenance and purpose of the equipment.

Persimmon Group will endeavour to ensure that all personal protective equipment provided is stored correctly and used properly by its employees.

All Persimmon Group sites shall implement the wearing of hard hats, Hi-Visibility clothing and safety footwear by all management and operatives undertaking construction work.

Further guidance on this subject can be found in the Construction and Office Health and Safety Manuals and site safety rule books/posters.

Risk Assessments

As a requirement of the Management of Health & Safety at Work 1999, risk assessments of Persimmon Group work activities will be undertaken and documented. The Group Health & Safety Department will maintain Generic Risk Assessment Manuals for all construction and maintenance work activities. These will be monitored, reviewed periodically and updated in line with new legislation and Codes of Practice. The manuals will be issued to all places of work and made available to all employees undertaking construction and maintenance work activities.

Where Generic Risk Assessments are not suitable for specific work activities (i.e. unforeseen construction work, display screen equipment, sales office security) reference is given in the Group Construction/Sales/Office Safety Manuals in the completion of the relevant assessment documentation.

The step by step guide to completing the risk assessment form is based on the HSE guidance on the Five Steps to risk assessment is as follows:-

1. Choose a task or operation
2. Identify and consider the hazards associated with completing this work.
3. Decide who may be harmed and how.
4. Evaluate the risks from these hazards on the 3 point scale of *High, Medium or Low* risk.
5. Decide on what precautions or control measures are necessary and record these findings.
6. Allocate responsibility for ensuring the control measures are in place and discuss the assessment with them.
7. Inform those carrying out the work (or train them if required).
8. Periodically review the work and the assessment to ensure the work can be done safely.

Note:

A Register of Legislation/Approved Codes of Practice applicable to the Persimmon Group business activities can be found in Section 1.

Health & Safety Training

Health & Safety training is regarded as a vital ingredient of an effective health and safety programme. It is essential that every worker in the organisation (including the supply chain) is trained and competent to perform their job safely

Directly Employed

The Persimmon Group will ensure that its directly employed workforce are trained in Health & Safety Legislation, safe working practices detailed in this policy and procedures, plus other safety manuals, relating to their work activities and prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the safe implementation of emergency procedures. (See also Safety Training Procedure PHG/PR:008).

Supply Chain

The Persimmon Group will ensure that it confirms that its supply chain organisations including contractors, designers etc. prior provide suitable and sufficient training to their employees and will establish this through the use of mutual recognition competency schemes (SMAS, CHAS, NHBC). Prior to appointment supply chain organisations will also be required, prior to commencing on site, to provide specific details of competency and training for their managers, supervisors and workers. In some instances this level of training will be required to meet the standard detailed in the HBF “Health and Safety Training for Contractor Supervision” Guidance.

The competency of other individual Managers, Supervisors and Workers will also be confirmed via the Construction Skills Certification Scheme (CSCS).

Note: The HBF Guidance detailed above can be located in the Safety Training Procedure PHG/PR:008.

Traffic Management, Site Security & Public Protection

Persimmon Homes view the management of traffic, site security and public protection as part of their overall strategy of maintaining the safety of all persons entering their construction sites. Traffic management/ Site Security & Public Protection Assessments must be undertaken at the earliest possible stage of a site and plans shall be established, and updated on a regular basis. These must identify the necessary controls i.e. pedestrian/vehicle segregation, speed limits, road crossing points and restricted access areas, and be brought to the attention of workers, visitors and occupants.

The protection of the public from work activities, which could compromise their safety, shall too be considered at the earliest stage possible. Necessary fencing and suitable warnings signs shall be established as a requirement to keep members of the public from accessing areas where work activities are being undertaken. (See also Traffic Management Procedure PHG/PR:009 and Site Security & Public Protection Procedure PHG/PR:029).

Visits by/Contact with the HSE

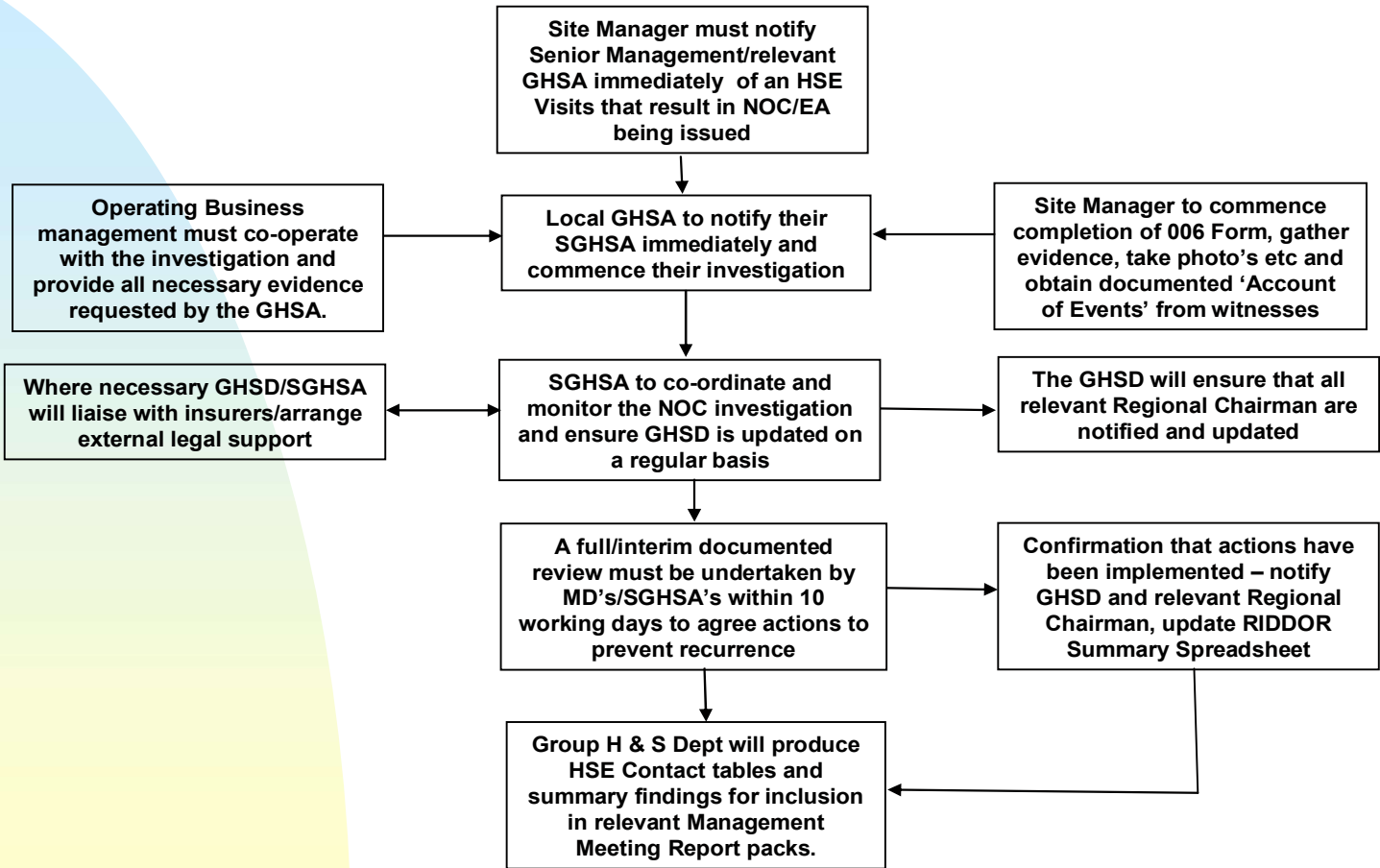
It is the intention of the Persimmon Group Operating Business Management and staff to strive and co-operate fully with the HSE in order to maintain ongoing sound relations.

Operating Businesses will respond to any written requests (hard copy or electronic) and telephone call from the HSE relating to their work activities.

All site visits will be managed through the implementation of Procedure PHGPR:026.



HSE Unscheduled Visit
NOC/EA Reporting & Review Flowchart



To Be Read In Conjunction With Procedure PHG/PR/026

Welfare

Current legislation stipulates that employers provide suitable, sufficient and adequate facilities for the health and welfare of their workers.

Persimmon Group Management will ensure these facilities must be provided with suitable lighting and heating, and are maintained and kept clean at all times (see also Welfare Procedure PHG/PR:010).

Work Places & Equipment

Persimmon Group will endeavour to ensure that all places of work and work equipment used is safe and suitable for the purpose for which it is used.

It will be established that all workers are provided with adequate information and training to enable them to use work equipment safely and undertake relevant inspection of the same.

The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair with regular inspections undertaken.

All lifting equipment utilised on Persimmon Sites must hold current Thorough Examination Certificates relevant to lifting appliances and accessories (see also Work Places & Equipment Procedure PHG/PR:011). All crane operations will be assessed to establish the necessary controls including suitable equipment and trained/competent management and operatives.

Worker Involvement and Engagement

It is the intention of the Persimmon Group to ensure that it has sound worker involvement and engagement procedures in place that are available for all directly employed staff and supply chain personnel including contractors, self-employed and labour-only operatives. This will assist in the identification of hazards, the assessment of associated risks and the implementation of reasonably practicable controls to remove and/or reduce the risk of injury to employees and/or people affected by its work activities.

Relevant sections within the Group H & S policy including Roles and Responsibilities, Procedures etc. set out the requirements for Operating Businesses to implement a system of worker involvement and engagement practices based on the results of a survey completed by all Managing Directors of the proposed Action Plan put forward by Site Management and Non-Unionised Safety Representatives work carried out in 2011.

In keeping with the Surveys protocol all actions that received 80% majority backing were accepted as being necessary for implementation.

See also CDM Arrangements: Worker Engagement & Communication (page 34)

Working at Height

The Persimmon Group will strive to meet the requirements of the Work at Height Regulations 2005 to prevent and protect people from falls using risk assessment practices to identify preventative and protective control measures to manage our height work operations.
(See also PHG/PR:015).

Young Persons at Work

It is the policy of Persimmon Group to comply with the law as set out in the Health & Safety (Young Persons) Regulations 1997. The safety of young people at work is maintained by Persimmon Homes through assessment of their work activities they are exposed to and implementing the necessary controls, i.e. suitable supervisor cover, training and relevant equipment/PPE they require to undertake their duties safely. (See also Young Persons Procedure PHG/PR:012).

CDM 2015 ARRANGMENTS

INTRODUCTION

The Construction (Design & Management) Regulations 2015 and the associated HSE Guidance “*L153 - Managing Health and Safety in Construction*” was introduced on 1st April 2015.

The regulations apply to 5 main duty holders (Client, Principal Designer, Principal Contractor, Designer and Contractor) however Persimmon Group Operating Businesses will, in general, only undertake the role of those detailed in the summary below.

CDM duty holders:	Summary of role & main duties:
Clients are organisations or individuals for whom a construction project is carried out.	Make suitable arrangements for managing a project to ensure: <ul style="list-style-type: none"> • Other duty holders are appointed • Sufficient time and resources are allocated • Relevant information is prepared and provided to other duty holders • The principal designer and principal contractor carry out their duties • Construction Work can be carried out without risk to health and safety • Welfare facilities are provided
Principal Designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.	Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project to ensure: <ul style="list-style-type: none"> • So far as is reasonably practicable the project is carried out without risk to health and safety • Designers carry out their duties • The preparation or modification of designs to eliminate, reduce or control foreseeable risks that may arise during: <ul style="list-style-type: none"> – Construction – The maintenance and use of a building once it is built • Liaison with the Principal Contractor throughout the duration of the project • An estimated time to complete construction work is determined • The provision of relevant information to other duty holders in particular to the principal contractor • The preparation of the Health & Safety File
Principal Contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.	Plan, manage, monitor and coordinate health and safety in the construction phase of a project to ensure: <ul style="list-style-type: none"> • So far as is reasonably practicable the construction work is carried out without risk to health and safety • Liaising with the Client and Principal Designer throughout the duration of the project • The preparation/production of the Construction Phase Plan • An estimated time to complete construction work is determined • Cooperation of contractors (including self employed) to apply the requirements of the Construction Olan and follow site rules • Co-ordination of contractors work activities • Suitable site inductions are provided • Reasonable steps are taken to prevent unauthorised access • Welfare facilities are provided • Workers are consulted and engaged in securing their health and safety

The regulations themselves distinguish between duties that are **absolute** (what duty holders “**must**” comply with) and duties that are qualified by the terms “**as far as practicable**” and “**as far as is reasonably practicable**” (what duty holders “should” comply with them).

To ensure compliance with CDM 2015 the Group H & S Policy has robust management systems including procedures and manuals and forms that provide guidance on evidence generation. In addition Operating Businesses also contribute to this process by generating additional evidence relating to the arrangements made via their own internal management systems.

The relevant duty holder role must be led up by individuals drawn from the Senior Management of the relevant Operating Business and it is recommended that the following Directors are best placed to lead these functions:

Client – Managing Director, supported by the Land Director & Principal Designer

Principal Designer – Technical Director

Principal Contractor – Construction Director

The table below shows specific CDM 2015 duty holder requirements for Clients, Principal Designers and Principal Contractors and provides guidance to Senior Management who “Lead” the relevant duty holder functions on the Group Management Systems and Operating Business Internal Controls.

The information detailed in the table is not exhaustive or set in stone and the column highlighting the internal systems and controls may vary between Operating Businesses. This column should therefore be tailored by Senior Management Teams to reflect the internal systems they employ.

Implementing the systems detailed (or amended) in the table should generate the evidence to show that Operating Businesses have met their **absolute** duty to make suitable arrangements for planning, managing, monitoring and reviewing the throughout the pre-construction and construction phases.

By following these processes and identifying suitable controls, Operating Businesses will have made arrangements that are able to identify “**practicable**” and “**reasonably practicable**” controls to ensure work can be carried out without risks to persons.

CDM 2015 – A GUIDE FOR PERSIMMON GROUP SENIOR MANAGEMENT DUTY HOLDERS

REGULATIONS 4 & 5 CLIENT'S DUTIES - *Must make suitable arrangements for managing projects, including the allocation of sufficient time and other resources to ensure that the **construction work** can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the **project** and ensure welfare facilities required by Schedule 2 are provided.*

CDM 2015 Duty	Group H & S Policy Reference	Group Forms/Operating Business Controls
<i>Appointment of Internal Management and Staff – Project Team Members</i>	<ul style="list-style-type: none"> ✓ General Roles and Responsibilities ✓ Directors Responsibility Chart ✓ H & S Training Requirements ✓ PHG/HS/:050 Nominated site supervisor checklists. 	<ul style="list-style-type: none"> ✓ Internal Appointment to establish that individuals have the sufficient level of skills, knowledge and experience to carry out their role & responsibilities ✓ Clients Brief
<i>Appointment of Designers</i>	<ul style="list-style-type: none"> ✓ Directors Responsibility Chart ✓ PHGPR:002 Appointment of Contractors ✓ CDM Arrangements Section 	<ul style="list-style-type: none"> ✓ Clients Brief ✓ Site Hazard Register ✓SSIP Accreditation – SMAS, CHAS etc. ✓ References ✓ HSE Enforcement/Prosecution Database ✓ Pre-appointment meetings
<i>Appointment of Contractors</i>	<ul style="list-style-type: none"> ✓ Directors Responsibility Chart ✓ PHGPR:002 Appointment of Contractors ✓ CDM Arrangements Section 	<ul style="list-style-type: none"> ✓ Clients Brief ✓ Site Hazard Register ✓SSIP Accreditation – SMAS, CHAS etc. ✓ References ✓ HSE Enforcement/Prosecution Database ✓ Pre-appointment meetings
<i>Ensuring that these arrangements are maintained and reviewed throughout the project.</i>	<ul style="list-style-type: none"> ✓ Directors Responsibility Chart ✓ PHGPR:006a & b Group Performance Monitoring ✓ PHGPR:006c Operating Business Inspection & Review ✓ PHGPR:006d H & S Performance Review & Report ✓ PHG/HS/:026 Sub-Contractor/Supply Performance Sheets ✓ PHGPR:001 Accident Reporting ✓ H & S Working Group Meetings 	<ul style="list-style-type: none"> ✓ Land/Technical Meetings, Build/Sales Meetings, Project Progress Meetings etc. ✓ Pre-Development Plans ✓ Plot Release Forms ✓ Pre-Start Meetings with Designers & Contractors ✓ Trade Specifications/Labour Only Packs Bi-Monthly Management Meetings
<i>Provision of pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.</i>	<ul style="list-style-type: none"> ✓ Directors Responsibility Chart ✓ PHGPR:002 Appointment of Designers & Contractors ✓ PHGPR:005a Pre-Construction Information/Pre-Start Meetings 	<ul style="list-style-type: none"> ✓ Clients Brief ✓ Site Hazard Register ✓ PS1 ✓ Pre-Start Meetings with Designers & Contractors ✓ Trade Specifications/Labour Only Packs ✓ Pre-Development Plans
<i>Production of a Construction Phase Plan</i>	<ul style="list-style-type: none"> ✓ Directors Responsibility Chart ✓ PHGPR:005b Construction Phase Plans 	<ul style="list-style-type: none"> ✓ Construction Phase Plan ✓ Red Box Filing System to include all relevant design information, internally generated risk assessments (work at height, traffic management, site security/public protection)
<i>Sign-off of a Construction Phase Plan</i>	<ul style="list-style-type: none"> ✓ Directors Responsibility Chart 	<ul style="list-style-type: none"> ✓ Clients Brief

	<ul style="list-style-type: none"> ✓ PHGPR:005b Construction Phase Plans 	<ul style="list-style-type: none"> ✓ Site Hazard Register ✓ Construction Phase Plan
<i>Production of the Health and Safety Files for the project</i>	<ul style="list-style-type: none"> ✓ Directors Responsibility Chart ✓ PHGPR:005c H & S File Procedure ✓ Hand over H&S file to management company (residual risk) 	<ul style="list-style-type: none"> ✓ HBF H & S File Template
<i>Arranging, Co-ordinating and Monitoring Consortium Agreements</i>	<ul style="list-style-type: none"> ✓ Directors Responsibility Chart ✓ PHGPR:005a Pre-Construction Information/Pre-Start Meetings 	<ul style="list-style-type: none"> ✓ HBF Consortium Agreement

REGULATION 11 PRINCIPAL DESIGNER DUTIES - *Must plan, manage, monitor and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the **project** is carried out without risks to health or safety.*

CDM 2015 Duty	Group H & S Policy Reference	Operating Business Internal Control
<i>The systems employed should ensure that design, technical and organisational issues are taken into consideration in order to plan simultaneous or sequenced work activities. Estimate the period of time required to complete such work or work stages and take into account the general principles of prevention (risk assessment).</i>	<ul style="list-style-type: none"> ✓ PHGPR:005a Pre-Construction Information/Pre-Start Meetings ✓ PHGPR:027 Planning/Set Up of New Sites ✓ PHGPR:005b Construction Phase H & S Plan ✓ PHGPR:006c Operating Business Inspection & Review ✓ Initial Client site safety inspection 	<ul style="list-style-type: none"> ✓ Clients Brief ✓ Site Hazard Register ✓ PS1 ✓ PS2 ✓ PS3 ✓ Construction Phase Plan ✓ Land/Technical Meetings ✓ Pre-Development Plans ✓ Pre-Start Meetings with Principal Designer, designers & Contractors
<i>Identify and eliminate or control, so far as is reasonably practicable, the foreseeable risks to the health or safety of persons</i> <i>(a) carrying out or liable to be affected by construction work;</i> <i>(b) maintaining or cleaning a structure; or</i> <i>(c) using a structure designed as a workplace.</i>	<ul style="list-style-type: none"> ✓ PHGPR:014 Lifting Operations ✓ PHGPR:015 Working at Height ✓ PHGPR:018 Planning and Erection of Timber Frame Product ✓ PHGPR:022 Planning, Supervision and Use of Telehandlers ✓ PHGPR:023 Planning, Delivery, Monitoring & Review of Temporary Works ✓ PHGPR:025 Use of Telehandlers for Timber Frame Construction ✓ PHGPR:028 Installation of Pre-Fabricated Room in the Roof ✓ Construction Manual Generic Risk assessments 	<ul style="list-style-type: none"> ✓ PHG/HS/:002 to identify site security/public protection controls ✓ PHG/HS/:013 Welfare Assessment ✓ PHG/HS/:014 Site Manager Inspection ✓ PHG/HS/:015 Traffic Management Assessment ✓ PHG/HS/:019a-g Workplace Inspections ✓ PHG/HS/:034 Crane/Telehandler Lift Plan ✓ PHG/HS/:038 Work at Height Assessments ✓ PHG/HS/:015 Traffic Management (take one out as it shows up twice) ✓ PHG/HS/:056 Temporary Works Register ✓ PHG/HS/:057 Temporary Works Engineered Design Brief ✓ Contractors RAMS packs to identify further control measures: SMAS approval confirming competence. ✓ PHG/HS/:037 Site Fire Risk Assessment ✓ PHG/HS/:039a H & S Demolition Checklist ✓ PHG/HS/:039b H & S Asbestos surveying company checklist

		<ul style="list-style-type: none"> ✓ PHG/HS/:039c H & S Asbestos removal checklist ✓ PHG/HS/:040 Deep Excavation Checklist
<i>Ensure all designers comply with their duties in regulation 9.</i>	<ul style="list-style-type: none"> ✓ PHGPR:002 Appointment of Designers & Contractors 	<ul style="list-style-type: none"> ✓ Pre-Start Meetings with Designers & Contractors
<i>Ensure that all persons working in relation to the pre-construction phase cooperate with the client, the principal designer and each other.</i>	<ul style="list-style-type: none"> ✓ PHGPR:005a Pre-Construction Information/Pre-Start Meetings ✓ PHGPR:027 Planning/Set Up of New Sites ✓ PHGPR:005b Construction Phase H & S Plan ✓ PHGPR:006c Operating Business Inspection & Review ✓ Initial Client site safety inspection 	<ul style="list-style-type: none"> ✓ Clients Brief ✓ Site Hazard Register ✓ PS1 ✓ PS2 ✓ PS3 ✓ Construction Phase Plan ✓ Land/Technical Meetings ✓ Pre-Development Plans ✓ Pre-Start Meetings with Principal Designer, designers & Contractors
<i>Provision of the pre-construction information promptly and in a convenient form to every designer and contractor appointed/considered for appointment to the project.</i>	<ul style="list-style-type: none"> ✓ PHGPR:005a Pre-Construction Information/Pre-Start Meetings 	<ul style="list-style-type: none"> ✓ Pre-Start Meetings ✓ Construction Phase Plan ✓ Site Inductions ✓ Six box filling system
<i>Liaison with Principal Contractor for the duration of the project in order to share information relevant to the planning, management, monitoring and coordination of health and safety during the construction phase.</i>	<ul style="list-style-type: none"> ✓ PHGPR:027 Planning/Set Up of New Sites ✓ PHGPR:005b Construction Phase H & S Plan ✓ PHGPR:006c Operating Business Inspection & Review ✓ Initial Client site safety inspection 	<ul style="list-style-type: none"> ✓ Land/Technical Meetings ✓ Pre-Development Plans ✓ Pre-Start Meetings with Principal Designer, designers & Contractors ✓ Construction Phase Plan ✓ PHG/HS:046 Request for Design Information

REGULATIONS 13 & 14 PRINCIPAL CONTRACTOR DUTIES - *Must plan, manage, monitor coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, **construction work** is carried out without risks to health or safety.*

CDM 2015 Duty	Group H & S Policy Reference	Operating Business Internal Control
<i>The systems employed should ensure that design, technical and organisational issues are taken into consideration in order to plan simultaneous or sequenced work activities.</i> <i>Estimate the period of time required to complete such work or work stages and take into account the general principles of prevention (risk assessment).</i>	<ul style="list-style-type: none"> ✓ PHGPR:005a Pre-Construction Information ✓ PHGPR:005b Construction Phase H & S Plan ✓ PHGPR:006c Operating Business Inspection & Review ✓ PHGPR:014 Lifting Operations ✓ PHGPR:015 Working at Height ✓ PHGPR:018 Planning and Erection of Timber Frame Product ✓ PHGPR:022 Planning, Supervision and Use of Telehandlers ✓ PHGPR:023 Planning, Delivery, Monitoring & Review of Temporary Works ✓ PHGPR:025 Use of Telehandlers for Timber Frame Construction 	<ul style="list-style-type: none"> ✓ PS1 ✓ PS2 ✓ PS3 ✓ Clients Brief ✓ Site Hazard Register ✓ Build Sales Meetings ✓ Project Progress Meetings ✓ Plot Release Forms ✓ Build Programmes ✓ H & S Working Group Meetings ✓ Bi-Monthly Management Meetings ✓ PHG/HS/:014 Site Manager Inspection ✓ PHG/HS/:015 Traffic Management ✓ PHG/HS/:019a-g Workplace Inspections

	<ul style="list-style-type: none"> ✓ PHGPR:028 Installation of Pre-Fabricated Room in the Roof ✓ Construction Manual 	<ul style="list-style-type: none"> ✓ PHG/HS/:034 Crane/Telehandler Lift Plan ✓ PHG/HS/:038 Work at Height Assessments ✓ PHG/HS/:056 Temporary Works Register ✓ PHG/HS/:057 Temporary Works Engineered Design Brief ✓ Consortium agreements and consortium director responsibility chart. ✓ PHGPR020 Construction Fire Safety ✓ PHG/HS/:064 Contracts Managers Operational Action Report
<p><i>Organise cooperation between contractors (including successive contractors on the same construction site).</i></p> <p><i>Coordinate implementation by the contractors of applicable legal requirements for health and safety.</i></p> <p><i>Ensure that employers and, if necessary for the protection of workers, self-employed persons apply the general principles of prevention (risk assessments in a consistent manner and where required, follow the construction phase plan.</i></p>	<ul style="list-style-type: none"> ✓ PHGPR:002 Appointment of Contractors ✓ PHGPR:003 Worker Involvement and Engagement ✓ PHGPR:006c Operating Business Inspection and Review ✓ HSGPR:007 Permit to Work ✓ PHGPR:008 Safety Training ✓ PHGPR:011 Inspection of Workplaces & Equipment ✓ PHGPR:013 Self-Employed/Labour Only Work activity Risk Assessment ✓ Construction Manual 	<ul style="list-style-type: none"> ✓ Clients Brief ✓ Site Hazard Register ✓ Site Induction ✓ Tool Box Talks ✓ Site H & S Meetings ✓ Site Progress Meetings ✓ SMAS approval ✓ HBF H&S Charter sign off ✓ PHGH010 Persimmon Technical Checklist ✓ PHG/HS/:064 Contracts Managers Operational
<p><i>Ensure that a suitable site induction is provided;</i></p> <p><i>Necessary steps are taken to prevent access by unauthorised persons to the construction site.</i></p> <p><i>Welfare facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.</i></p>	<ul style="list-style-type: none"> ✓ PHGPR:027 Planning/Set Up of New Sites ✓ PHGPR:020 Construction Fire Safety ✓ PHGPR:008 Safety Training ✓ PHGPR:009 Traffic Management ✓ PHGPR:010 Welfare ✓ Construction H & S Manual ✓ Sales Manual 	<ul style="list-style-type: none"> ✓ Site Induction material including flip charts, DVD's, Passport to Plant Safety ✓ Completion of Generic Risk Assessment PHG/HS/:002 to identify site security/public protection controls ✓ PHG/HS/:013 Welfare Assessment ✓ PHG/HS/:014 Site Manager Inspection ✓ PHG/HS/:015 Traffic Management Assessment ✓ PHG/HS/:054 Sales Partially Completed Plot Inspection
<p><i>Liaison with the Principal Designer for the duration of the project in order to share information relevant to the planning, management, monitoring and coordination of health and safety during the pre-construction phase.</i></p>	<ul style="list-style-type: none"> ✓ PHGPR:027 Planning/Set Up of New Sites ✓ PHGPR:005b Construction Phase H & S Plan ✓ PHGPR:006c Operating Business Inspection & Review 	<ul style="list-style-type: none"> ✓ Land/Technical Meetings ✓ Pre-Development Plans ✓ Pre-Start Meetings with Principal Designer, designers & Contractors ✓ Clients Brief ✓ Site Hazard Register ✓ PHG/HS/:046 Request for Design Information
<p><i>Make and maintain arrangements which will enable the Principal Contractor and workers engaged in construction work to cooperate effectively in developing, promoting and checking the effectiveness of measures to ensure the health, safety and welfare of the workers</i></p>	<ul style="list-style-type: none"> ✓ PHGPR:003 Worker Involvement and Engagement ✓ HSGPR:007 Permit to Work ✓ PHGPR:008 Safety Training 	<ul style="list-style-type: none"> ✓ Site Induction ✓ Tool Box Talks ✓ Site H & S Meetings ✓ Site Progress Meetings

	<div>✓ PHGPR:011 Inspection of Workplaces & Equipment</div> <div>✓ PHGPR:013 Self-Employed/Labour Only Work activity Risk Assessment</div>	<div>✓ PHG/HS/:019a-g Workplace Inspections</div> <div>✓ PHG/HS/:064 Contracts Managers Operational</div> <div>✓ Operative H & S Notification</div> <div>✓ Operative Comments Sheet</div>
<i>Consult those workers in good time on matters connected with the project which may affect their health, safety or welfare, in so far as they or their representatives have not been similarly consulted by their employer;</i>	<div>✓ PHGPR:003 Worker Involvement and Engagement</div>	<div>✓ Site H & S Meetings</div>

General CDM 2015 Guidance for Duty Holders

Site Notification to the HSE (F10's)

On most Persimmon Group site developments Operating Business will, at some time, undertake the role of Client, Principal Designer and Principal Contractor “in-house” and in these instances the Client (or their representative) shall notify the HSE using form F10.

A project is notifiable if the work on a construction site is scheduled to -

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- Exceed 500 person days.

Where a project is notifiable, the client must give notice in writing to the HSE as soon as is practicable before the construction phase begins. The notice must -

- Contain the particulars specified in Schedule 1 of CDM 2015;
- Be clearly displayed in the construction site office in a comprehensible form where it can be read by any worker engaged in the construction work; and
- If necessary, be periodically updated.

Note: Notifications should identify Persimmon Homes Limited/Charles Church Developments Limited as the Client and Persimmon Homes (Operating Business Name) as the Principal Designer/Contractor.

At no time should individual's names be placed in an F10 against these duty holder titles.

Pre-Construction Information (see also PHGPR:005a)

Pre-Construction Information is defined as information about the project that is already in the Clients possession or which is reasonably obtainable by or on behalf of the Client. The information must;

Be relevant to the particular project (however this can be generic in nature if it can be applied on similar project e.g. work at height assessments)

Have an appropriate level of detail

Be proportionate to the risks involved

Construction Phase Plan (see also PHGPR:005b)

The Construction Phase Plan must be prepared before the construction work commences and should outline the health and safety arrangements, site rules etc.

The plan must be maintained, updated and reviewed as the site progresses.

Health & Safety File (see also PHGPR:005c)

During the pre-construction phase, the Principal Designer must prepare a health and safety file appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person.

It must contain relevant information about the project which should be taken into account when any construction work is carried out on the building **after** the current project has finished. Information included should only be that which is needed to plan and carry out future work safely and without risks to health.

Appointing Designers and Contractors (see also PHGPR:002)

Designers

The term 'design' includes drawings, design details, specifications, bills of quantity and calculations prepared for the purpose of a design. Designers include architects, architectural technologists, consulting engineers, quantity surveyors, interior designers, temporary work engineers, chartered surveyors, technicians or anyone who specifies or alters a design. They can include others if they carry out design work, such as principal contractors, and specialist contractors, eg an engineering contractor providing design, procurement and construction management services. Where commercial clients become actively involved in designing in relation to their project, they may also be considered to be designers.

Contractors

Anyone who directly employs or engages construction workers or manages construction is a contractor. Contractors include sub-contractors, any individual, sole trader, self-employed worker, or business that carries out, manages or controls construction work as part of their business. This also includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether the workers under their control are employees, self-employed or agency workers.

Where contractors are involved in design work, including for temporary works, they also have duties as designers.

Sub-Contractor Competency & Training

When appointing a designer or contractor to work on a project we must take reasonable steps to satisfy ourselves that those who will carry out the work have the skills, knowledge, experience, and, where they are an organisation, the organisational capability to carry out the work in a way that secures health and safety. Reasonable steps will depend on the complexity of the project and the range and nature of the risks involved.

Organisational capability means the policies and systems an organisation has in place to set acceptable health and safety standards which comply with the law, and the resources and people to ensure the standards are delivered.

Only enquiries for information that will address the anticipated risks and capability of the supplier should be made – excessive or duplicated paperwork should be avoided because it can distract attention from the practical management of risks.

Those making appointments have the option of using standard Group pre-qualification documents, utilisingSSIP Accredited organisations i.e. SMAS, CHAS, NHBC or alternatively using PAS 91 (a publicly available document) that includes standard questionnaires as part of this process. Additional in-house checks may be required to confirm the skills, knowledge and experience named appointed personnel.

As well as carrying out pre-qualification checks on organisations, those responsible for making appointments should also check that the designer or contractor has enough experience and a good record in managing the risks involved in projects. Referencing the HSE Prosecutions and Enforcement Action Data Bases is a good source of information. Due weight should also be given to membership of an established professional institution or body. For example, do these bodies have arrangements in place which provide some reassurance that health and safety is part of the route to membership of their profession? These checks should ideally be carried out at the final stage after pre-qualification checks have been completed and before appointments are made.

Contractors who employ or manages workers under their control must ensure suitable supervision is provided and details of a Contractors Supervisory arrangements on each site should be provided in writing and a copy held on site.

Appointing and employing workers (see also PHGPR:008)

When employing or appointing individual/s (self employed/ labour only) to work on our sites, it is important that enquiries are made to make sure they have the skills, knowledge, training and experience to carry out the work they will be employed to do in a way that secures health and safety for anyone working on the site.

A combination of industry certification cards (CSCS) or nationally recognised qualifications such as NVQ's and SVQs can provide assurance (and evidence) that the holder has the skills, knowledge, training and experience to carry out the task(s) for which they are appointed.

However it should be recognised that training/qualifications on their own are not enough and newly trained individuals may require supervision in order to gain positive experience of working in a range of conditions.

When appointing individuals who may be skilled but who do not have any formal qualifications we may need to assess them in the working environment. As a general rule the regulations accept that if the person being assessed demonstrates the required qualities no further training should be needed although this decision would need to be supported by a sound documented assessment process.

Provision of Site Induction and ongoing briefings

When acting as Principal Contractor we must ensure every site worker is given suitable site specific induction and ongoing briefings (tool box talks) to highlight particular risks and control measures they need to be aware of.

Site Inductions are very often the most important pre-start meeting an Operating Business can have with the self employed and labour only worker therefore it is imperative that these are conducted in a timely and informative manner. Site inductions should also be provided to those who do not regularly work on the site, but who visit it on occasional designers, commercial team members etc. The inductions should be proportionate to the nature of the visit and should include information on the following.

- senior management commitment to health and safety;
- outline of the project including both general and site specific rules etc.
- management of the project
- first-aid arrangements
- accident and incident reporting arrangements
- arrangements for briefing workers on an ongoing basis, e.g. toolbox talks
- arrangements for consulting with the workforce on health and safety matters
- worker's responsibility for health and safety

A records of all site inductions must be maintained on site as well as documented attendance sheets for all tool box talks that are delivered.

ORGANISATION AND RESPONSIBILITIES

Introduction

This section aims to identify the general roles and responsibilities of all level of employees within the Persimmon Group in order to ensure that the requirements detailed within the Legislative, Industry Guidance and Group Policy documents are implemented.

Legislation

All Directors, Managers and other employees within the Persimmon Group will be informed of the requirements placed on them both collectively and individually by the Health and Safety at Work Act 1974 and the Corporate Manslaughter and Corporate Homicide Act 2007. This will include relevant training and instruction, in line with their level of responsibility within the Group, in implementing the Group Health and Safety Policy and Procedures to ensure compliance with relevant health and safety regulations.

“Senior Manager” Guidance

The roles and responsibilities associated with the Senior Manager post holders are in keeping with the Institute of Directors/Health and Safety Commission “leading health and safety at work” guidance that details leadership actions for Directors and Board Members.

The guidance sets out a “**Plan, Do, Check, Act**” approach to effective leadership of health and safety. The statement below that is detailed in the IOD/HSE document provides an understanding of the correlation between the legislation indicated above and the guidance:

“This guidance, issued jointly by the Institute of Directors and the Health and Safety Commission, is addressed to directors (and their equivalents) of corporate bodies. Such organisations are required to comply with health and safety law. Although reference is made to existing legal obligations, following this guidance is not in itself obligatory. However, if you do follow it you will normally be doing enough to help your organisation meet its legal obligations. In considering the liability of an organisation under the Corporate Manslaughter and Corporate Homicide Act 2007, a jury must consider any breaches of health and safety legislation and may have regard to any health and safety guidance. In addition to other health and safety guidance, this guidance could be a relevant consideration for a jury depending on the circumstances of the particular case.”

Senior Management will be supported by an independent Health and Safety Department appointed by the Group.

Senior Management/Group Health & Safety Department Reporting Structure

The words highlighted in blue below relate directly to the collective leadership requirements detailed in the IOD/HSC Guidance – Please see the Group Health & Safety Operational Organisation Chart.

Group Operations Meeting – **Plan** the direction of Group Health and Safety Policy and strategy for **implementation** by Regional/Operating Business Senior Management and **monitoring** by the Group H & S Department.

Review the findings detailed in Group H & S Department reports (including the findings from site inspections, 3rd Party Audits, incident led investigations etc.) and agree/confirm, where necessary, additional **actions** (and initiatives) to maintain conformance with the Group H & S Policy.

Regional Management Meetings – **Plan** the provision of Regional resources to ensure that the requirements of the Group H & S Policy can be **delivered** by Operating Business Management.

Review the findings detailed in Group H & S Department reports and agree/confirm additional **actions** (including Regional initiatives) required to meet Op's Meeting objectives and maintain conformance with the Group H & S Policy.

Operating Business Management Meetings – **Plan** and continually **monitor** the provision of resources to ensure the requirements of the Group Health and Safety Policy are being **delivered** in all Operating Business work activities.

Review the findings detailed Group H & S Department reports or identified through internal **checks** made by Operating Business Management and agree/confirm additional **actions** (including local initiatives) required to meet Group/Regional objectives maintain conformance with the Group H & S Policy.

1. Executive Main Board Members

The Main Board will:

- a) Ensure they collectively and individually maintain a working knowledge of current Health & Safety Legislation relating to the work activities they control.
- b) Agree a Group Health and Safety Policy Statement confirming their intention to implement the requirements of current health, safety and welfare legislation applicable to our business – signed off by the Group Chief Executive on behalf of the Main Board.
- c) Appoint and name a Group Operations Director who will be responsible for appraising the Main Board (when required) and the Group Chief Executive on Health and Safety matters.
- d) Set out the Group health, safety & welfare objectives and targets for Group Operations/Regional/Operating Business Senior Management to meet.
- e) Consider health and safety matters that are referred upwardly by the Group Operations and Regional Management Meetings, and, where necessary, agree and authorise the provision of resources to ensure compliance with the legislative and Group Policy requirements.
- f) Commission management system audits of Operating Business activities, in particular the level of compliance with the requirements of the Group Health, Safety & Welfare Policy & Guidance.
- g) Discuss and, where necessary, action Performance Review Reports provided by the Group Health & Safety Director.
- h) Promote the requirements of the Group H & S Policy and set a good personal example at all times.

2. Group Requirements for Regional Management

Regional Management will:

- a) Ensure they collectively and individually maintain a working knowledge of current Health & Safety Legislation relating to the work activities they control.
- b) Agree a Regional Health and Safety Policy Statement confirming their intention to implement the requirements of the Group Health, Safety & Welfare management systems – signed off by the Regional Chairman and countersigned by relevant Operating Business Managing Director.
- c) Agree and authorise the provision of funds and resources to ensure compliance with the legislative and policy requirements of their respective Region, in particular:
 - That all employees are suitably trained in accordance with Group Policy requirements
 - That all employees understand their roles and responsibilities
 - That suitable, sufficient and adequate supervisory levels are maintained in each operating Business to manage the risks posed by its work activities
 - To meet Objectives and Targets set by the Main Board
 - To ensure Performance Monitoring & Review arrangements are maintained
 - Review specific serious non-conformance identified to them and confirm actions to prevent recurrence
- d) Discuss and action reports provided by the Group H & S Department
- e) Respond accordingly in particular to notifications from the Group Health and Safety Department of the following:
 - Relevant RIDDOR incidents and trends
 - Notification of Contravention & Enforcement Action issued by the HSE
 - Site Inspection/Management System KPI scores of “0”
- f) Undertake regular site health and safety appraisal visits with the Group H & S Director and/or the relevant Senior Group H & S Advisor.
- g) Where necessary refer Health & Safety matters upwardly to the Operations Meeting for resolve.
- h) Promote the requirements of the Group/Regional H & S Policy and set a good personal example at all times.

3. Group Requirements for Operating Business Managing Directors

Operating Business MD's shall be responsible for:

- a)* Setting a good personal example at all times.
- b)* Ensuring the Group and Regional (countersigned by the MD) H & S Policy Statements are displayed on all relevant notice boards.
- c)* Completing the Operating Business Director Responsibility Chart and provide copies to all relevant management and staff.
- d)* Producing a H & S Organisation Chart for their business and ensuring this is displayed on all relevant notice boards.
- e)* Ensuring that their Operating Business meets the requirements of the CDM 2015 Regulations.
- f)* Heading up the Client function when PH Limited/CC Developments Limited are detailed as "Client" on F10 Notifications to the HSE.
- g)* Appointing the Principal Designer (PD) and Principal Contractor (PC) who must have the necessary skills, knowledge and experience to manage the relevant health and safety risks.
- h)* Preparing a "Clients Brief" for each F10 notifiable project – note, the PD is expected to take a leading role in the production of the brief.
- i)* Checking with the PD & PC to ensure the arrangements detailed in the "Clients Brief" are maintained and updated throughout the duration of construction phase.
- j)* Undertaking regular site visits with their Senior Management Team and relevant Senior/Group Health & Safety Advisor to monitor operational/administrative health and safety standards.
- k)* Promptly reviewing KPI '0' scores, RIDDOR reports or HSE contact resulting in Notifications of Contraventions and agreeing appropriate actions to prevent recurrence.
- l)* Reviewing all other construction related health and safety performance matters on a bi-monthly basis and agreeing appropriate actions to ensure continual improvement.
- m)* Reviewing sales, customer care and office related health and safety performance matters on a half-yearly basis and agreeing appropriate actions to ensure continual improvement.
- n)* Chairing the Operating Business H & S Committee to review and action reports provided by the attending representatives.
- o)* Checking at regular intervals that all directly employed personnel have received health and safety training in line with the Group H & S Policy requirements.
- p)* Ensuring management and staff performance appraisals are undertaken annually.

4. Operating Business Director's & Head's of Department Responsibility Chart

The Group H & S Policy provides guidance including roles and responsibilities, procedures, generic risk assessments, manuals for reference by Operational Management in order to meet the principals of the Health and Safety at Work Act 1974 and the provisions of associated regulations.

The Director's & Heads of Department Responsibility Chart and the supporting personnel chart should be completed by the Managing Director following consultation with their Senior Management Team.

All Operating Business Management and Staff should be made aware of the Chart and instructed to ensure that as well as meeting their Department and line management responsibilities they also provide, where identified, their full support to the other individuals detailed in this document.

All personnel detailed in the charts should ensure that they are familiar with their roles/responsibilities and general health safety requirements detailed in Section 1 of the Group Health & Safety Policy documents:

- General Arrangements
- CDM 2015 Arrangements
- Organisation & Responsibilities
- Group Health & Safety Management Procedures
- Register of Legal/Approved Codes of Practice Applicable To Persimmon Group Business Activities
- Appendices to the Procedures

Appendix 1 - *Site Managers Aide Memoir – Form Index*
Appendix 2 - *Safety Training Requirements*

Additional guidance for those named in the chart is provided on pages 46 – 50 below that provides references to specific Legal Requirements, Codes of Practice or Group H & S Policy procedures etc. as well as details of relevant forms, documentation for completion.

Policy Requirement		Plan - Director/Dept. Head
1.Op's Business H & S Policy Display	⇒	
2. Directors Responsibility Chart	⇒	
3. Produce/upkeep of H & S Action Plan	⇒	
4. Operating Business Training Records	⇒	
5. Young persons Risk Assessments	⇒	
6. Client duty holder function	⇒	
7. Pre-site acquisition information	⇒	
8. Hazard identification during 7 above.	⇒	
9. Production of the Clients Brief	⇒	
10. Notifying the HSE (F10)	⇒	
11. Principal Designer duty holder function	⇒	
12. Site Hazard & Risk Register	⇒	
13. Temporary Works Register	⇒	
14. Appointment of Designers/Engineers	⇒	
15. Pre construction information distribution	⇒	
16. Transfer of Design Information	⇒	
17. Designers/Engineers performance	⇒	
18. Consortium Agreements	⇒	
19. Principal Contractor duty holder function	⇒	
20. Producing the Construction Phase Plan	⇒	
21. Sign-off Construction Phase Plan	⇒	
22. Appointment of Contractors	⇒	
23. Supply Chain pre-start meetings:		
- Sub-Contractors	⇒	
- Self-Employed	⇒	
- Labour-Only	⇒	
24. Site inductions	⇒	
25. Contractors performance	⇒	
26. Plant purchase/hire	⇒	
27. Plant servicing & maintenance	⇒	
28. Telehandler Driver Health Screening	⇒	
29. Crane Lifting Operations	⇒	
30. Production/Sign-off of H & S Files	⇒	
31. Bi-Monthly H&S Working Group	⇒	
32. Customer Care H & S Performance	⇒	
33. Sales Area H & S Performance	⇒	
34. Office H & S Review	⇒	
35. Performance Review	⇒	
36. Safety Committee Meetings	⇒	

		Supporting Personnel		
Policy Requirement		Do	Check	Act
1. Op's Business H & S Policy Display	⇒			
2. Directors Responsibility Chart	⇒			
3. Produce/upkeep of H & S Action Plan	⇒			
4. Operating Business Training Records	⇒			
5. Young persons Risk Assessments	⇒			
6. Client duty holder function	⇒			
7. Pre-site acquisition information	⇒			
8. Hazard identification during 7 above.	⇒			
9. Production of the Clients Brief	⇒			
10. Notifying the HSE (F10)	⇒			
11. Principal Designer duty holder function	⇒			
12. Site Hazard & Risk Register	⇒			
13. Temporary Works Register	⇒			
14. Appointment of Designers/Engineers	⇒			
15. Pre construction information distribution	⇒			
16. Transfer of Design Information	⇒			
17. Designers/Engineers performance	⇒			
18. Consortium Agreements	⇒			
19. Principal Contractor duty holder function	⇒			
20. Producing the Construction Phase Plan	⇒			
21. Sign-off Construction Phase Plan	⇒			
22. Appointment of Contractors	⇒			

23. Supply Chain pre-start meetings:				
– Sub-Contractors	⇒			
– Self-Employed	⇒			
– Labour-Only	⇒			
24. Site inductions	⇒			
25. Contractors performance	⇒			
26. Plant purchase/hire	⇒			
27. Plant servicing & maintenance	⇒			
28. Telehandler Driver Health Screening	⇒			
29. Crane Lifting Operations	⇒			
30. Production/Sign-off of H & S Files	⇒			
31. Bi-Monthly H&S Working Group	⇒			
32. Customer Care H & S Performance	⇒			
33. Sales Area H & S Performance	⇒			
34. Office H & S Review	⇒			
35. Performance Review	⇒			
36. Safety Committee Meetings	⇒			

Group Health & Safety Policy Reference Guidance for Chart Duty Holders

Policy Requirement	Reference	Evidence
1. Op's Business H & S Policy Display	<ul style="list-style-type: none"> Health & Safety at Work Act 1974 	<ul style="list-style-type: none"> Group & Regional/MD Policy Statements
2. Directors Responsibility Chart	<ul style="list-style-type: none"> Management of H & S at Work Regulations IOD/HSE Leadership Guidance 	<ul style="list-style-type: none"> This document
3. Produce/upkeep of H & S Action Plan	<ul style="list-style-type: none"> PHGPR:006c – Operating Business Health & Safety Performance Monitoring, Review & Action PHGPR:006d – Health & Safety Performance Review & Report Procedure 	<ul style="list-style-type: none"> Upkeep of H & S Action Plans on the COIN's Database
4. Operating Business Training Records	<ul style="list-style-type: none"> PHGPR008: Health & Safety Training High risk activity procedures e.g. Work at Height, Use of Telehandler, Lifting Operations etc. Customer Care, Sales, Office Manuals 	<ul style="list-style-type: none"> COIN's HR Database Operating Business Training Matrices Training Certificates CSCS Cards Attendance sheets – TBT's etc.
5. Young persons Risk Assessments	<ul style="list-style-type: none"> PHGPR:012 – Work Experience and Young Persons 	<ul style="list-style-type: none"> Form PHGHS:027 - Young Persons Risk Assessment
6. Client duty holder function	<ul style="list-style-type: none"> PHGPR:002 – Appointment of Designers and Contractors PHGPR:005a – Pre Construction Information PHGPR:005c – Health & Safety File PHGPR:010 – Provision of Welfare Facilities PHGPR:027 – The Planning And Set Up Of New Construction Developments 	<ul style="list-style-type: none"> Forms PHGHS028 – a,b,c,d Form PHGHS032 – 1,2,3 Form PHGHS066 – Changes to the Clients Brief
7. Pre-site acquisition information	<ul style="list-style-type: none"> Health & Safety at Work Act 1974 CDM 2015 Environmental Protection Act 1990 PHGPR:005a – Pre Construction Information 	<ul style="list-style-type: none"> Forms PHGHS028 – a,b,c,d Form PHGHS032 – 1,2,3
8. Hazard identification during 7 above.	<p>COSHH Regulations 2002 Control of Asbestos 2012 Group H & S Policy – Section 4, COSHH</p>	<ul style="list-style-type: none"> Forms PHGHS028 – a,b,c,d Form PHGHS032 – 1,2,3

9. Production of the Clients Brief	<ul style="list-style-type: none"> • PHGPR:005a – Pre Construction Information • PHGPR:010 – Provision of Welfare Facilities • PHGPR:027 – The Planning And Set Up Of New Construction Developments 	<ul style="list-style-type: none"> • Forms PHGHS028 – a,b,c,d • Form PHGHS032 – 1,2,3 • Form PHGHS:066 – Changes to the Clients Brief
10. Notifying the HSE (F10)	PHGPR:027 – The Planning, Set Up of New Construction Developments	Current/previous copies of F10's
11. Principal Designer duty holder function	<ul style="list-style-type: none"> • PHGPR:002 – Appointment of Designers and Contractors • PHGPR:005a – Pre Construction Information • PHGPR:005b – Construction Phase Health & Safety Plan • PHGPR:005c – Health & Safety File • PHGPR:010 – Provision of Welfare Facilities • PHGPR:027 – The Planning And Set Up Of New Construction Developments 	<ul style="list-style-type: none"> • Forms PHGHS028 – a,b,c,d • Form PHGHS032 – 1,2,3 • SSIP Accreditation • Form PHGHS:066 – Changes to the Clients Brief
12. Site Hazard & Risk Register	<ul style="list-style-type: none"> • PHGPR:002 – Appointment of Designers and Contractors • PHGPR:005a – Pre Construction Information • PHGPR:005b – Construction Phase Health & Safety Plan • PHGPR:010 – Provision of Welfare Facilities • PHGPR:027 – The Planning And Set Up Of New Construction Developments • High risk activity procedures e.g. Work at Height, Traffic Management, Site Security etc. • Group H & S Policy – Section 3, Construction Manual 	<ul style="list-style-type: none"> • Form PHGHS:028d – Site Hazard Register • Form PHGHS:032 – Pre Start 1,2,3 • Generic & Specific (i.e. Work at Height) Risk Assessments • Contractors Method Statements & Risk Assessments
13. Temporary Works Register	• PHGPR:023 – Planning, Delivery, Monitoring & Review of Temporary Works	<ul style="list-style-type: none"> • Form PHGHS:056 – Temporary Works Register Index • Form PHGHS:057 – Temporary Works Engineered Design Brief
14. Appointment of Designers/Engineers	• PHGPR:002 – Appointment of Designers and Contractors	<ul style="list-style-type: none"> • SSIP Accreditation • PHGHS004 a,b – Health & Safety Questionnaire for Designers • Forms PHGHS028 – a,b,c,d • Form PHGHS032 – Pre Start 1,2,3
15. Pre construction information distribution	<ul style="list-style-type: none"> • PHGPR:005a – Pre Construction Information • PHGPR:005c – Health & Safety File • PHGPR:027 – The Planning And Set Up Of New Construction Developments • Group H & S Policy – Section 3, Construction Manual 	<ul style="list-style-type: none"> • Form PHGHS:028d – Site Hazard Register • Form PHGHS:032 – Pre Start 1,2,3

PERSIMMON GROUP - Health & Safety Policy, Organisation and Arrangements

16. Transfer of Design Information	<ul style="list-style-type: none"> • CDM 2015 • PHGPR:005a – Pre Construction Information 	<ul style="list-style-type: none"> • Form PHGHS:028d – Site Hazard Register • Forms PHGHS:032 – Pre Start 1,2,3 • Form PHGHS:046 – Request for Design Information
17. Designers/Engineers performance	<ul style="list-style-type: none"> • PHGPR:002 – Appointment of Designers and Contractors • PHGPR:006a, 06b, 06c, 6d – Performance Monitoring and Inspection Procedures 	<ul style="list-style-type: none"> • Project Reviews • H & S Dept. Site Inspections • Senior Management KPI Stress Tests
18. Consortium Agreements	<ul style="list-style-type: none"> • PHGPR:005a – Pre Construction Information • Home Builders Federation (HBF) Guidance 	<ul style="list-style-type: none"> • Form PHGHS:032 – Pre Start 1,2,3 • Home Builders Federation (HBF) Consortium Agreement
19. Principal Contractor duty holder function	<ul style="list-style-type: none"> • PHGPR:002 – Appointment of Designers and Contractors • PHGPR:005a – Pre Construction Information • PHGPR:005b – Construction Phase Health & Safety Plan • PHGPR:010 – Provision of Welfare Facilities • PHGPR:016 – Closure of Sites at the End of Principal Contractorship • PHGPR:027 – The Planning And Set Up Of New Construction Developments 	<ul style="list-style-type: none"> • Forms PHGHS028 – a,b,c,d • Form PHGHS032 – 1,2,3 • SSIP Accreditation • Form PHGHS:066 – Changes to the Clients Brief
20. Producing the Construction Phase Plan	<ul style="list-style-type: none"> • PHGPR:005a – Pre Construction Information • PHGPR:005b – Construction Phase Health & Safety Plan 	<ul style="list-style-type: none"> • Forms PHGHS028 – a,b,d • Form PHGHS032 – Pre Start 3
21. Sign-off Construction Phase Plan	PHGPR:005b – Construction Phase Health & Safety Plan	<ul style="list-style-type: none"> • PHGHS028 – b,d
22. Appointment of Contractors	<ul style="list-style-type: none"> • PHGPR:002 – Appointment of Designers and Contractors 	<ul style="list-style-type: none"> • SSIP Certification • Form PHGHS005 a,b – Health & Safety Questionnaire for Contractors
23. Supply Chain pre-start meetings:		
– Sub-Contractors	<ul style="list-style-type: none"> • CDM 2015 • PHGPR:005a – Pre Construction Information 	<ul style="list-style-type: none"> • Contractor Pre- Let Meetings with sub contractor management • Induction Training for on site sub contract personnel
– Self-Employed	<ul style="list-style-type: none"> • CDM 2015 • PHGPR:008 Health & Safety Training 	<ul style="list-style-type: none"> • Induction Training • Trade Packs
– Labour-Only	<ul style="list-style-type: none"> • CDM 2015 • PHGPR:008 Health & Safety Training 	<ul style="list-style-type: none"> • Induction Training • Trade Packs
24. Site inductions	PHGPR:008 Health & Safety Training	<ul style="list-style-type: none"> • Induction Training

25. Contractors performance	PHGPR:002 – Appointment of Designers and Contractors	<ul style="list-style-type: none"> • H & S Dept. Site Inspections • Form PHGHS:014 Site Manager Weekly Checklist • Form PHGHS;064 Contract Manager Forward Planner/Site Inspection • Form PHGHS/026 – Sub-Contractor/Supplier Performance Sheet • Senior Management Site Visits • Senior Management KPI Stress Tests
26. Plant purchase/hire	<ul style="list-style-type: none"> • Provision & Use of Work Equipment Regulations (PUWER) 	<ul style="list-style-type: none"> • Forms PHGHS028 – a,b,d • Form PHGHS032 – Pre Start 1,2,3 • Form PHGHS034 – Crane & Telehandler Assessment Lift Plan
27. Plant servicing & maintenance	<ul style="list-style-type: none"> • Provision & Use of Work Equipment Regulations (PUWER) • PHGPR:011 – Inspection of Work Places and Work Equipment • PHGPR:022 – The Planning, Supervision and Safe Use Of Telehandlers 	<ul style="list-style-type: none"> • Hire Company Contracts • Form PHGHS:019a- Register of Work Place and Work Equipment Inspections • Form PHGHS051 – Telehandler Daily Check • Form PHGHS052 – Telehandler Weekly Return
28. Telehandler Driver Health Screening	<ul style="list-style-type: none"> • PHGPR:022 – The Planning, Supervision and Safe Use Of Telehandlers 	<ul style="list-style-type: none"> • Health Surveillance Provider Records • Operating Business Training Matrices • CPCS (or equivalent) Cards
29. Crane Lifting Operations	<ul style="list-style-type: none"> • Lifting Operations & Lifting Equipment Regulations (LOLER) • PHGPR:014 – Lifting Operations 	<ul style="list-style-type: none"> • Forms PHGHS028 – a,b,d • Form PHGHS032 – Pre Start 1,2,3 • Form PHGHS:019a- Register of Work Place and Work Equipment Inspections • Form PHGHS034 – Crane & Telehandler Assessment Lift Plan
30. Production/Sign-off of H & S Files	<ul style="list-style-type: none"> • CDM 2015 • PHGPR:005c – Health & Safety File 	<ul style="list-style-type: none"> • Forms PHGHS028 – c • HBF Standard Template • Management Company (apartments) Folder
31. Bi-Monthly H&S Working Group	<ul style="list-style-type: none"> • PHGPR:006c – Operating Business Health & Safety Performance Monitoring, Review & Action 	<ul style="list-style-type: none"> • Operating Business H & S Working Group Meeting Minutes • H & S Dept. Site Inspections • Form PHGHS:014 Site Manager Weekly Checklist • Form PHGHS;064 Contract Manager Forward Planner/Site Inspection
32. Customer Care H & S Performance	<ul style="list-style-type: none"> • Management of H & S at Work Regulations • Customer Care Manual 	<ul style="list-style-type: none"> • H & S Dept. Site Inspections

33. Sales Area H & S Performance	<ul style="list-style-type: none">• Management of H & S at Work Regulations• Sales Manual• PHGPR:006c – Operating Business Health & Safety Performance Monitoring, Review & Action	<ul style="list-style-type: none">• H & S Dept. Site Inspections• Form PHGHS:022 – Sales Area Risk Assessment• Form PHGHS:023 – Field Sales Manager Quarterly Inspection• Senior Management Site Visits
34. Office H & S Review	<ul style="list-style-type: none">• Management of H & S at Work Regulations• Office Manual	<ul style="list-style-type: none">• Form PHGHS:024 – 6 Month Office Inspection
35. Performance Review	<ul style="list-style-type: none">• PHGPR:006c – Operating Business Health & Safety Performance Monitoring, Review & Action• PHGPR:006d – Group Health & Safety Department Report and Review Procedure	<ul style="list-style-type: none">• Immediate response/review/action following RIDDOR, HSE adverse contact and ‘0’ site inspection scores• Bi-Monthly Management Meeting Minutes• Half/Full Year review of H & S Action Plan
36. Safety Committee Meetings	<ul style="list-style-type: none">• PHGPR:006c – Operating Business Health & Safety Performance Monitoring, Review & Action	<ul style="list-style-type: none">• Minutes of Safety Committee Meetings

5. Operating Business – Board of Directors General Duties

Operating Business Board of Directors members have the responsibility for ensuring that: -

- a)* They set a good personal example at all times.
- b)* They have and maintain the necessary skills, knowledge and experience to carry out the duties associated with the responsibilities assigned to them.
- c)* They read and implement the requirements detailed in the Group and Divisional H & S Policy statements and associated procedures, manuals etc.
- d)* They carry out the duties relating to Health & Safety that are assigned to them in the Directors Responsibility Chart.
- e)* They make arrangements to ensure health and safety training (including refresher training) for all relevant direct and/or supply chain personnel in their area of responsibility is co-ordinated, delivered and recorded in line with Group H & S Policy requirements.
- f)* All direct employees within their area of responsibility are made aware of the requirements of the Group and Divisional H & S Policy statements and associated procedures, manuals etc.
- g)* Young Person Assessments are undertaken and recorded for all employees under the age of 18 who work in their area of responsibility.
- h)* Construction Phase Plans are produced for all non-F10 Notifiable construction related projects i.e. customer care, maintenance etc. that they authorise.
- i)* Individuals and organisations appointed for non-F10 Notifiable construction projects have the necessary skills, knowledge, experience and (if an organisation) the organisational capability to carry out the responsibilities they assign to them.
- j)* Regular checks and inspections of the work activities they are responsible for are undertaken with their management and Group Health & Safety Advisor.
- k)* They participate in and contribute to any review of KPI '0' scores, RIDDOR reports or HSE contact resulting in Notifications of Contraventions relating to their area of responsibility.
- l)* They review all other health and safety performance matters in line with Group H & S Policy and/or director Responsibility Chart requirements and agree appropriate actions to ensure continual improvement.
- m)* Regularly check that all directly employed personnel have received health and safety training in line with the Group H & S Policy requirements.
- n)* Management and staff performance appraisals are undertaken annually.
- o)* They resolve where applicable any Health and Safety issue referred to them.
- p)* They refer upwardly any health and safety issue they are not able to resolve.

6. Internal Principal Designer

The Principal Designer is a duty holder requirement as stipulated by the CDM 2015 Regulations.

The HSE published document L153 “Managing Health and Safety in Construction” provides guidance on the legal requirements of CDM 2015 and the duties of the Principal Designer are laid out in regulations 11 & 12 with additional references made to other relevant sections.

Principal Designers must ensure, as far as is reasonably practicable, that foreseeable risks to health and safety are identified.

This will involve the Principal Designer working with other designers involved with the project.

The risks that should be identified are the significant ones and which are likely to arise:

- (a) while carrying out construction work; or
- (b) during maintenance, cleaning or using the building as a workplace once it is built.

Regular design meetings (minuted where possible) chaired by the principal designer are an effective way to:

- (a) discuss the risks that should be addressed during the pre-construction phase;
- (b) decide on the control measures to be adopted; and
- (c) agree the information that will help prepare the construction phase plan.

Once the risks have been identified, principal designers must follow the approach to managing them set out in the general principles of prevention (see Appendix 1). The principal designer must, as far as reasonably practicable, ensure that the design team:

- (a) **eliminate** the risks associated with design elements.

If this is not possible (for instance because of competing design considerations such as planning restrictions, specifications, disproportionate costs or aesthetics):

- (b) **reduce** any remaining risks; or
- (c) **control** them,

to an acceptable level. This relies on exercising judgement in considering how to manage the risks. The focus should be on those design elements where there is a significant risk of injury or ill health.

7. Internal Architects/Designers/Engineers

Designers have the responsibility under the requirements of CDM 2015 for ensuring that: -

- a)* They take into account the general principals of prevention and any pre-construction information to eliminate, so far as is reasonably practicable, foreseeable risks to health and safety of any person
 - carrying out or liable to be affected by construction work;
 - maintaining or cleaning a structure; or
 - using a structure designed as a workplace.
- b)* If it is not possible to eliminate risks, the designer must, so far as is reasonably practicable:
 - take steps to reduce or, if that is not possible, control the risks through the subsequent design process;
 - provide information about those risks to the principal designer; and
 - ensure appropriate information is included in the health and safety file.
- c)* A designer must take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the Client Principal Designer, Principal Contractor and other designers/contractors to comply with their CDM 2015 duties.
- d)* They set a good personal example at all times

8. Quantity Surveyors

Quantity Surveyors have the responsibility for ensuring: -

- a)* They comply with Group Health and Safety Policy and the legal requirements relating to operations under their control.
- b)* They provide all necessary pre-construction information to the Principal Designer and Principal Contractor for inclusion in the Construction Phase Plans and Health & Safety File.
- c)* That they make suitable enquiries and obtaining suitable risk assessments and/or method statements from the contractor where significant hazards and risks have been identified.
- d)* That all contractors are issued with up to date Trade Specifications (risk assessments where necessary) relevant to their work activities.
- e)* They collect and pass Method Statements & Risk Assessments received from contractors to the Director Responsible for vetting prior to construction work being undertaken.
- f)* The rates and prices they set/agree allow for the provision of sufficient resources (including time) to required to guarantee health and safety.
- g)* They support the Senior Management designated with specific duties in the Directors Responsibility Chart.
- h)* They set a good personal example at all times.

9. Buyers

Buyers have the responsibility for ensuring: -

- a)* They comply with Group Health and Safety Policy and the legal requirements relating to operations under their control.
- b)* They complete the Buyers/Suppliers Guide (attached) as part of the duty detailed in b.
- c)* They provide all necessary pre-construction information to the Principal Designer and Principal Contractor for inclusion in the Construction Phase Plans and Health & Safety File.
- d)* They make reasonable enquiries about alternative products, which have no/less hazards or risk to health and safety, when placing orders for substances, which may be hazardous to health and inform the Director Responsible of any such suitable materials.
- e)* They obtain the weights of all relevant materials that have the potential to be manually handled.
- f)* That adequate information is obtained relating to specification and performance requirements of any personal protective equipment (such as helmets, eye protection, hearing protectors, respirators, footwear, gloves, etc.) prior to placing an order.
- g)* They support the Senior Management designated with specific duties in the Directors Responsibility Chart.
- h)* They set a good personal example at all times.

BUYERS/SUPPLIERS CODE OF CONDUCT

Introduction

It is essential that we engage with suppliers to ensure that materials can be safely delivered, stored, used, maintained and disposed of.

Therefore it is necessary that both buyers and suppliers be given sufficient advice and assistance as detailed in the relevant codes of conduct detailed below to ensure this can be achieved.

Code of Conduct for Buyers

To provide buyers with a range of duties to undertake during the materials purchase process that will effectively reduce the risk of injury to site personnel who may be affected by the delivery and use of materials. All information gathered should be put forward for consideration at pre-start meetings to ensure resources e.g. cranes for lifting, PPE for usage and storage facilities can be arranged prior to construction.

Code of Conduct for Suppliers

To ensure suppliers provide buyers with confirmation that materials will be delivered safely by trained personnel on safe vehicles and machinery. It also requires them to provide information relating to the materials being delivered e.g. weights, storage and waste disposal.

Site Specific Code of Conduct

The aim of the Code is to provide delivery vehicle drivers useful information that will ensure that people affected by site deliveries, e.g. neighbours, other workers etc are not put at risk at busy periods or at their work place.

Code of Conduct for Buyers

Buyers should request the following information from suppliers:

- Weights and dimensions of individual items e.g.
 - Art stone (sills etc)
 - Large double glazed windows
 - Entrance doors
 - Precast concrete products
 - Made up chimneys
 - Fire doors
 - Stairs
 - Kitchen units, worktops etc
 - Appliances
 - Bathroom Furniture
 - Bedroom Furniture
 - Steel structures
 - Trusses
 - Packs of Bricks and blocks

The above list is not exhaustive but an indicator of type of products

This information must be provided to the construction management team so they can ensure assessments can be carried out to establish whether manual or mechanical lifting means are required.

- COSHH Data Sheets of hazardous substances e.g. sealant, adhesives etc must be obtained and provided to the relevant person within your organisation to undertake an assessment of the safe use of the product prior to its use.
- The type and size of vehicle intended to deliver goods to site. This may well be dictated by the site access, entrances/exits and vehicle size must be confirmed prior to delivery. Confirmation that delivery organisations have been informed must be obtained.
- The correct storage facility required for their products, e.g. internal, external, off ground etc.
- Any specific waste disposal arrangements for product or product packaging.

The following should be issued to suppliers with purchase orders

- ❑ **The Code of Conduct for Suppliers**
- ❑ **The completed Site Specific Code of Conduct**

Code of Conduct for Suppliers

- Suppliers must notify customers of the delivery arrangements of their products prior to sending them out to site. Where sub-contract suppliers are to be used, the supplier must notify site management.
- All suppliers drivers must be suitably trained to operate both the delivery vehicle and any supplementary machinery i.e. lorry mounted cranes (hi-ab's), fork trucks etc. Random requests for examples of licences, certificates etc may be requested, drivers should therefore always carry their certificates of competence.
- All suppliers' vehicles, plant and equipment involved in the delivery of supplies must have suitable maintenance and inspection records, together with thorough examination certificates where necessary. Random requests for examples of registers, certificates etc may be requested.
- Suppliers must supply goods on vehicles requested by purchasers and dictated by site restrictions. Where suppliers cannot adhere with any request they must inform the customer immediately.
- Suppliers should ensure that information is provided relating to the weights and dimensions of items e.g.:
 - Art stone (sills etc)
 - Large double glazed windows
 - Entrance doors
 - Precast concrete products
 - Made up chimneys
 - Fire doors
 - Stairs
 - Kitchen units, worktops etc
 - Appliances
 - Steel structures
 - Trusses
 - Packs of Bricks and blocks

The above list is not exhaustive but an indicator of type of products

- Suppliers must inform customers of the correct storage facility required for their products, e.g. internal, external, off ground etc prior to delivery
- Suppliers must provide information of any specific waste disposal arrangements that must be undertaken by themselves or the customer
- All delivery drivers must report to the Site Manager to receive instruction prior to commencing any unloading procedure
- Supplier's employees must ensure they wear safety helmet, safety boots and hi-viz clothing at all times while on site.
- Suppliers, their employees and their sub-contractors must adhere to all instructions detailed in the Site Specific Code of Conduct, which includes all traffic management arrangements.

Site Specific Code of Conduct

The following information must be completed by the buyer and forwarded to all suppliers to the site detailed above:

Site Name & Address:	
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All vehicles will access and leave the site using the following:

Site access:	
Site exit:	

All delivery drivers must report to the site manager prior to unloading:

Site compound location:	
Site loading/unloading area:	

All drivers will adhere to the following:

Site speed limit:	
Delivery times and restrictions:	
Monday to Friday:	
<u>Saturday:</u>	
Sunday:	

All drivers must wear the correct PPE while on site:

Safety helmet

Safety footwear

Hi-visibility clothing

Contracts/Project Manager

Contracts/Project Managers have the responsibility for ensuring that: -

- a)* They have a thorough understanding of current Health & Safety Legislation relating to their work activities.
- b)* They provide all necessary pre-construction information to the Principal Designer and Principal Contractor for inclusion in the Construction Phase Plans and Health & Safety File.
- c)* They confirm the Construction Plan is on site prior to work commencing and that it is reviewed, updated and maintained throughout the project.
- d)* They assist in the vetting of subcontractors method statements/risk assessments.
- e)* Routine visual inspections, and signing off of the COIN's Weekly Action Required Lists and sending to the Construction Secretary.
- f)* The implementation of the requirements of Group Health & Safety Policy by all Site Managers, ensure Site Managers undertake documented weekly site inspections and respond positively to Site Managers requests for assistance.
- g)* They comply with the requests of the Principal Designer and Principal Contractors and when requested attend any relevant pre-start meetings.
- h)* They positively promoting the operational safe working practices documented in the Group Health and Safety Policy and associated documentation.
- i)* They undertake quarterly interviews with apprentices they are responsible for using the Quarterly Apprentice Review Form PHG/HS/:041.
- j)* They use the Health and Safety Action Reports to forward plan construction activities and communicate serious health and safety non-compliance in writing.
- k)* They regularly inspect operational and administration performance of the sites they are responsible for.
- l)* They attend Operating Business Health and Safety Working Group Meetings.
- m)* They support the Senior Management designated with specific duties in the Directors Responsibility Chart.
- n)* They refer Health & Safety problem issues upwardly for resolve.
- d)* They set a good personal example.

10. Site Manager/Assistant Site Manager/Foreman

Site Managers/Assistant Site Managers/Foremen have the responsibility for ensuring that: -

- a)* They have a thorough understanding of current Health & Safety Legislation relating to their work activities.
- b)* They maintain and update the Construction Phase Health and Safety Plan and display the F10 on the Site Notice Board.
- c)* *They carry out induction training for all Construction Workers on their site and record this information.
- d)* *They undertake and record weekly site inspections, and remit this information to their Contract Manager.
- e)* *They inspect the site, visually, on a daily basis and issue documented warnings to any operative observed seriously or persistently breaching Group H & S Policy/Manual instructions.
- f)* *The implementation of the requirements of Group Health & Safety Policy and issue the relevant work permits where applicable.
- g)* They positively promote the operational safe working practices documented in the Safety Manual Procedures.
- h)* *They complete Statutory Registers, Incident Reports, Safety Advisors Reports and report these plus HSE Visits to the Health & Safety Department.
- i)* *They complete the regular performance assessments of Sub-Contractors when requested.
- j)* Where necessary, they actively seek Health & Safety Department's advice on Health & Safety issues.
- k)* Where necessary, they refer Health & Safety problem issues upwardly for resolve.
- l)* They fully comply with the requests of the Principal Designer and Principal Contractor.
- m)* *They consult with relevant site personnel and complete Risk Assessments for unforeseen activities not covered in the General Risk Assessment Manual/Sub-contractors Method Statements.
- n)* *They obtain and provide a response to all written comments and suggestions made by site personnel.
- o)* They undertake regular toolbox talks in line with the agreed operating business schedule.
- p)* They support the Senior Management designated with specific duties in the Directors Responsibility Chart.
- q)* They set a good personal example at all times.

Note: All documents marked * must be held in the Red Box Filing System

11. Operatives/Machine Drivers/Contractors

Operatives/Machine Drivers have the responsibility for ensuring: -

- a)* The Health & Safety for themselves and others who might be affected by their actions and that they co-operate at all times on Health & Safety matters.
- b)* They comply with Group Health & Safety Policy.
- c)* When sufficiently trained, they discharge the Appointed Persons duties in the short term absence of the Site Manager in line with responsibilities agreed
- d)* They comply with all Site Rules and Requirements detailed and issued at induction.
- e)* They report all incidents immediately to Site Manager.
- f)* They report any adverse issues relating to Health & safety on site.
- g)* They report any Health & Safety non-compliance to Site Supervisors.
- h)* They warn new operatives of site hazards.
- i)* They refrain from horseplay and abuse of welfare facilities.
- j)* They operate only items of plant and equipment on which they have been trained and for which proper authorisation has been given.
- k)* They do not interfere with or misuse scaffold.
- l)* They are active in the implementation of this Policy and are involved in its improvement by suggesting ways of eliminating hazards.
- m)* They comply with all Traffic Management Controls issued
- n)* They inspect and maintain any plant in their charge, completing the relevant weekly checklists/registers, confirming that all safety devices are fully operational. All non-compliance's highlighted must be brought to the attention of the manager immediately.
- o)* They set a good personal example at all times.

12. Field Sales Managers

- a)** Where nominated they undertake the following duties as part of the Site Project Teams and provide the necessary details for consideration at pre-start meetings for inclusion in Pre-Construction Information Packs and Construction Phase Health and Safety Plans, including:
- Undertaking sales area assessments throughout the lifetime of the site, implementing the necessary controls.
 - Bringing the Health & Safety Policy and relevant safety manuals to the attention of all employees within their department.
 - Ensuring all non-generic risk assessments required for work activities they control are undertaken in accordance with the instructions detailed in the Construction, Office and Sales Manuals.
 - Regular inspection of sales areas is undertaken by their sales Managers and report the findings accordingly.
 - Ensuring adequate welfare and sanitary arrangements are provided for sales negotiators on site being properly maintained and kept in a clean condition, particularly for temporary sales areas.
 - Ensuring adequate supplies of safety helmets are available for use by sales staff and potential purchasers/site visitors at each development.
 - Liaison with the Technical and Construction Departments to ensure that all purchasers of individual properties receive the Persimmon/Charles Church Masterfile together with the NHBC “Guide to Your New Home” document and a correctly completed Home Owners Health & Safety Card.
- b)** They set a good personal example at all times

13. Sales Negotiators

Sales Negotiators have the responsibility for ensuring: -

- a)* They comply with Group Health & Safety Policy
- b)* They report all incidents on the Persimmon Group Incident Report Pad (PHG/HS/:007) – carbonated copies should be held in the sales office.
- c)* They ensure the safety of themselves and others including the wearing of personal security alarm systems provided by their employer.
- d)* They report any Health & Safety non-compliance's to their immediate Supervisors/Site Manager.
- e)* They liaise with the Site Manager on any Health, Safety and Environmental issues, specifically unauthorised viewing areas.
- f)* Prior to taking visitors on site, they must ensure the relevant operating business Development Visitor Form is completed, and the visitor is issued with the visitor badge.
- g)* They do not allow unauthorised visitors (prospective buyers) on site unaccompanied.
- h)* They set a good personal example at all times.

14. Other Employees

Office Staff have the responsibility for ensuring that: -

- a)* They comply with Group Health & Safety Policy
- b)* They report all incidents to First Aider
- c)* They ensure the safety of themselves and others
- d)* They report any Health & Safety non-compliance's to immediate supervisors
- e)* They set a good personal example at all times.

15. Group Operations Board Director Responsible for Health & Safety Appraisal

The Group Operations Director Responsible for Health & Safety Appraisal shall ensure that: -

- a)* They have a working knowledge of current Health & Safety Legislation relating to the Groups business activities.
- b)* Along with the Group H & S Director, they obtain agreement on the provision of competent health and safety support required to;
 - assist the development of Group Policy and Guidance that is in accordance with current legislation, codes of practice and/or industry best practice,
 - inform, instruct and train operational management and staff in Group Policy and Guidance
 - monitor and review the implementation of Group Policy and Guidance
- c)* Confirm, with the Group H & S Director, the Group Policy and Guidance documentation for reference and implementation by senior management.
- d)* They meet Bi-Monthly with the Group H & S Director to review operational performance and provide a report to the Operations Meeting & Chief Executive Meeting.
- e)* They agree the half/full-year Health and Safety Performance Review reports (August and February) produced by the Group H & S Director for presentation to the Operations Meeting and the Main Board for review.
- f)* They attend the annual Group H & S Department Meeting.
- g)* They set a good personal example at all times.

16. Group Health & Safety Director

Role

This is a Group appointed position (independent of Operating Business Management) that reports directly to the Regional Director Responsible for Health & Safety and has day to day management of the Group H & S Department detailed in the H & S Organisation Chart.

The role will be primarily supported by the Senior Group H & S Advisors (SGHSA's).

It is the Group Health and Safety Directors responsibility to ensure:

- a)* They are fully conversant with current and proposed legislation relating to Health & Safety matters relating to the Persimmon Group Operations.
- b)* That safe procedures and practices are detailed in the Group H & S Policy to provide compliance with the current legislation and regulations.
- c)* They agree the ongoing level of Group H & S Department resources, (including the provision of third party audit/inspection support) with the Group Director Responsible for H & S.
- d)* Members of the Group H & S Department are suitably qualified and provide the facility for Continual Professional Development (CPD) to maintain relevant IOSH member status.
- e)* The performance monitoring and review of the Group Health and Safety Department to include annual appraisals.
- f)* Pro-active inspection/audit programmes are undertaken by the Group H & S Team to monitor the ongoing implementation of management and operational controls detailed in the Group H & S Policy and Guidance.
- g)* Incident led investigation and review by the Group H & S Team into RIDDOR reportable incidents, HSE Enforcement Action (EA) or Notice of Contraventions (NOC) and '0' KPI Scores,
- h)* The maintenance of a summary record of statistics relating to Inspection/Audit findings, RIDDOR incidents, HSE contact and training provision.
- i)* They report, where necessary, any '0' KPI Scores, RIDDOR reportable incidents and HSE EA/NOC to relevant Regional Chairmen.
- j)* They make arrangements with Regional Chairmen/Managing Directors to carry out operational reviews of '0' KPI Scores, RIDDOR reportable incidents and HSE EA/NOC.
- k)* They chair Group H & S Department annual policy and performance review meetings and produce performance reports for distribution to Senior Management.
- l)* They attend two Regional Management meetings (February & August) to present the policy and performance review findings.
- m)* To co-ordinate and deliver Group led training initiatives.
- n)* 6 monthly positive intervention initiatives are carried out with Regional Chairmen in nominated Operating Businesses.
- o)* Group Health & Safety Department Working Group meetings that arranged and co-ordinated with SGHSA's to discuss Operation's Meeting outcomes. Produce minutes for circulation.
- p)* They produce a bi-monthly report for review with the Regional Director Responsible for Health & Safety and for presentation/inclusion in Operations Meeting Board Packs.
- q)* They undertake any reasonable actions requested by Group & Regional Senior Management.
- r)* They maintain contact and make arrangements to meet annually with the HSE Lead Inspector for the Persimmon Group.
- s)* They set a good personal example at all times.

17. Senior Group Health & Safety Advisor (SGHSA)

Role

This is a Group appointed position (independent of Operating Business Management) that reports directly to the Group H & S Director (GHSD) who has overall responsibility for Group H & S Department performance.

The day to day management of GHSA's identified in the H & S Organisation Charts.

The role will be supported by Assistant H & S Advisors (AHAS's).

In addition to the duties detailed in the Group H & S Advisors section the SGHSA will undertake the following:

Group Responsibilities

- a)* Ensure that they monitor and manage the activities of Group (GHSA) and Assistant Group H & S Advisors (AGHSA) they are responsible for.
- b)* Ensure that suitable and adequate training is co-ordinated and provided for their teams.
- c)* Provide GHSD with regular updates on their team's performance/progress.
- d)* Ensure the necessary level of investigation is undertaken by their teams into:
 - Construction, Sales, Customer Care Inspection KPI scores of '0'.
 - All RIDDOR accidents/dangerous occurrences reported to them.
 - All HSE activity.
- e)* Ensure that their team co-ordinate and complete interim/full reviews into the incidents detailed above with Operating Business MD's.
- f)* Review all associated documentation in relation to *d)* & *e)* and instruct team members to forward completed report to the Group H & S Administrator when satisfied with the findings,.
- g)* Liaise closely with the Group H & S Administrator in relation to the incidents detailed above.
- h)* Produce & distribute Regional bi-monthly Management Meeting Reports.
- i)* Attend a minimum of 2 Regional (February & August) bi-monthly Management Meetings.
- j)* Arrange and co-ordinate Regional Health & Safety Department Working Group meetings to discuss Management Meeting outcomes with GHSA/AGHSA's. Produce minutes for circulation.
- k)* Monitor the training activities undertaken by their teams.
- l)* Provide reasonable additional management support to their teams when requested by the GHSD.
- m)* Provide GHSD with regular updates on their team's performance levels.
- n)* When requested, to undertake all other reasonable duties during GHSD absences.

Note: If incidents detailed in *d)* above occur in the SGHSA's area of responsibility then direct reporting to GHSD will apply.

18. Group Health & Safety Advisors (GHSA)

Role

This is a Group appointed position (independent of Operating Business Management) that reports directly to the Senior Group H & S Advisor (SGHSA) identified in the H & S Organisation Charts. Note: The Group H & S Director (GHSD) has overall responsibility for Group H & S Department performance.

As well as fulfilling Group responsibilities to monitor operational performance, GHSA's are required to support Operating Business Management Teams via the provision of advice and assistance in the planning and review of work activities. In addition GHSA's will coordinate/deliver information, instruction and training to management and operational personnel.

General Responsibilities

- a)* Keep themselves fully conversant with all current and proposed legislation and the procedures and practices detailed in the Group Health & Safety Policy requirements.
- b)* Possess relevant H & S qualifications and obtain/maintain membership of IOSH through Continual Professional Development (CPD).

Group Responsibilities

- c)* Undertake inspection of all construction, sales, customer care and office activities are carried out in accordance with the requirements agreed with the GHSD.
- d)* Document construction, sales and customer care inspection findings on the COIN's database.
- e)* Notify the relevant SGHSA and Group H & S Administrator (via the RIDDOR email/fax sheet) of the incidents detailed below and commence an immediate investigation:
 - Construction, Sales, Customer Care Inspection KPI scores of '0'.
 - All RIDDOR accidents/dangerous occurrences reported to them.
 - All HSE activity.
- f)* Undertake the necessary level of investigation agreed with either the SGHSA or GHSD.
- g)* Co-ordinate interim/full reviews into *e)* & *f)* above with Operating Business MD's.
- h)* Forward copies of all associated documentation in relation to *e), f) & g)* to the SGHSA for review.
- i)* Once the report is agreed with the SGHSA forward the completed incident investigation report to the Group H & S Administrator for review by the GHSD.
- j)* Provide details of all health and safety instruction/training related courses, including documented attendance sheets, to the Group H & S Administrator.
- k)* Attend annual Group H & S Performance/Policy Review meetings.
- l)* Attend bi-monthly Regional H & S Working Group Meetings.
- m)* Undertake duties and initiatives detailed in Group H & S Performance/Policy Review Reports and agreed at Regional Working Group Meetings.
- n)* Produce & distribute Operating Business bi-monthly Management Meeting Reports and annual/half-yearly Performance Review Reports.
- o)* Attend a minimum of 2 Operating Business bi-monthly Management Meetings.
- p)* Arrange and co-ordinate Operating Business Health & Safety Working Group meetings to discuss Management Meeting outcomes. Produce minutes for circulation.
- q)* Within reason, at the request of the GHSD or SGHSA, undertake any other tasks relating to the role.

- r) Maintain relationships with the local Health & Safety Executive and other enforcing authorities within their geographical area of responsibility.
- s) Where the role is supported by Assistant H & S Advisors GHSA's must:
 - i. Ensure that they manage the activities of Assistant H & S Advisors (AHSA) they are responsible for.
 - ii. Coordinate and/or provide suitable and adequate training for AHSA's and satisfy themselves of the AHSA's competency to undertake any related work activities unsupervised.
 - iii. Provide SGHSA with regular updates on AHSA progress
- t) Set a good personal example at all times.

Operating Business Responsibilities

- u) At the request of Managing Directors and/or Management detailed in the Operating Business Directors Responsibility Charts undertake the following duties:
 - i. Ongoing hazard identification/risk assessment advice and guidance on all general Group Health and Safety Policy matters.
 - ii. Attendance at Pre-Start meetings.
 - iii. Visits to all new sites.
 - iv. Ensure additional scheduled/non-scheduled site visits/inspections
 - v. Investigation into specified non-RIDDOR accidents.
 - vi. Advise and assist in the production/implementation of Operating Business Health and Safety Action Plans.
 - vii. The coordination/provision of instruction and training for management and staff.

NOTE: Where the GHSA is of the opinion that there is, or is likely to be, a risk of serious personal injury they must prohibit the continuation of that activity until the relevant control measures have been implemented.

They must ensure they gather suitable and sufficient evidence to justify the cessation of work including photo's, witness statements etc. and immediately inform the relevant MD and Senior Group H & S Advisor of their actions.

GROUP HEALTH & SAFETY MANAGEMENT PROCEDURES INDEX

Procedure Number:	Issue Date:	Title:
PHGPR:001	Feb 2016	Accident Reporting
PHGPR:001a	Mar 2014	First Aid
PHGPR:002	Aug 2015	Appointment of Contractors
PHGPR:003	Aug 2015	Worker Involvement and Engagement
PHGPR:004	Mar 2014	Display Screen Equipment Assessment
PHGPR:005a	Aug 2015	Pre Construction Information
PHGPR:005b	Aug 2015	Construction Phase H & S Plan
PHGPR:005c	Aug 2015	Health & Safety File
PHGPR:006a	Feb 2016	Group Performance Monitoring – Operational Inspection
PHGPR:006b	Feb 2018	Group Performance Monitoring – Management System Audit
PHGPR:006c	Feb 2016	Operating Business Inspection & Review -
PHGPR:006d	Feb 2016	Health & Safety Performance Review & Report Procedure
PHGPR:007	Mar 2014	Permit to Work
PHGPR:008	Aug 2015	Safety Training
PHGPR:009	Mar 2015	Traffic Management
PHGPR:010	Aug 2015	Welfare
PHGPR:011	Mar 2014	Inspection of Work Places and Work Equipment
PHGPR:012	Mar 2014	Young Persons
PHGPR:013	Mar 2014	Self Employed/Labour Only Contractor Work Activity Risk Assessment
PHGPR:014	Mar 2014	Lifting Operations
PHGRP:014a	Mar 2018	Lifting Operations using Roto 360
PHGPR:015	Mar 2014	Working at Height
PHGPR:016	Mar 2018	Closure of Sites at the End of Principal Contractorship
PHGPR:017	April 2007	Appointment of Asbestos Surveying and Removal Contractors – (Procedure 17 now Withdrawn – March 2013)
PHGPR:018	Aug 2016	Planning and Erection of Timber Frame Products
PHGPR:019	April 2008	The Planning And Supervision Of Lifting Operations Using A Roto 360° Degree Forklift Truck And Winch Attachment
PHGPR:020	Mar 2016	Construction Fire Safety
PHGPR:021	May 2010	Self Assessment Questionnaires
PHGPR:022	Mar 2016	The Planning, Supervision and Safe Use Of Telehandlers
PHGPR:023	Feb 2012	Planning, Delivery, Monitoring & Review of Temporary Works
PHGPR:024	Feb 2012	Electrical Safety for Consumer Units
PHGPR:025	Oct 2012	Use of Telehandlers for Timber Frame Erection
PHGPR:026	Feb 2016	Visits by the HSE
PHGPR:027	Aug 2018	The Planning & Set Up of New Construction Developments
PHGPR:028	Mar 2016	Installation of Pre-Fabricated Room in the Roof
PHGRP:029	Apr 2018	Site Security & Public Protection

Associated Documentation

Group Construction & Generic Risk Assessment Manual
Group Sales Safety Manual
Group Office Safety Manual
Sub-Contractors Guide to Safe Working
Site Safety Rule Book

Register Of Legislation, Regulations & Approved Codes Of Practice

Applicable To Persimmon Group Business Activities

Publication	Date
Health and Safety at Work Act	1974
Management of Health and Safety at Work Regulations	1999
Construction Design & Management Regulations	2015
Working at Height Regulations	2005
PUWER/LOLER	1998
RIDDOR	2013
Manual Handling Regulations	1992
Control of Noise at Work Regulations	2005
Control of Asbestos Regulations	2012
Control of Vibration at Work Regulations	2005
Control of Substances Hazardous to Health Regulations	2002
Display Screen Equipment	1992
Workplace Health and Safety	1992
Fire Regulations – Regulatory Reform (Fire Safety) Order	2005
New Roads and Streetworks Act	1991
Personal Protective Equipment at Work Regulations	1992

Guidance

HSG 65 – Successful Health & Safety Management
 OH & S 18001
 IOD/HSC “leading health and safety”
 L144 – Managing Health & Safety in Construction
 HSG150 – Health and Safety in Construction
 HSG151 – Protecting the Public
 SG4:10 Preventing Falls in Scaffold and Falsework
 HSG144 – Safe Use of Vehicles on Construction Sites
 HSG 47 – Avoidance Of Danger From Underground Services
 HSG33 – Health and Safety in Roofwork
 HSG264 – Asbestos the Survey Guide
 SI 2012 No. 632 – The Control of Asbestos Regulations 2012
 GS6 - Avoidance of Overhead Cables
 HSG 168 – Fire Safety in Construction
 FPA Edition 6 - Fire Prevention on Construction Sites

Note: This list is not exhaustive but gives a clear indication of the items most applicable to the Persimmon Group. All other legislation, regulation and/or guidance will be detailed on further specific risk assessment documentation.