

Form No.	COM-POL-20		Last Review	Jan 2025
Revision	2023		Reviewed By	S Radcliffe

BUSINESS PARTNER (CONTRACTOR) CODE OF PRACTICE POLICY

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INTRODUCTION

This code of practice has been developed to assist in minimising the risks to health and safety of LJR Group Services Limited's (The Company) business partner's Engineers, their Sub-contractors and third parties. The document sets out minimum health and safety standards to be maintained whilst carrying out installations and maintenance on behalf of the Company. Compliance with the contents of this code of practice should assist in reducing the risk of accidents occurring. It is therefore essential that all those involved in managing satellite field operations, read and understand this code of practice. This code of practice has been produced by the Company for distribution to all Business Partners and their Engineers working, or intending to work, carrying out installations, service calls and maintenance on behalf of the Company. Engineers should be made aware of the contents of this code of practice. It is the Business Partner's responsibility, when sub-contracting any part of the work, to ensure that their Sub-contractors are aware of the requirements set out in this code of practice. (If permitted via Contract) The notes contained within this code of practice are not exhaustive, and Business Partners' attention is drawn to the requirements of the relevant health and safety legislation. On occasion the Company undertake projects which fall within *The Construction (Design & Management) Regulations 2015* and will utilise partner resources dependant on scope of the project. With regard to *The Construction (Design & Management) Regulations 2015* projects, our partner companies are defined as 'Contractors' as far as *The Construction (Design & Management) Regulations 2015* are concerned. Any appointed Partner (Contractor) must accept their duties as set out in *The Construction (Design & Management) Regulations 2015* section. The Company place the expectation of signed acceptance irrespective of project, relationship, or task and furthermore, expect that this code of practice be communicated to any resource that is to be engaged when working for or on behalf of the Company. Please ensure that you return the signed acceptance form at the end of this document to the nominated Company point of contact.

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HEALTH, SAFETY AND WELFARE POLICY STATEMENT

LJR Group Services Ltd (15682782) is committed to ensuring the Health, Safety and Welfare of all employees and Contractors who may be engaged to carry out activities on our behalf and any customers or member of the public affected by our undertakings. LJR Group recognises the importance of Health, Safety and Welfare matters and as such, strive to ensure that that they are an integral part of LJR Group's culture with commitment to continual improvement. Health, Safety and Welfare is seen as a key driver with respect to achieving success in our business objectives and the business will never knowingly compromise Health, Safety or Welfare, irrespective of market or business opportunity, Whilst it is recognised that overall responsibility for Health, Safety and Welfare rests with the Director, practical application of safety responsibilities is entrusted to the Compliance Manager, to provide a working environment, which is safe and has no adverse effect on the health of any person working for or on their behalf.

The main objectives of the Health, Safety and Welfare Policy are:

- To reduce risks to as low as is reasonably practicable
- To comply with all current and relevant health and safety legislation and subscriptions.
- To prevent and reduce personal injuries to our personnel and those affected by our activities
- To ensure health and safety is applicable to all staff and remains a key management responsibility.
- To allocate sufficient resources, including technologies, to provide and maintain a place of work that is, so far as is reasonably practicable, safe, and healthy.
- To ensure that all relevant Health, Safety and Welfare information, instruction and training related to work and responsibilities is communicated to all persons engaged in the operation of LJR Group undertakings, and to persons using LJR Group premises.
- To ensure that suitable and sufficient systems and procedures are put into place for the safety of all persons at LJR Group premises in the event of an emergency situation.
- To ensure the provision of suitable first aid facilities and the availability of professional medical advice.
- To promote a positive Health and Safety Culture that includes all areas of LJR Group.
- To establish realistic Health & Safety improvement objectives
- To firmly seek involvement and participation from our people to achieve such objectives.
- To continuously improve our safety systems and performance.
- To conform and maintain the Company's OHSAS 18001 accreditation.

The Health, Safety and Welfare Policy and supporting suite of Safety Policy and Procedure documents shall be reviewed regularly, at a minimum of every year or following significant legislative changes, where improvements have been identified or where accident investigation identifies the need. It will be communicated to all staff via company Inductions, websites, Intranet, notice boards and issued to

remote personnel. It will be made available to visitors to LJR Group who may use the premises.

Signature: *S A Radcliffe* Date: 12th January 2025

Name: Shaun Radcliffe Position: Director

The signatory review and above applies to the full suite of LJR Group Policy and Procedures.

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Company Requirements for Business Partners and Their Personnel

HEALTH AND SAFETY MANAGEMENT SYSTEM

Within their organisation Business Partners and their Sub-contractors should operate a health and safety management system based around the principles of the Health Safety Executive’s *Managing for Health and Safety (HSG65)*. The management system should include a Company health and safety policy outlining the organisation and responsibilities for health and safety and these should be communicated to Employees. The policy should be regularly reviewed and updated to account for operational and / or legislative changes.

The key elements of *Managing for Health and Safety (HSG65)* and the relationship between them are set out in Figure 1.

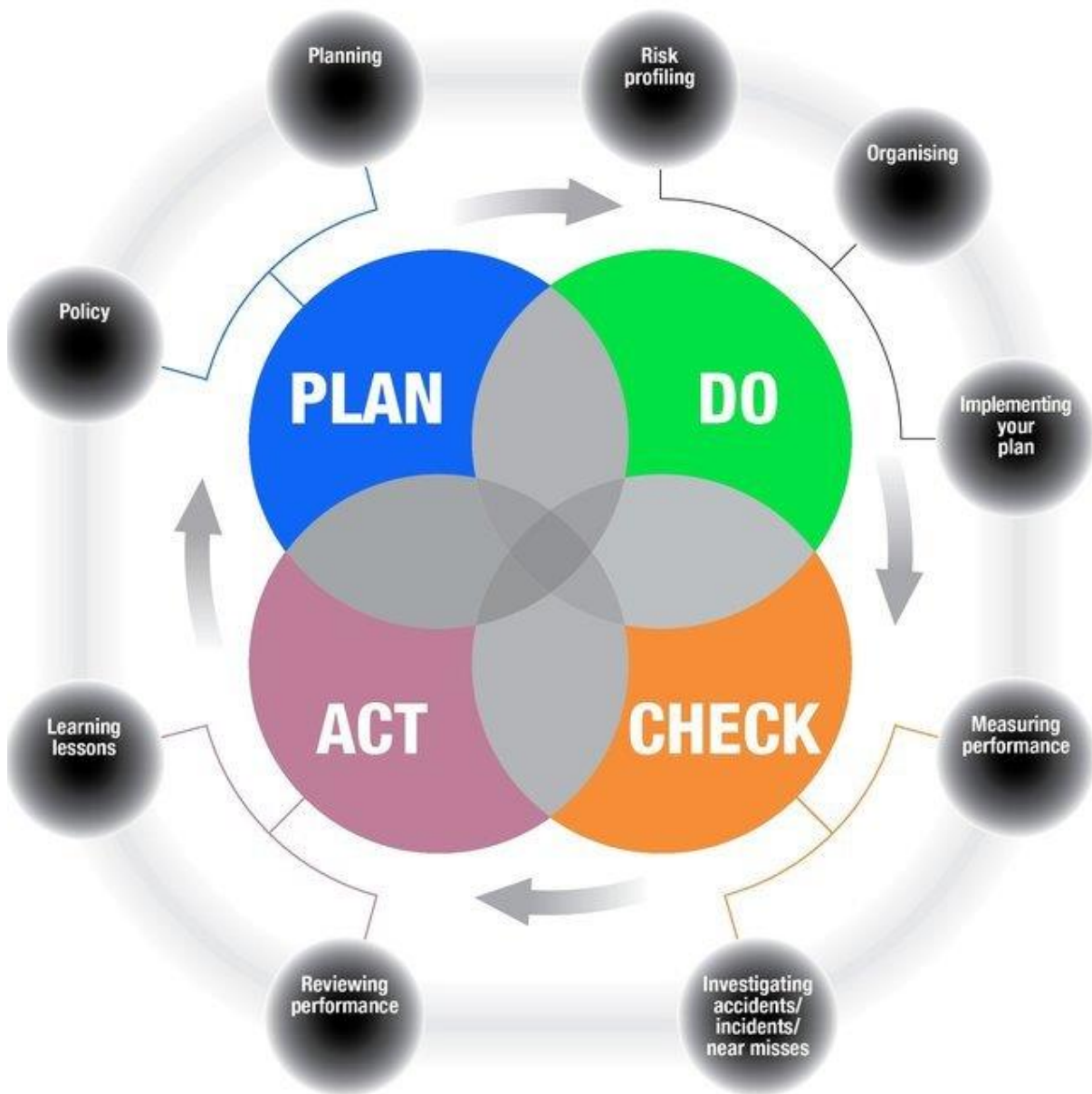


Figure 1 – The Plan, Do, Check, Act Cycle (*Managing for health and safety, 2013*)

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SUPERVISION AND COMPETENCY

Business Partners should have access to a competent resource for health and safety advice and guidance. This should either be a direct Employee or provided by a Consultancy. In either case the individual must be competent and able to demonstrate the required skills, knowledge, qualifications, and experience to carry out the role.

Engineers should be adequately trained and competent prior to conducting any work activities on behalf of the Company. They should also be aware of who to contact within the organisation should they require health and safety advice or assistance.

Appropriate levels of supervision should be provided to Engineers as appropriate to their level of experience and the nature of the work being undertaken.

APPOINTMENT OF SUB-CONTRACTORS

A suitable and sufficient assessment of Sub-contractors should be undertaken by the Business Partners to ensure satisfactory levels of health and safety competence and standards prior to appointment. This should include a review of the health and safety policy, management system, risk assessments and method statements, accident statistics, public and employer liability insurance, and the standards laid out in the code of practice should be applied, as a minimum standard, to the Sub-contractors (contract permitting).

RISK ASSESSMENTS, SAFE SYSTEMS OF WORK AND METHOD STATEMENTS

Business Partners are responsible for undertaking and documenting suitable and sufficient risk assessments for all work activities undertaken by them. Generic risk assessment documents would be acceptable in the majority of situations. However, 'on-site' risk assessments should be carried out by the Engineers on arrival at the work location where the generic assessment does not cover a particular situation. Significant risks identified on site should be recorded and the relevant control measures noted. Hazards that may need to be considered at the installation location could include weather, traffic, property, garden hazards etc. (the list is not exhaustive). Engineers should be provided with a copy of the generic documentation and should keep this information with them for future reference.

All significant findings and requisite control measures identified through the generic risk assessment process should be communicated to the Engineers and a formal record should be kept demonstrating they have received and understood the information. The identified control measures should be implemented during the work activities at all times.

Where appropriate, the Engineer should communicate applicable risks to the client on arrival at their premises.

Supervisors and Engineers should be provided with training in risk assessment techniques to assist them should they be required to carry out an on-site risk assessment. An escalation process should be in place to allow field Engineers to highlight jobs that cannot be completed safely back to their managers.

Safe systems of work should be employed at all times and should include arrangements which ensure the safety of Engineers working unaccompanied, other Employees, Customers and their staff and members of the Public or other service providers. Safe systems of work should be documented e.g., as a method statement and the contents communicated to Engineers. It may be preferable to collate all generic method statements and safe systems of work into a manual of operational procedures which can be made available to each Engineer.

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Business Partners should make available copies of risk assessments and safe systems of work / method statements when requested to do so by the Company Key Account Managers, the Compliance Department, and the Company appointed external auditors or any other party working on behalf of the Company.

TRAINING

Engineers should be provided with adequate information, instruction, and training to enable them to carry out their job in a safe manner. Only suitably trained and competent members of staff should carry out installation work.

Training requirements should be assessed to determine the type of training required. As a minimum this should include:

- Health and safety induction.
- Requirements of method statements and risk assessments.
- Safe working at heights, including the use of fall arrest protection.
- Selection inspection and safe use and inspection of personal protective equipment.
- Content of any industry standards or company specific installation handbooks.

Training records should be maintained and available for inspection by the Company's auditors on request.

COMMUNICATION

Regular communication regarding health and safety within the organisation should be encouraged. Health and safety committee meetings should be held on a regular basis or, as a minimum, health and safety should be a priority agenda item for meetings Managers. Minutes of such meetings should be kept, and relevant information passed to Engineers.

The Company's Compliance Department will issue 'Safety Bulletins' periodically or following an incident or where a learning point that may be beneficial to all parties is identified. These will be sent to Business Partners for information only and passing onto Sub-contractors. Business Partners are also encouraged to share information on safety issues arising within their organisation both with the Company and their own Sub-contractors.

HEALTH AND SAFETY RECORDS

Records should be kept demonstrating compliance with legal requirements and the Company's health and safety management system. Regular on-site inspections of health and safety matters should be carried out. Records should be available for inspection on request at any time by the Company's Key Account Managers, Compliance Department, or the Company's appointed external auditors.

Records should be kept in accordance with health and safety legislation and are likely to include:

- Health and safety policy and procedures.
- Risk assessments and method statements.
- Training records.
- Equipment inspection records.
- Site inspection records.
- Test reports.
- Audit reports.
- Communications including health and safety meeting minutes.
- Sub-contractor health and safety assessments and audits.
- Accident and incident reports including investigation record

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MONITORING, INSPECTIONS AND AUDITS

Companies should monitor and audit implementation of their health and safety policy and health and safety systems, to assess how effectively they are controlling risks, and how well they are developing a positive health and safety culture.

It is recommended that monitoring and auditing be carried out as follows:

Business Partners – In House

Business Partners should have procedures in place to review the health and safety performance of their organisation and ensure continual improvement. The review of performance should be done through monitoring, inspections, and audits.

Business Partners should be able to demonstrate that they have reviewed their health and safety performance and that recommendation for improvement have been closed out.

The Company's Compliance Department

The Company's Compliance Department or appointed Manager will audit the health and safety performance of Business Partners. The audit will be undertaken to ensure that appropriate management arrangements are in place, adequate risk assessments exist, and appropriate control measures are in place.

Specific items for review during the audit will include but will not be limited to:

- Health and safety policy and management system
- Risk assessments, safe systems of work and method statements
- Inspection records and reports
- Training
- Accident reporting and investigation
- Monitoring of subcontractors
- Review of recommendations for improvement resulting from the previous audit
- Review against the requirements of this Code of Practice

The audit will be undertaken through a series of interviews with individuals, an examination of documentation and visual observation of physical conditions and work activities in the field. This will enable the auditor to assess compliance with legal requirements and safe working procedures, and to verify the implementation and effectiveness of control measures.

The audit will be carried out every two years, however, the frequency may vary depending on earlier audit results. Dates for review will be agreed with both parties in advance.

A report will be compiled on completion of the audit and a copy sent to Business Partner Management and to the Company's Key Account Managers. The report will include a summary of findings including points of good practice and, where necessary, recommendations for improvement will be highlighted.

In addition to the audit, the Company's personnel may periodically visit Business Partner Engineers on site to review working practices and to ensure work is completed in accordance with the stated policies and procedures. Any such visits will be agreed with the Business Partner Management in advance.

Sub-contractors

Business Partners should carry out regular audits of their sub-contractors to ensure health and safety standards are implemented, monitored, and maintained. It is recommended that this be carried out annually and written records kept.

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THIRD PARTIES

Adequate precautions should be provided to ensure the protection of third parties, for example, Customers and the general public etc. throughout the duration of the works. Special care should be taken when minors are present. On arrival at a customer's premises, Engineers should request Customers to refrain from using their equipment or distracting the Engineer for anything other than an emergency. Engineers should also ensure their personal safety is maintained whilst working at a customer's premises. Engineers should be aware of the activities of Customers, including children, which may increase the risk of injury to them.

TOOLS AND EQUIPMENT

Tools and equipment for use by the Engineers should be provided, used, inspected, and maintained in accordance with the *Provision and Use of Work Equipment Regulations 1998*, the *Lifting Operations and Lifting Equipment Regulations 1998*, and the *Personal Protective Equipment Regulations 2002*.

Provision and Use

Tools and equipment provided for use by the Engineers should be:

- Suitable for the intended use and safe.
- Used only by field operations Engineers who have received adequate information, instruction, and training.
- Visually inspected by the field operations Engineer prior to use.

Any damage or loss to tools and equipment should be reported immediately to allow for maintenance or replacement.

Customers or others should not be allowed to use any of the field operations Engineer's tools or equipment at any time.

Maintenance

All tools and equipment provided for use should be maintained in a safe working condition and be in accordance with the manufacturers' guidelines. Records should be kept demonstrating maintenance has been carried out.

Inspection

All tools and equipment used by the Engineers should be appropriately and periodically inspected in accordance with the manufacturers' guidelines and all relevant legal requirements. Suitable records should be kept demonstrating this. Special attention should be given to ladders and fall protection equipment which should be examined regularly for defects and records kept demonstrating this.

WORK AT HEIGHT

Work at height is a significant hazard associated with an Engineer's daily tasks. As the risk cannot be removed, it should be controlled to reduce the possibility of an incident occurring and the severity of any harm should it do so. The risks should be identified before the work starts and necessary equipment; appropriate control measures and safe systems of work should be provided and implemented. Engineers should be required to comply with the safe systems of work at all times and ensure that any required control measures are used at all times.

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All work at heights must be carried out with reference to the requirements of the *Work at Height Regulations 2005* and the relevant amendments.

The three key areas for consideration when working at height are fall protection, fall of materials and working on fragile roofs.

Fall Protection

Means to prevent falls from height should be used at all times. Providing adequate platforms or edge protection is not feasible when installing and maintaining security and fire products and so ladders, access equipment and fall protection equipment should be used.

The main cause of falls from height injuries is people falling from ladders. Careful consideration should be given to control measures in addition to fall arrest equipment to reduce the risk of falling from ladders, for example, correct positioning of the ladder; ensuring ladders are secured so they cannot slip through the use of stabilising equipment where they are appropriate. Additional control measures should be identified through risk assessment and included in safe working procedures. Engineers should be trained in correct procedures and how to use additional equipment.

While fall protection equipment does not prevent Engineers from falling it should minimise the potential injuries if they do. Where fall arrest equipment is required, Engineers should wear it at all times and ensure it is securely attached to a sufficiently strong anchorage point. Any Engineer required to use fall protection equipment should be provided with suitable training and the equipment should be regularly inspected.

All Engineers should be trained in the use of ladders and associated ladder stabilisation devices and standoff equipment, fall protection equipment and emergency procedures. Engineers should be competent to carry out risk assessments for work at height and inspecting their own equipment.

Falling Objects

Care should be taken to reduce the risk of objects falling from height causing damage to property or injury to people. Engineers should minimise the materials kept with them at a high level and should ensure tools and equipment are secured to prevent them falling.

Fragile Roofs

Engineers should be aware of the risks associated with working on or close to fragile roofs. The fragility, or otherwise, of a roof should be confirmed before work starts. If there is doubt, the roof should be treated as fragile unless, or until, confirmed that it is not. Where a fragile roof is identified, no Engineer should work on, from or pass over the fragile material, unless platforms or similar means are provided that adequately support them.

Fall Protection Equipment

Fall protection equipment should be inspected prior to each use and should also be subject to more formal, in-depth inspections as specified in the Company inspection regime. As fall arrest equipment is regularly used it is recommended that these be carried out at intervals not exceeding one year or as recommended by the manufacturer. Records of these inspections should be kept.

PERSONAL PROTECTIVE EQUIPMENT

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Provision and Use

Engineers should be provided with personal protective equipment suitable for the job they are undertaking. Personal protective equipment should be used as demanded by either the work or the work environment (e.g., hard hat, safety goggles, safety footwear, gloves, ear defenders, high visibility vest, dust mask, adverse weather gear etc.), as identified by risk assessment and as included in the safe system of work.

Personal Protective Equipment Inspection

Personal protective equipment should be visually inspected by the Engineer for signs of wear and tear before each use and in accordance with Company maintenance schedules. Damage, wear and tear or contamination to personal protective equipment should be reported immediately to enable replacement or repair.

Storage

Personal protective equipment should be stored at all times so as to ensure it is protected against damage while not in use.

MANUAL HANDLING

Manual handling activities should be carried out in accordance with the *Manual Handling Operations Regulations 1992*. All manual handling operations which involve a risk of injury should be avoided where possible. Where it is not possible to avoid the risk then a risk assessment should be undertaken, and control measures introduced to ensure the risks are reduced to the lowest possible level. Engineers should be provided with appropriate information, instruction, and training on how to lift and carry loads correctly to minimise the risk of injury associated with manual handling.

ELECTRICAL SAFETY

All reasonable steps should be taken to ensure that electrical work is performed safely and in accordance with the *Electricity at Work Regulations 1989*.

Electrical equipment should be inspected for damage prior to use and mains-powered portable electrical work tools / equipment should be portable appliance tested and carry a valid test label. If mains powered tools or equipment are to be used outside, an Earth Leakage Circuit Breaker should be used, and this should be checked prior to use.

Prior to drilling into walls, an electronic voltage detector should be used to detect hidden wiring/services. The detector should be calibrated prior to use and checked regularly to ensure the battery does not fail. Mains sockets and wiring in the client's premises should be checked visually for hazards e.g., bare terminals, broken insulators etc. before use. If there appears to be a hazard, then work should stop immediately, and equipment should not be connected.

HAZARDOUS MATERIALS AND SUBSTANCES

COSHH

The Control of Substances Hazardous to Health Regulations 2002 is designed to protect people against risks to health from hazardous substances arising from a work activity, or that already exist in the working environment. Few hazardous substances are likely to be used by Engineers during their work, but special attention should be paid to substances such as silicone sealant and brick dust & detector test chemicals. Engineers should be provided with copies of relevant COSHH assessment records and

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material safety data sheets for reference and the associated risks and control measures should be communicated to them.

Where hazardous substances are used, they should be stored appropriately at all times and disposed of in accordance with hazardous waste legislation.

Asbestos

It is possible that Engineers may encounter asbestos when working in older premises. The hazard may arise through drilling or disturbing materials made from asbestos and breathing in dust. Should an Engineer anticipate asbestos may be present within a building that could create a risk to themselves or others; they should stop work and contact their supervisor for further advice. Each Business Partner should ensure they have appropriate arrangements in place to prevent the risk of asbestos exposure and to deal with situations such as this which might occur. It is a requirement that all Engineers are trained to asbestos awareness levels by a recognised UKATA provider.

VEHICLE MANAGEMENT AND OCCUPATIONAL ROAD RISK

Employers are required to manage road risk in the same way that they would manage other occupational health and safety risks. Business Partners should be able to demonstrate that they have assessed the risks associated with driving and sought to reduce those risks to a level as low as is reasonably practicable. Engineers should be competent to drive, and checks should be made to ensure this.

Vehicles should be provided that are fit for purpose and should be maintained in good working order, good repair, and in accordance with the manufacturer's instructions. Routine vehicle checks should be carried out to ensure standards are maintained and Engineers should be encouraged to report any defects immediately for repair.

Where equipment has to be carried on the roof or on the side of the vehicle (e.g., ladders) it should be appropriately secured and made visible to reduce the risk of causing damage or injury to property or individuals while the vehicle is in use or stationary.

Risks associated with working close to roads should be assessed and steps taken to reduce those risks as far as are reasonably practicable.

Where necessary, training appropriate to the type and size of vehicle should be given to company drivers. Business Partners' and their Sub-contractors should be able to demonstrate that they actively assess their drivers at the pre-employment stage, after employment and have in place a thorough accident reporting and investigation system to deal with driver risk. The assessment of drivers may include a check on the status of their driving licences.

HOUSEKEEPING

The work environment should be kept clean, tidy, and free from unnecessary obstructions and tools at all times to avoid risk of injury to themselves and others e.g., customers, children, members of the public etc.

Waste should be removed from the customer's premises on completion of the job. Due diligence should be made to the potential for recycling or reuse of waste materials.

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LONE WORKING

Engineers are often required to work alone due to the nature of our business. The risks associated with lone working should be identified and appropriate control measures put in place to reduce the risks. Limits should be set as to what can and cannot be done while working alone. Engineers should be aware of their own limits and know when to stop and ask for assistance. Supervisors should periodically visit anyone working alone. A lone working system should be in place that will allow managers to check on the status of Engineers at any time as required and ensure that no Engineer could become incapacitated in a remote or uninhabited area.

WEATHER CONDITIONS AND LIGHT

Consideration should be given to the risks associated with adverse weather conditions including snow, fog, storms, lightning, and strong winds. The severity of adverse conditions can vary, and this should determine the control measures to be put in place. Engineers should assess the situation at the installation location and determine if extra control measures are required in addition to minimum standards. Consideration should also be given to exposure to sunlight. Excessive exposure should be avoided by wearing appropriate clothing and encouraging the use of sun cream. Working in poor and fading light can present additional risks. In such conditions Engineers should assess the risks and calculate the time required to complete the task. The more hazardous tasks should be completed before it gets dark.

UNSAFE WORKING PRACTICES AND CONDITIONS

Engineers are required to operate in a responsible and safe manner at all times. If, on inspection, unsafe practices or unsafe working conditions are found to exist the Engineer should be requested to stop work immediately and the situation made safe.

ENVIRONMENTAL PROTECTION

Work should be carried out with due respect for the environment. No waste should be discharged to drains but should be removed from the customer's premises. Waste materials should be reused or recycled where possible. Where waste is to be disposed of, this should be done in accordance with *The Waste (England and Wales) Regulations 2011* and other key and relevant legislation.

DISCIPLINE

Business Partners are responsible for the discipline and behaviour of their Employees, including any Sub-contractors. Any Employee found behaving in an unacceptable or unsafe manner should be subject to disciplinary proceedings.

ALCOHOL AND ILLEGAL DRUGS

Zero Tolerance - No alcohol or illegal drugs / substances should be brought to a customer's premises. Anybody who is believed to be under the influence of alcohol or illegal drugs while at work should be disallowed from attending work and reported to their manager. Investigation should be carried out by the individual's Employer and disciplinary action taken accordingly. It is the responsibility of the Engineer to inform his / her Line Manager if they have been prescribed drugs, by their medical practitioner that might affect them whilst at work.

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EMERGENCY ARRANGEMENTS

FIRST AID

First aid provisions should be made available to all Engineers in accordance with statutory requirements.

EMERGENCIES

On arrival at a customer's premises Engineers should make emergency contact details available to the Customer.

ACCIDENT AND INCIDENT REPORTING

Business Partners are required to submit a summary report of all accidents and incidents to the Company Key Account Manager & Compliance Department on a monthly basis. The summary report should include type of accident / incident, type of injury; follow up action taken, corrective action to prevent re-occurrence and any recommendations.

If a notifiable accident or dangerous occurrence, as defined in the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*, occurs and any injured party is an Employee of the Business Partner or their Sub-contractor(s), it is the responsibility of the Engineers Employer to notify the relevant enforcing authority in accordance with legal requirements. The Company Compliance Department or Key Account Manager should be notified as soon as possible.

Suitable procedures should be in place to enable the recording of accidents and to ensure accident investigations are undertaken. The Company reserves the right to investigate any accident / incident should they wish to do so. This would depend upon the nature and severity of the accident / incident.

CDM CONTRACTOR'S DUTIES

Business Partners are required to acknowledge their duties with regard to *The Construction (Design and Management) Regulations 2015* if undertaking tasks that fall within the scope of the regulations. The following summary must be adhered to at all times.

Whilst the Company utilise the terminology of Business Partners for contract resource, Business Partners are defined as Contractors with regard to *The Construction (Design and Management) Regulations 2015* and for this purpose and to be consistent and transparent, the following section on duties will firmly revert back to the term 'Contractors' with regard to our network of Business Partners.

For All, Projects Contractors Must:

- Check clients are aware of their duties.
- Are satisfied that they and anyone they employ are competent and adequately resourced.
- Plan, manage and monitor their own work so that workers under their control are safe from the start of work on site.
- Ensure that any Contractor they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
- Co-operate with others and co-ordinate their work with others working on the project.
- Ensure that any design work they do complies with the regulations.

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Provide information to their workers that will enable them to work safely including:

- suitable site induction, where not provided by any Principal Contractor.
- information on the risks to their health and safety.
- identified by his risk assessment under regulation 3 of *The Management of Health and Safety at Work Regulations 1999* or arising out of the conduct by another contractor of his undertaking and of which he is or ought reasonably to be aware.
- the measures which have been identified by the Contractor in consequence of the risk assessment as the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions.
- any site rules.
- the procedures to be followed in the event of serious and imminent danger to such workers; and
- the identity of the persons nominated to implement those procedures.
- Inform their Sub-contractors of the mobilisation time
- Obtain specialist advice when planning high risk work e.g., alterations that could result in structural collapse or construction on contaminated land.
- Ensure workforce is properly consulted on matters affecting their health and safety.
- Without prejudice to any afore mentioned information, every Contractor shall in the case of any of his Employees provide those Employees with any health and safety training which he is required to provide to them in respect of the construction work by virtue of regulation 13(2)(b) of *The Management of Health and Safety at Work Regulations 1999*.
- No Contractor shall begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- Every Contractor shall ensure, so far as is reasonably practicable, that the requirements of Schedule 2 of *The Construction (Design and Management) Regulations 2015* are complied with throughout the construction phase in respect of any person at work who is under his control.

Ensure That the Client Is Aware of the Client's Duties

Contractors have an absolute duty under *The Construction (Design and Management) Regulations 2015* to ensure that the client is aware of the client's duties prior to commencing any construction work. This should be first thing that a Contractor does on first contact with the client and must be performed for all construction work.

Competence and Resources

Any Contractor organisation has an absolute duty to ensure that personnel allocated to their construction team from internal resources are competent and adequately resourced. This would apply to both Employees and agency personnel employed on the project.

The Contractor must also ensure that any Sub-consultant Designers or Sub-contractors that are engaged by them on the project are competent and adequately resourced. This will require assessment as described within Appendix 4 of the ACoP.

On notifiable projects, it will be necessary for the Contractor to be able to demonstrate to the Principal Contractor that the personnel the Contractor proposes to use on site have the necessary skills, knowledge, and training to fulfil the needs of the construction phase plan. Where particular certification

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is required for a particular task, then the Contractor will demonstrate that the relevant persons are suitably qualified.

Contractors who sub-contract design or arrange design work on the project to a designer who is based outside Great Britain has an absolute duty to ensure that the design and the Designers' duties are performed in compliance with *The Construction (Design and Management) Regulations 2015*.

If the Contractor who sub-contracts or arranges design work outside Great Britain is themselves not located within Great Britain, the client must verify compliance.

Welfare Facilities

Each Contractor must ensure that adequate welfare facilities are provided for their site personnel. These facilities may be provided by the Contractors, but the Principal Contractor must ensure that they are, and remain adequate, including the requirement to keep them clean and tidy. These are as specified in *The Construction (Design and Management) Regulations 2015, Schedule 2*.

Management and Risk Assessment

All of the Contractors must plan, manage, and monitor their own work, including the production of risk assessments, written safe systems of work (method statements), inspections and audits. The significant element of effective management of health and safety on construction sites is the requirement to perform risk assessments and the production of adequate safe systems of work (method statements) to control the identified risks. All Employers must perform risk assessments as described in Regulation 3 of *The Management of Health and Safety at Work Regulations 1999*, as follows:

Every Employer shall make a suitable and sufficient assessment of:

- risks to the health and safety of his Employees to which they are exposed whilst they are at work; and
- the risks to the health and safety of persons not in his employment arising out of or in conjunction with the conduct by him of his undertaking, for the purpose of identifying the measures he needs to take.

As part of the arrangements for managing site health and safety, the Contractors will need to include within the site health and safety management arrangements, on non-notifiable projects, and assist the Principal Contractor in the development of the construction phase plan on notifiable projects, the:

- fire risk assessment and fire safety plan for the site.
- the site traffic management plan, ensuring so far as is reasonably practicable that pedestrians within the site are segregated from transport and plant; providing site rules for the movement of transport and plant where this segregation has not been achieved, e.g., banks persons and high visibility clothing.
- waste management arrangements, which for projects that have a construction value of more than £300,000 will be contained within the site waste management plan, as required by the *Site Waste Management Plans Regulations 2008*.

It should be noted that the Principal Contractor appointed under *The Construction (Design and Management) Regulations 2015* may not be the same Principal Contractor appointed under the *Site Waste Management Plans Regulations 2008*, although it makes sense for this to be the case. The appointments of *The Construction (Design and Management) Regulations 2015* Principal Contractor and the appointment of *Site Waste Management Plans Regulations 2008* Principal Contractor must both be made in writing by the client. Note: It is possible to a non-notifiable project that still falls under the requirements of the *Site Waste Management Plans Regulations 2008*.

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Contractors must inform each other of the risks that their work may cause to other Contractors' personnel. Contractors must also ensure that their Employees and Sub-contractors are informed about all risks that they may be subjected to, from their own work and the work of others, together with the necessary controls.

On notifiable projects, the Contractors must provide details of risk assessments and health and safety arrangements (method statements) for their own work to the Principal Contractor for review.

All Contractors must comply with the requirements of *The Construction (Design and Management) Regulations 2015, Part 4*, duties relating to health and safety on construction sites. The requirements of Part 4 are from *The Construction (Design and Management) Regulations 2015*, and include:

16. Application of Part 4.
17. Safe place of construction work.
18. Good order and site security.
19. Stability of structures.
20. Demolition or dismantling.
21. Explosives.
22. Excavations.
23. Cofferdams and caissons.
24. Reports of inspections.
25. Energy distribution installations.
26. Prevention of drowning.
27. Traffic routes.
28. Vehicles.
29. Prevention of risk from fire, flooding or asphyxiation.
30. Emergency procedures.
31. Emergency routes and exits.
32. Fire detection and firefighting.
33. Fresh air.
34. Temperature and weather protection.
35. Lighting.

Communicate and Co-operate

The Contractors must communicate and co-operate with the Client, Designers, and other Contractors on all construction projects, and if the project is notifiable, they must also communicate and co-operate with the CDM Co-ordinator and the Principal Contractor. As part of this requirement, the Contractors

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must co-ordinate their activities with other Contractors so that they do not cause unnecessary risks to each other.

On notifiable projects, the Contractors must also co-operate with the Principal Contractor, follow his reasonable directions, and comply with the site rules and procedures, as contained within the construction phase plan. The Contractors should also inform the Principal Contractor of any perceived problems with the construction phase plan.

Mobilisation Time

For all construction projects, the Contractors must inform their Sub-contractors of their mobilisation time, which should be sufficient for them to properly plan their work and organise their resources.

Consultation, Inductions, Information and Training

Each Contractor is responsible for arranging consultations with their workforce health and safety matters, the provision of suitable site health and safety inductions, health and safety information and on-site health and safety training. Some of these arrangements may have been made by the Principal Contractor for notifiable projects, but this does not relieve the Contractors of their responsibilities to ensure that these are suitable.

Each Contractor must ensure that their own Employees are informed of the risks to which they will be exposed, either by their own activities or another Contractor's activities, or the site itself, and the necessary controls in place to prevent injury or ill health. Information must also be provided about the site rules, emergency procedures and other arrangements for the management and safe working of the site.

Unauthorised Access

Each Contractor must ensure that adequate arrangements have been made, and continue to be effective, to prevent unauthorised access to the site. This would need to be arranged by the Contractors themselves on non-notifiable projects but may be arranged by the Principal Contractor on notifiable projects. Project notification and appointments (Notifiable projects – additional duties) On notifiable projects, the Contractors must verify that the project has been notified and that the CDM Co-ordinator and Principal Contractor have been appointed before commencing any construction work, including site preparation.

Details of Sub-Contractors and Sub-Consultants

On notifiable projects, Contractors must provide the details of any of his Sub-contractors to the Principal Contractor and Sub-consultant Designers to the CDM Co-ordinator. The Contractors must also ensure that any of their own Designers or the Designers of Sub-consultants complies with the legal obligations as designers. This includes temporary works designers. The Contractor must be made aware of the names of the Principal Contractor and CDM Co-ordinator.

RIDDOR Reportable Accidents

On notifiable projects, the Contractors have a duty to promptly inform the Principal Contractor of any reportable injuries, diseases and dangerous occurrences that are required to be reported by them to the Health Safety Executive. Where a contractor's work causes a death, reportable injury or occupational ill-health to the Contractor's Employee or any other person, or has a notifiable dangerous occurrence, as defined by the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*, then the Principal Contractor should be notified.

Health and safety file information

On notifiable projects, contractors must promptly provide information regarding their own work that has been identified as necessary to be included within the health and safety file to the principal contractor

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for his submissions to the CDM co-ordinator. What is required, in what format and when should have been provided within the pre-construction information.

The Contractor must ensure that they have access to such part of the construction phase plan as is relevant to the work to be performed, containing sufficient detail in relation to such work; and that notice of the project has been given to the Executive, or other enforcing authority (Rail) Contractors must promptly provide the principal contractor with any information (including any relevant part of any risk assessment in his possession or control) which:

- might affect the health or safety of any person carrying out the construction work or of any person who may be affected by it,
- might justify a review of the construction phase plan, or
- Has been identified for inclusion in the health and safety file in pursuance of regulation 22(1)(j); of *The Construction (Design and Management) Regulations 2015*.
 - promptly identify any Contractor whom he appoints or engages in his turn in connection with the project to the Principal Contractor.
 - comply with:
 - any directions of the Principal Contractor given to him under regulation 22(1)(e) of *The Construction (Design and Management) Regulations 2015*; and
 - any site rules.

Every contractor shall:

- in complying with his duty under regulation 13(2) take all reasonable steps to ensure that the construction work is carried out in accordance with the construction phase plan.
- take appropriate action to ensure health and safety where it is not possible to comply with the construction phase plan in any particular case; and
- Notify the principal contractor of any significant finding which requires the construction phase plan to be altered or added to.

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ACCEPTANCE FORM

This form must be completed and signed by every Contractor prior to undertaking any tasks on behalf of the Company and may also be supported by other Company Contractor management / safety documentation.

The completed form should be sent to the nominated Company contact.

- I / We have received a copy of the Company's code of practice for Business Partners.
- I / We have read and understood the code of practice referred to above and briefed our Employees of the requirements and contents of the code.
- I / We agree to comply with all current legislation governing construction work under *The Construction (Design and Management) Regulations 2015 and associated activities and the specific rules and procedures detailed on the code of practice.*
- *I / We understood that any contravention / breach of relevant health and safety legislation and the specific rules and procedures detailed in the code of practice may lead to termination of the contract and removal from the Company's approved list of partners.*

Signed:

Designation:

On behalf of:

Date:

Signed on behalf of LJR Group Services Limited:

S A Radcliffe