M GROUP

Minimum Standards

Issue 1

M GROUP

Contents

1	Introduction
2	My commitment
3	Plan, do, check, act
4	Minimum Standards overview
5	Minimum Standards
17	Useful links and guidance

Introduction

By Alain Loosveld

Safety, health and wellbeing is at the top of M Group's agenda, and we look to continuously improve the way we work.

I am pleased to introduce our new 11 Minimum Standards, which will guide how we consistently approach the key risks we face in our day-to-day activities across M Group and its Divisions.

These new standards have been developed by the Health and Safety Best Practice Board, building on existing working practices from across the Group. It follows a plan, do, check and act approach and is aligned to the 'It Starts with Me' campaign and our five Commitments to work responsibly. Through these new standards, we look to achieve greater consistency in how we approach our work, use language which is easy to understand and where we have a collaborative culture with opportunities for feedback from you.

These new Minimum Standards bring significant benefits, making our work environment safer and more efficient.

Safety, health and well-being starts with me, and my commitments should be no different to yours.

My commitments

Making the right choices and working responsibly

I will only carry out my work if I am physically and mentally fit to do so

I will ensure that I am trained and competent to carry out my work

I will always carry out my work in accordance with the planned safety arrangements

I will make sure that any equipment used is fully compliant and operated correctly

I will speak up and let other people know if I am concerned about a safety issue

If you are concerned about the safety and wellbeing of yourself or others, stop work and speak to your supervisor or line manager.

Plan, do, check, act

The five personal commitments are the cornerstone of our workplace safety guidelines, defining the daily behaviours that keep everyone safe and healthy.

These commitments, alongside our Minimum Standards establish the baseline for safety in all our operations.

Each minimum standard follows the plan, do, check and act management model, ensuring a consistent approach to improving our processes, services and products.

Plan

In the first phase of our operational process, we clarify the expectations of hierarchal risk control and undertake the required preactivity planning.

Do

Once the planning considerations have been implemented, you must carry out the necessary control measures before and during the activity.

Check

In this phase, you must continually monitor controls against the expectations defined in the planning phase. Work locations constantly change, and we must reevaluate and update them accordingly.

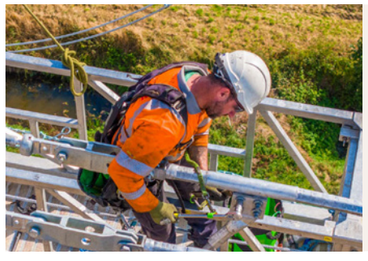
Act

We must report any events that identify opportunities for improvement within our working procedures, ensuring we remain a learning organisation.

By following this model within our Minimum Standards, we will enhance our decsion making, problem solving and operational delivery, capability across the Group.

Minimum Standards

Further details on these rules (and other subjects) are contained within the booklet.



Work at height

Working at height should be avoided where possible. If required to work at height, apply the hierachy of controls to prevent fall from height.

Confined space

Entering confined spaces should be avoided where possible. Prior to entering a confined space, the associated hazards must be assessed and planned to adequately control the risks.

Lifting operations

When undertaking lifting activities, we'll ensure that it is planned to avoid any failure that could cause injury or damage.

Service avoidance

When working in the vicinity of underground or overhead services,it's vital to prevent damage that could cause injuries or disrupt essential services. Compliance with safe excavating methods are critical to protect both people and assets.

People, plant interface

When operating plant and driving vehicles in proximity to people or buildings and services, we must avoid injury to workers and members of the public. Segregation and good visibility of people, buildings, services, plant and vehicles will prevent injuries damage.

Electrical work

Elecricity can be extremely dangerous, not only through the effects of shock, but it can also cause flashover, fire and damage to equipment.It's essential that we follow safe systems of work.

Stored energy and pressurised systems

Working with energy, such as mechanical, hydraulic, pneumatic and substances under pressure, are dangerous unless effectively controlled.

Temporary works

Any Temporary Works (TW) are designed, constructed and used in a safe and controlled manner to ensure all risks are identified and itigated to make sure there is no injury or damage as a result of our activities.

Driving at work

When driving on work related business, we expect our workforce to drive responsibly to protect people and assets from injury or damage.

Excavation to work

Excavation works is an activity with dynamic and evolving risks. To prevent collapse, an approved safe system of work must be in place to ensure the safety of people and structures.

Fitness to work

Fitness for work is when an individual is in a state physically and psychologically to perform tasks assigned to them competently and in a manner which does not compromise the safety and health of themselves or others.

Work at height

Working at height should be avoided where possible. If required to work at height, apply the hierachy of controls to prevent fall from height.

Plan

- Always look for alternative ways to carry out activities to prevent having to work at height.
- Always apply the hierarchy of controls for working from height.
- Always prioritise collective fall prevention measures. i.e. scaffolding when working above ground.
- No working from height from vehicles unless specific safety equipment installed to prevent falls.
- Ensure a safe system of work is in place in all occasions.
- Ensure there is clear communication (remote alarms from worker to ground) where activities dictate, to access aid if in an emergency.
- Ensure all equipment, tools and materials are suitable and fit for purpose, and where applicable calibration and relevant checks of equipment in date.
- Assess work areas, including checking for third party hazards, i.e. overhead services.

Do

- Ensure user is fully trained in the equipment being used for the task.
- Establish drop and exclusion zones.
- Ensure all tools are tethered (using ropes or similar).
- Only use ladders or steps for short duration works.

Check

- Ensure measures are in place for emergencies and rescues.

Act

- Regularly review site-specific control measures and identify opportunities for improvement.
- Any injury, damage, near miss, hazard and/or good catch needs to be reported via your relevant reporting methods.

Confined space

Entering confined spaces should be avoided where possible. Prior to entering a confined space, the associated hazards must be assessed and planned to adequately control the risks.

Plan

- Eliminate the need to work within a confined space where possible.
- Ensure all confined spaces have been relevantly classified.
- Assess the confined space and define its national classification from 1-4 +NCx.
- Ensure site personnel hold the minimum standards of training for the classification of entry.
- Ensure all equipment, tools and materials are suitable and fit for use within the space and where applicable calibrated and in date.

Do

- Assess and monitor the atmosphere of the space prior to entry.
- Assign a designated competent person to supervise the work.
- Entry and exit of the space should be controlled via appropriate approval methods.
- Establish appropriate communication methods i.e. lone worker alarms etc.
- Identify and confirm the roles of all involved site personnel prior to entry.
- Any signs of atmosphere outside of normal working parameters report immediately and consider evacuation.

Check

- Continually check hazards and review classification where appropriate.
- Ensure measures are in place for emergencies and rescues.

Act

- Regularly review site-specific control measures and identify opportunities for improvement.
- Any injury, damage, near miss, hazard and/or good catch needs to be reported via your relevant reporting methods.

Lifting operations

When undertaking lifting activities, we'll ensure that it is planned to avoid any failure that could cause injury or damage.

Plan

- Lifting operations shall be planned, undertaken and supervised by competent people.
- Develop a specific risk assessment for intermediate and complex lifts.
- Complete a risk assessment for basic lift activities.
- Identify and control services of interest above or below ground.
- Appoint suitably trained slinger/signaler dependent on the lift being carried out.
- Always ensure you have a lifting plan in place pre the lift.
- Any Lifting equipment used will have a marked and visible safe working load (SWL) and in date calibration and inspection.
- All lifting equipment and accessories must have sufficient size and capacity for the load – know what you are lifting.

Do

- Ensure user is fully trained in the equipment being used for the task.
- Establish drop and exclusion zones.
- Ensuring all lifting equipment is compatible for the lifting activity.
- Ensure all tools are tethered (Using ropes or similar).
- Only use ladders or steps for short duration works.

Check

- Ensure equipment is certified, examined and free from damage as per legislation.

Act

- Regularly review site-specific control measures and identify opportunities for improvement.
- Any injury, damage, near miss, hazard and/or good catch needs to be reported via your relevant reporting methods.

Service avoidance

When working in the vicinity of underground and or overhead services, it is vital to prevent damage that could cause injuries or disrupt essential services. Compliance with safe excavating methods are critical to protect both people and assets.

Plan

- Always have up to date (<30 days) coloured statutory drawings available on-site prior to breaking ground.
- Carry out a visual site check, observing the previous scarring in the tarmac, lighting columns, meter boxes & other utility apparatus.
- When working near high pressure pipelines, visually scan for any marker posts and always seek approval from your supervisor and asset owner.
- Locate all utilities using "no dig" methods - CAT and Genny surveys, GPR and other non-invasive methods to confirm the identification, direction and depth.

Do

- Prior to breaking ground, seek appropriate approval through your safe systems of work.
- Permits shall be applied where services are in the Zone of Interest (High pressure pipelines and Extra High Voltage cables).
- Using mechanical or powered tools is not allowed within the set exclusion zones of a known service, unless documented and approved within the Safe system of work.
- Wear flame and Arc-resistant clothing when involved in excavation operations.
- Exposed services need to be protected and suitably supported.
- For hand digging operations, use insulated hand tools that are in good condition.
- During the excavation, continuously scan in layers.

Check

- Use a CAT & GENNY to scan and trace any services, appropriately marking up as you progress the scan and extending beyond the planned excavation.
- Where services are identified to be encased in concrete, work must stop, and discuss with site supervisor/manager.
- Never assume services are laid according to the plans or at the intended depth(s).

Act

- Regularly review site specific control measures and identify opportunities for improvement.
- Any injury, service damage, near miss, hazard and/or good catch needs to be reported via your relevant reporting methods.

People, plant interface

When operating plant and driving vehicles in proximity to people or buildings and services, we must avoid injury to workers and members of the public. Segregation and good visibility of people, buildings, services, plant and vehicles will prevent injuries and damage.

Plan

- Assess and implement appropriate traffic management controls for workforce/public and plant segregation.
- Ensure everyone is aware of the relevant site plans.
- Introduce a one-way system to reduce the need to reverse vehicles wherever site facilities allow.
- Set appropriate speed limits and make sure they are displayed.
- Display warning signs and road markings to highlight any potential hazards (e.g. crossing points).
- Ensure you define specific loading and unloading areas.

Do

- EImplement adequate control to prevent plant and vehicles from entering excavations.
- Make sure everybody working near plant or vehicles wears appropriate PPE.
- Maintain segregation of people, plant and vehicles.
- Establish appropriate communication methods to signal to plant operators.

Check

- Validate the training and experience of plant and vehicle operators.
- Appoint a banks person or traffic marshal where appropriate.
- Continually monitor segregation and amend if required.

Act

- Regularly review site-specific control measures and identify opportunities for improvement.
- Any injury, damage, near miss, hazard and/or good catch needs to be reported via your relevant reporting methods.

Electrical work

Elecricity can be extremely dangerous, not only through the effects of shock, but it can also cause flashover, fire and damage to equipment. It's essential that we follow safe systems of work.

Plan

- Where possible avoid working on Live electrical systems.
- Where Live working cannot be avoided ensure that this work is carried out by competent, authorised persons.
- Ensure there is a clearly defined safe system of work.
- Ensure relevant personel understand the circuit layout and key live feeds in the circuit diagram to protect from potential electrocution.

Do

- Assume all electrical systems are always live and dangerous.
- Provide the required training, mentoring and supervision to ensure that work is carried out safely.
- Adhere to the appropriate electrical procedures and specifications.
- Wear flame and Arc-resistant clothing, and any additional PPE needed, such as insulated gloves, boots, mats and flash visors.
- Entry and exit of the working area should be controlled via appropriate approval.
- Where required develop a bespoke safe system of work that identifies measures needed for safe rescue.
- All personnel on site shall be made aware whenever electrical systems are due to be energised.

Check

- Everyone is aware of the safe methods of isolation of the equipment in the event of an emergency situation.
- Relevant personnel are aware of contacts for service providers (If required) for emergency isolation.
- All personnel are aware of the emergency arrangements for that site.

Act

- Regularly review site-specific control measures and identify opportunities for improvement.
- Any injury, damage, near miss, hazard and/or good catch needs to be reported via your relevant reporting methods.

Stored energy and pressurised systems

Working with energy such as, mechanical, hydraulic, pneumatic and substances under pressure, are dangerous unless effectively controlled.

Plan

- Where practicable, all sources of stored energy will be appropriately de-energised and or isolated by suitable controls.
- Where possible avoid working on pressurised systems.
- Where working with such equipment cannot be avoided, ensure that is carried out by competent and or authorised persons.
- Ensure that there is a clearly defined safe system of work.
- Ensure you understand the layout / connections and or isolation points of the pressurised system.

Do

- Assume that all pressurised systems and stored energy sources can cause significant harm.
- Provide the required training to ensure work is carried out safely.
- Where appropriate work to the relevant engineering instructions / safe systems of work.
- Always wear the appropriate PPE for the task being undertaken.
- Entry and exit to the working area / pressurised system shall be adequately controlled, e.g. lock out / tag out or another method of isolation or mitigation.
- All site personnel shall be made aware, whenever pressurised systems are to be re-pressurised.

Check

- Compliance with safe systems of work.
- Certification of pressure vessels.
- Ensure appropriate monitoring of systems to prevent over pressurisation or release into the atmosphere.
- Monitor the controls that are required to control the energy source.

Act

- Regularly review site-specific control measures and identify opportunities for improvement.
- Any injury, damage, near miss, hazard and/or good catch needs to be reported via your relevant reporting methods

Temporary works

Any Temporary Works (TW) are designed, constructed and used in a safe and controlled manner to ensure all risks are identified and mitigated to make sure there is no injury or damage as a result of our activities.

Plan

- Appoint a DI to manage the process for temporary works.
- Check that team members have been appropriately appointed (*TWC/TWS/TWD).
- Adequate process to manage temporary works activities.
- Check that the temporary works design fits the activities being undertaken.

Do

- Ensure temporary works strictly follow the design.
- Any alterations or deviations to the design should be identified and reported to the appropriate person.
- Before installing or dismantling temporary works, seek the appropriate approval.
- Obtain a temporary works design brief and certificate where appropriate.

Check

- Competence of appointed persons or subcontractors.
- Continually assess the ground and site conditions for any change.
- Ensure that the installation is conducted in line with the design.

Act

- Regularly review site-specific control measures and identify opportunities for improvement.
- Any injury, damage, near miss, hazard and/or good catch needs to be reported via your relevant reporting methods.

*DI Designated individual TWC Temporary works coordinator TWD Temporary works designer TWS Temporary works supervisor

Driving at work

When driving on work related business, we expect our workforce to drive responsibly to protect people and assets from injury or damage.

Plan

- Plan journeys and breaks to minimise risk of driver fatigue and working time directive.
- Plan routes to ensure compliance with driver's hours regulations (O Licensed).
- Plan routes considering bridge heights, weight limits of roads and access restrictions.
- Ensure vehicles are suitable for operation and loads being carried.
- Ensure all speed limits and the highway code are always adhered to.
- Ensure licenses are checked against the DVLA database and other sources.

Do

- Undertake regular vehicle checks and report identified defects.
- Monitor driver behaviour and implement interventions based on the risk profile.
- Secure all loads appropriately in line with HSE guidance.
- Ensure drivers' hours are checked regularly for non regulated drivers (Non O Licensed).
- Ensure all drivers hours records are checked independently, and infringements followed up (O Licensed).
- Use telematics in HGV and LCV vehicles to monitor driving behaviour.
- Comply with the vehicle's capabilities and limitations e.g., weight limit.
- Continually monitor speeds and road conditions to limit fatigue and stress.

Check

- Monitor performance information to ensure the driver framework compliance.
- Monitor and act upon all reported defects.
- Monitor the driver's hours and ensure any infringements are followed up.

Act

- Regularly review site-specific control measures and identify opportunities for improvement.
- Any injury, damage, near miss, hazard and/or good catch needs to be reported via your relevant reporting methods.

** As per occupational road risk policy

Excavation work

Excavation works is an activity with dynamic and evolving risks. To prevent collapse, an approved safe system of work must be in place to ensure the safety of people and structures.

Plan

- Follow process detailed in lower case service avoidance and temporary works where applicable.
- Ensure operator is competent and has recieved the neccassery familiarisation and training for the specific equipment being operated.
- Ensure planned and unplanned (emergency) works are appropriately risk-assessed.
- Ensure excavated material is stored at a suitable distance away from the excavation.
- Identify appropriate means of excavating, e.g., hand or mechanical.
- Provide adequate protection for the public and pedestrians.
- Provide suitable edge protection as necessary to prevent falls of people and plant.
- Consider the environment and potential impact of the excavation e.g., dewatering.
- Ensure site personnel are trained and competent.

Do

- Use suitable methods of access and egress into the excavation.
- Continually assess ground and terrain for changes in condition.
- Prevent the risk of personnel or equipment falling into excavations.
- Where required shore, step or batter back to ensure ground stability.
- Consider and manage any possible hazardous fumes in excavations.
- Where necessary support and protect exposed utilities.

Check

- Regularly inspect the excavation where needed.
- Continually check the position of excavated material for sideloading.

Act

- Regularly review site-specific control measures and identify opportunities for improvement.
- Any injury, damage, near miss, hazard and/or good catch needs to be reported via your relevant reporting methods.

Fitness to work

Fitness for work is when an individual is in a state physically and psychologically to perform tasks assigned to them competently and in a manner which does not compromise the safety and health of themselves or others.

Plan

- Risk based approach is applied for health screening and health surveillance.
- Display screen assessments / workstation assessments are in place, with identified non-conformances being addressed.
- Appropriate task based educational training to prevent injury and or ill health.
- Ensure appropriate mental health support is available.
- Promote Employee Assistance Programme (EAP).

Do

- Every person to report any issues or concerns that could affect workplace safety.
- Appointment of mental health first aiders to support workforce.
- Safe systems of work are in place to prevent ill health.
- Ensure necessary adjustments are implemented where identified through assessments.
- Conduct drug and alcohol testing for cause events, and a minimum testing of personnel in line with policy.
- Return to work interviews are conducted for personel returning to work following a period of absence.

Check

- Results of all medical examinations are confidential and securely recorded.
- All personnel are to understand the drugs and alcohol policy.
- All personnel are conversant with the reporting of incidents, ill health and or sickness.

Act

- Regularly review effectiveness of health and wellbeing measures and identify opportunities for improvement.
- Any injury, damage, near miss, hazard, good catch, ill health and or sickness needs to be reported via your relevant reporting methods.

*For cause events are as example road traffic collision, plant equipment incident, personal incident

Useful links and guidance

Useful Links

Plan, do, check, act Guidance

Health and Safety Executive

International Institute of Risk and Safety Management

Royal Society for the Prevention of accidents

British Safety Council

Institute of occupational Safety

Minimum standards

Working at Height - Working at Height Regulations 2005

Confined Spaces - Confined Spaces Regulations 1997

Lifting Operations - Lifting Operations and Lifting Equipment Regulation 1998

Service Avoidance – Excavations Construction Safety

People Plant Interface – Construction Mobile Plant

Electrical Work - Electricity at work Regulations 1989

Stored Energy - Pressure System Safety Regulations

Temporary Works - Construction Design Management Regulations 2015

Driving at Work - The Health and Safety at Work etc Act 1974

Excavation Work - Construction Design Management Regulations 2015

Fitness to work - The Health and Safety at Work etc Act 1974

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