



Property, Development & Retail Management

Site Inductions

Mandatory - January 2018



Landsec
One Best
Way



One Best Way

Essential information about our Health & Safety Standards.

Property, Development & Retail Management

Site Inductions

Overview

A quality induction can send a powerful message and be a key first step towards everyone taking responsibility for health and safety on a project and understanding their role.

Visitors should be informed of:

- The key site risks & emergency procedures
- The requirement to disclose any medical concern which could affect their safety on site
- The importance of remaining with the escort at all times
- The importance of raising any H&S concerns witnessed immediately

Visitors should be escorted at all times by a someone who has been fully inducted and familiar with the site.

Site operatives

The Principal Contractor/Main Contractor must ensure that every site operative has a suitable site-specific induction and is provided with information of the arrangements of the site. The induction must be carried out by a Site Manager or Supervisor.

Landsec have produced a client template, which must be made specific to the site and be included at the start of the induction.

The Induction is not to provide general health and safety training but should comply with the CITB GE700 guidance for site inductions. As a minimum, it should include a site-specific explanation of the following:

- Landsec client template including relevant H&S Objectives
- Senior Management commitment to health and safety;

- Include an outline of the Landsec Health & Safety “One Best Way” Standards, as appropriate
- Outline of the project
- Information about the individual’s responsibility for health and safety
- Individual’s immediate line manager and any other key personnel;
- Any site-specific health and safety risks, e.g. - asbestos containing material locations, traffic management, access, neighbouring properties etc.
- Site rules, permit to work systems, security arrangements, hearing protection zones, arrangements for personal protective equipment, including what is needed, where to find it and how to use it;





One Best Way

Essential information about our
Health & Safety Standards.



- Arrangements for housekeeping and materials storage;
- Facilities available, including welfare facilities;
- Emergency procedures, including fire precautions, the action to take in the event of a fire, escape routes, assembly points, responsible people and the safe use of any fire-fighting equipment;
- Arrangements for first aid;
- Arrangements for reporting accidents and other incidents;
- Security awareness - Run, Hide, Tell video (www.gov.uk/government/organisations/national-counter-terrorism-security-office)

A copy of the workers CSCS Card number (right card – right job) must be retained in both worker and visitor inductions.

A copy of the workers and visitor's induction briefing form must be kept on site.

Where possible provide an induction booklet/leaflet to all site workers and visitors.

Delivery Drivers

An opportunity should be taken to provide delivery drivers with the risks and requirements on site, including PPE, falls from vehicle prevention and off-loading rules.

Action to be taken:

January 2018

Status:

Mandatory

Further help & contacts:

If you need any further information or guidance please contact any member of the Health, Safety & Security Team.



AspireAssist

24/7 HelpDesk

Landsec | *Aspire* offers a 24/7 support service, direct from our innovative Customer Service Centre.

assist.landseclink.com



Landsec
Link

This document supports the information on our online customer portal.



AspireAssist
24/7 HelpDesk



My Property



Landsec
Portals



Knowledge
Base

landseclink.com

Publication No.
AA100-OBW-02 Site Inductions

Land Securities Group PLC

100 Victoria Street, London SW1E 5JL

+44 (0)20 7413 9000

investor.relations@landsec.com

landsec.com



Landsec