



# Home Builder's Industry Induction Handbook



In conjunction with



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## **Key Organisation**

### **Home Building Federation (HBF)**

<https://www.hbf.co.uk/about/>

The Home Builders Federation (HBF) is the representative body of the home building industry in England and Wales. The HBF's member firms account for some 80% of all new homes built in England and Wales in any one year, and include companies of all sizes, ranging from multi-national, household names through regionally based businesses to small local companies

### **Home Building Skills Partnership**

<https://www.hbf.co.uk/policy/home-building-skills-partnership/our-aims/>

Over its first four years, it is hoped the Partnership programmes will engage with thousands of companies, workers, colleges and training providers.

The Partnership's focus is to:-

- Develop an improved public identity for homebuilding
- Influence the development of a more professional, fully trained workforce
- Increase productivity and the value added per employee
- Improve the quality and relevance of industry training
- Co-ordinate the tackling of common workforce challenges
- Influence and leverage investment in skills to the benefit of the homebuilding industry

### **Home Building Skills Pledge**

HBSP are acutely aware of the skills shortage our industry is facing. We recognise the importance of future proofing workforce skills – via new entry routes as well as developing our existing talent - so that we can build quality homes where and when we need them.

HBSP have a key role to play in this, and as such, pledge to collaborate with others in tackling the industry skills gap by supporting the Home Building Skills Partnership and working to its shared goals.

HBSP Skills Pledge members will:

**1. Collaborate and share**

We will work with the industry to share best practice across attraction, recruitment and skills development;

**2. Train to a standard**

We are committed to ensuring that all of our workforce are trained and qualified to a recognised industry standard that equips them with the skills and experiences needed for their roles, meets our business needs and fosters a more positive working environment;

**3. Engage and support**

We will lead by example by committing to train all our recruits to the industry standards being developed for their roles, and actively support our sub-contractors to do the same on an ongoing basis;

**4. Champion diversity and inclusion**

We are committed to recruiting a more diverse workforce to assist in improving the skills gap facing our industry, ensure breadth of thinking and that the sector is recognised for being inclusive and progressive;

**5. Promote careers**

We are committed to promoting home building as a primary career choice with well understood career paths, exceptional training, qualifications and prospects, through the way we attract and actively develop our workforce.

**NHBC**

<http://www.nhbc.co.uk/>

NHBC are the UK's leading warranty and insurance provider for new homes. Established in 1936, who set standards for our registered builders and work to help them improve the construction quality of the homes they build. This is ultimately for the benefit of homeowners.

NHBC provide inspection services, guidance and training to builders. They engage with the industry, the Government and key stakeholders to help shape housing policy and practice. NHBC provide protection for homeowners through our range of Buildmark warranty products.

## **Construction Industry Training Board (CITB)**

<https://www.citb.co.uk>

CITB are the Industry Training Board and a partner in the Sector Skills Council for the construction industry in England, Scotland and Wales. It's their job to work with industry to encourage training, which helps build a safe, professional and fully qualified workforce.

The support and funding CITB provide helps companies to improve skills, increase their competitiveness and respond to challenges such as the low carbon agenda, reducing costs on site and recruiting the best talent for our sector.

## **HSE**

<http://www.hse.gov.uk/>

The Health and Safety Executive (HSE) is the national independent watchdog for work-related health, safety and illness. It acts in the public interest to reduce work-related death and serious injury across Great Britain's workplaces.

## **Environmental Authorities**

<https://environment.ehp.qld.gov.au/env-authorities/>

The Department of Environment and Science's environmental authorities register provides details about licences (environmental authorities) issued for resource activities (mining and petroleum and gas) and prescribed activities issued under the *Environmental Protection Act 1994*. The environmental authorities include conditions requiring the developments to conduct these activities in an environmentally responsible manner.

Each environmental authority has a unique permit number.

## **Local Planning**

<https://www.buyaplan.co.uk/blog/posts/64-planning-authorities-of-england-scotland-and-wales>

In the following list, there are web addresses for every planning authority dealing with day-to-day development management in England, Wales and Scotland.

There are two main exceptions.

Firstly, for applications in England concerning minerals or waste, the planning authority you need may not be one of those authorities listed below, but instead may be a county council. However, the planning authorities listed below will be able to advise you how to proceed in such circumstances.

Secondly, special arrangements may apply in areas which have been designated as Enterprise Zones or which have other special administrative arrangements. It is best to enquire locally about these.

Many different kinds of local authorities have planning responsibilities and they organise their websites in many different ways. In England especially, the structure of local government is something of a patchwork, with several different kinds of authority providing planning services. This is reflected in websites: for example, the websites for district councils may sometimes be reached through, or be part of, the county's website.

## **Major Service Providers**

### **British Gas & Electricity**

<https://www.britishgas.co.uk/about-us/making-a-difference.html>

The communities British Gas serve are at the heart of our business. British Gas are committed to doing what's right and making a difference in local communities in three main ways:

- Helping people who need extra support to keep their homes warm and working
- Building the skills Britain needs to power the homes of the future
- Giving our time and resources to support local causes

### **Water**

<https://www.water.org.uk/about-water-uk>

Water UK is a membership organisation which represents and works with the major water and wastewater service providers in England, Scotland, Wales and Northern Ireland.

Their **vision** is of a water sector that provides customers and communities with world-class services and enhances the UK's quality of life.

Their **purpose** is to promote the conditions needed to achieve our vision through leadership in bringing people together, informing debate and generating ideas.

Their **priorities** are to help water and wastewater companies work with others to:

- Increase levels of customer and stakeholder trust in the sector
- Address short and long term pressures on UK water and wastewater networks posed by growing demand and climate change
- Inform the operation and development of markets, and their regulation, in the long-term interests of customers
- Make the case for smart design and enforcement of legislation/regulation governing water quality and wastewater in delivering public health and environmental improvements

### **They work with**

On behalf of their members, they engage with Defra, other government departments, regulatory bodies (such as Ofwat, the Environment Agency, the Drinking Water Inspectorate) and consumer bodies - and their equivalents in Scotland, Wales and Northern Ireland.

They are active participants in EurEau, the European Federation of National Associations of Water and Wastewater Services. This provides a powerful platform for the industry within the European institutions.

They also work with a wide range of partners, industry bodies, NGOs and stakeholders in support of their vision of a trusted water sector.

### **Broadband**

<https://www.gov.uk/guidance/broadband-delivery-uk>

Broadband Delivery UK (BDUK), part of the Department for Digital, Culture, Media and Sport, is delivering superfast broadband and local full fibre networks to the nation.

The government:

- is supporting investment to provide superfast broadband coverage to as many premises as possible beyond the 95% level achieved in December 2017
- is also introducing a broadband Universal Service Obligation so that by 2020 everyone across the UK will have a clear, enforceable right to request high speed broadband
- has provided access to basic broadband (2Mbps) for all for those who do not currently have coverage otherwise
- is supporting investment to stimulate private investment in full fibre connections by 2021.

## **Mental Health Awareness**

<https://www.matesinmind.org/>

Mates in Mind aims to raise awareness, address the stigma of poor mental health and improve positive mental wellbeing in the UK construction industry.

Mates in Mind has an ambitious goal – to reach 100,000 workers in its first year and by 2025 to have reached 75% of the construction industry.

It is led by and for the industry in partnership with the Health in Construction Leadership Group and British Safety Council, as well as with other leading organisations and charities such as Mind, Samaritans and Mental Health First Aid England. <https://mhfaengland.org/> Mates in Mind helps to make sense of available options and support to employers.

## **Home Building related Federations or Associations**

### **Association of Brickwork Contractors**

<http://www.associationofbrickworkcontractors.co.uk/>

The Association of Brickwork Contractors is a body made up a number of well-known brickwork contractors throughout the United Kingdom. The goal of the Association of Brickwork Contractors is to promote the role of the bricklayer and brickwork contractor and to continually seek to improve standards through the focus of quality of work, employment, health & safety and training & education.

### **British Woodworking Federation (BWF)**

[www.bwf.org.uk/](http://www.bwf.org.uk/)

Offering advice, support and wood industry information to its members as well as guidance for customers who use its products and services.

### **Build UK**

[www.builduk.org](http://www.builduk.org)

Build UK is the leading representative organisation for the UK construction industry. By bringing together Clients, Main Contractors, Trade Associations representing over 11,500 Specialist Contractors and other organisations committed to industry collaboration, Build UK represents in excess of 40% of UK construction.

### **Civil Engineering Contractors Association (CECA)**

[www.ceca.co.uk](http://www.ceca.co.uk)

The representative body for companies who work day-to-day to deliver, upgrade, and maintain the country's infrastructure.

### **Construction Plant-hire Association (CPA)**

[www.cpa.uk.net/](http://www.cpa.uk.net/)

The leading trade association in the UK supporting its 1,500 members, ranging from owner-operators with a single machine, right through to the largest companies in the industry, with hire fleets of thousands of machines.

### **Contract Flooring Association (CFA)**

[www.cfa.org.uk](http://www.cfa.org.uk)

Members of the Association include Flooring Contractors, Manufacturers, Distributors and Consultants– both large and small, operating from locations throughout the UK. Members work across a wide range of flooring finishes including carpets, underlays, vinyls, rubber, timber, adhesives and flooring accessories.

### **Federation of Master Builders (FMB)**

[www.fmb.org.uk](http://www.fmb.org.uk)

The UK's largest trade association in the building sector, with national offices in England, Northern Ireland, Scotland and Wales.

### **Hire Association Europe (HAE)**

[www.hae.org.uk/](http://www.hae.org.uk/)

Offering companies member support to assist in improving industry standards by supporting campaigns to increase the awareness of the benefits of hire and rental to the end user.

### **National Federation of Builders (NFB)**

[www.builders.org.uk/](http://www.builders.org.uk/)

The NFB provides business and policy support to builders, contractors and house builders across England and Wales.

### **National Federation of Demolition Contractors Ltd (NFDC)**

[www.demolition-nfdc.com/](http://www.demolition-nfdc.com/)

Acting as the recognised voice of the demolition industry, the NFDC helps to steer the demolition sector and provide vital information to its members

### **National Access & Scaffolding Confederation (NASC)**

[www.nasc.org.uk](http://www.nasc.org.uk)

NASC is the trade body for access and scaffolding in the UK – established 1945 and now serving a family of 240+ leading contracting firms, scaffolding manufacturers and businesses.

### **The National Federation of Roofing Contractors (NFRC)**

[www.nfrc.co.uk](http://www.nfrc.co.uk)

The NFRC is the largest and most influential roofing trade association in the UK, promoting quality contractors and quality products, ensuring that its members are at the forefront of all roofing developments.

### **Painting and Decorating Association**

[www.paintingdecoratingassociation.co.uk](http://www.paintingdecoratingassociation.co.uk)

The organisation that represents and protects the interests of the painting and decorating industry.

### **Road Safety Markings Association (RSMA)**

[www.rsma.co.uk](http://www.rsma.co.uk)

As the largest specialist trade body in the Highways Sector, the RSMA has played a key role in in developing the road marking industry.

### **Structural Timber Association**

[www.structuraltimber.co.uk/](http://www.structuraltimber.co.uk/)

As building offsite solutions in timber are gaining traction across the industry, the STA's mission is to enhance quality and drive product innovation through technical

guidance and research, underpinned by a members' quality standard assessment - STA Assure.

**Homes for Scotland**

[www.homesforscotland.com](http://www.homesforscotland.com)

The authoritative voice of the home building industry.

**Scottish Building Federation (SBF)**

[www.scottish-building.co.uk](http://www.scottish-building.co.uk)

Provides support and promotes the interests of the Scottish construction industry.

**Scottish Decorators Federation (SDF)**

[www.scottishdecorators.co.uk](http://www.scottishdecorators.co.uk)

The national trade association for all types of firms involved in the decorating industry in Scotland.

**Scottish Plant Owners Association (SPOA)**

[www.spoa.org.uk](http://www.spoa.org.uk)

A trade association whose members are all interested in the business of owning and hiring plant used in the UK construction industry:

## **Health & Safety on Site**

Your welfare and health is important to Industry. We also wish you to operate in a safe and sustainable environment.

### **Where to find information**

You will see the Principal Contractor's Health, Safety and Welfare Policy and the Environmental Policy displayed prominently throughout the workplace. These are supported by a management system underpinned by procedures, complimented by forms to record activity and inspections as well as various guidance to support you. You will receive a Health and Safety Induction when you first arrive on site, this will provide you with an overview of the Health and Safety arrangements in place on site.

On our building sites, there will be a Construction Phase HSE Plan which includes the risk assessments and safety method statements for the various activities on site and covers: pre planning, superstructure, substructure, internal and external works, followed by the occupation strategy for homes and includes measures for public safety and site security.

### **Safe environment**

There are also safe operating procedures for sites, sales information centres and regional offices. These cover activities such as ground works, use of mechanical handling equipment, first aid, fire, accident investigation, driving, lone working etc. Home builders personal protective equipment (PPE) requirements mandate the wearing of a safety helmet, hi-visibility vest/jacket, and steel midsole foot protection. Additional PPE must be worn for task specific activities.

Risks are eliminated wherever possible, where a residual risk remains it is minimised. This is particularly important on building sites where the access and occupation strategy prevents unauthorised access and is sequenced to improve the environment for home occupiers. Traffic management is designed to keep people and machines apart, with clear crossing points.

### **Competent people**

The ability to understand responsibilities and perform activities to a recognised standard is required on a regular basis. Competent people combine their practical and thinking skills, knowledge and experience to provide this service. This applies to Home Builders personnel and contractors alike.

### **Reporting**

Support is provided internally by health and safety advisers and line management. External bodies also inspect our sites. Accidents, near misses and incidents are investigated in order to learn lessons.