

CASE STUDY: Berkeley Group

In order to ensure we comply with all of the laws regarding new starters we have had stringent controls in place for quite some time now. This includes all new starters having to provide the induction forms to us 48 hours in advance of starting on site.

Alongside this, they must provide a photocopy of their passport (or other approved identity) along with their proof of address. By doing this our site secretaries, who have been trained by the UK Border Agency, are able to ensure documents received are legitimate and gives them sufficient time to assess the documents provided.

We have an incredibly good working relationship with the UK Border agency and have specific officers assigned to our company, which means in the event of any suspicious documents coming to light, we can send them to the officers for further review.

The assigned officers are also happy to come to site to view documents and take random samples of the information we have collated. On the day of the induction, the inductee must bring the original documents (proof of identity and proof of address) with them to site where we can check the validity with the machines held on site and again further reference the UKBA if necessary.

Once the new starter has passed all of the right to work criteria the hard copies of their information are shredded and we hold a scanned copy on a secure drive with very limited access to ensure we safeguard their information.

Each employer must also sign the declaration for the employee (directly employed or the agency) satisfying themselves that the new starter is eligible to work in the UK.

This topic is discussed at length throughout the procurement process and also at the weekly safety leadership meetings with all of the sub-contractors project managers.

Berkeley Homes East Thames SITE INDUCTION RECORD

To be completed on day of Induction

| | | | |
|-----------------|--|-------------------|--|
| Name | | Trade | |
| Contractor Name | | Date of Induction | |

| Sub-Contractor Declaration | |
|-----------------------------------|---|
| To be completed by Sub Contractor | <p>I hereby declare that the above person is qualified and competent to carry out the activities requested of them and that they have been inducted by myself with the relevant Risk Assessment and Method Statement (RAMS).</p> <p>I confirm that the above person has the correct PPE to carry out their allocated tasks, including Hi Vis with company logo / Berkeley branding.</p> |
| | <p>Signature _____ Date _____</p> |
| | <p>Name _____ Company _____</p> |
| | <p>Position _____</p> |
| | <p> </p> |

| Declaration of Inductee | | | | | |
|---|---|------------------------|---------------------------------------|---------------------------------------|-----------------|
| To be completed by Inductee | <p>I confirm that I have attended the site induction and that I fully understand the requirements placed upon me on this site and agree to comply with them.</p> | | | | |
| | <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Signed</td> <td style="width: 30%;"></td> <td style="width: 20%;">Was translator required at Induction?</td> <td style="width: 20%; text-align: center;">Yes / No</td> </tr> </table> | Signed | | Was translator required at Induction? | Yes / No |
| | Signed | | Was translator required at Induction? | Yes / No | |
| | <p>If 'YES', the translator to sign below to confirm that they have fully communicated to the inductee the requirements for accessing the site and that the Inductee has confirmed to them that they understand the declaration that they have signed above.</p> | | | | |
| <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Full Name (Translator)</td> <td style="width: 30%;"></td> <td style="width: 20%;">Signature (Translator)</td> <td style="width: 20%;"></td> </tr> </table> | Full Name (Translator) | | Signature (Translator) | | |
| Full Name (Translator) | | Signature (Translator) | | | |

| Confirmation | |
|-------------------|--|
| Berkeley Use Only | <p>The above named person has been issued with a full site pass.</p> |
| | <p>Name</p> |
| | <p>Signature _____ Date _____</p> |

SECURITY ACCESS SYSTEM (SAS) CONTROL FORM

To be completed in full and returned, complete with copies of required documents, **a minimum of 2 working days** prior to attending site / induction

| | | | | | | | | | | |
|--|---|----------------------|---|-----------------|--|--|--|--|--|--|
| Section 1: To be completed IN FULL by inductee / individual requiring access (will NOT be processed if any sections missing) | Section 1: Personal Details | | | | | | | | | |
| | Full Name | | National Insurance No. | | | | | | | |
| | Date of Birth | | Nationality | | | | | | | |
| | Gender* | Male / Female | Occupation / Trade | | | | | | | |
| | Home address (incl Postcode) | | Employer | | | | | | | |
| | | | Emergency Contact Name (and address if different) | | | | | | | |
| | Telephone No. | | Emergency Contact No. | | | | | | | |
| | Do you have a basic understanding of both written and spoken English? | | | Yes / No | | | | | | |
| | Medical History (confidential – for use in emergency only) | | | | | | | | | |
| | Are you suffering from any illnesses, allergies, injury or disability which may inhibit normal activity – or may have an impact on others with respect to health and safety? | | | Yes / No | | | | | | |
| | <small>If 'YES', you must ensure that your site manager and the Berkeley Homes manager responsible for your works is aware and that an appropriate assessment of your specific work activity work activity and place of work is carried out and your personal condition carefully considered.</small> | | | | | | | | | |
| | Competency and Qualification Details | | | | | | | | | |
| | What Competency Card do you hold? (e.g. CSCS; CISRS; CPCS; JIB; Skill, IPAF, etc) | | | | | | | | | |
| | Registration Number & Category | | | | | | | | | |
| | Expiry Date | | | | | | | | | |
| | How long have you worked in the Construction Industry? | | | | | | | | | |
| | Are you a supervisor / foreman? | | | | | | | | | |
| | Are you a Banksman or Plant Operator? | | | | | | | | | |
| | If so, what supervisory training have you received? | | | | | | | | | |
| | Date access to site required (minimum 2 working from submission) | | | | | | | | | |
| Date induction / access to site required | | | | | | | | | | |
| Declaration | | | | | | | | | | |
| I hereby declare that the personal information I have supplied above is true and accurate to the best of my knowledge and agree to it being processed in accordance with the below privacy notice. | | | | | | | | | | |
| Signature | | | | | | | | | | |
| Name | | | Date | | | | | | | |

PRIVACY NOTICE

Berkeley Homes (East Thames) Limited is the data controller for the information supplied on, and attached to, this form. It is used for business administration and for compliance with legal and regulatory matters. In limited circumstances it may be shared with other companies in the Berkeley Group and with selected third parties if necessary (for example with emergency services and/or insurance providers in the event of an accident or a HSE incident; or Government agencies in the event of a site inspection).

| | |
|--|---|
| Section 2: To be completed by Employer / Sub-Contractor | Right to Work in the United Kingdom |
| | <p>It is the responsibility of the Employer/Sub-Contractor requesting the individual's access to this project to verify the right to work in the United Kingdom of the individual by completing the relevant document checks required by the Home Office. For further information refer to guidance issued by the Home Office on Right to Work Checks at www.gov.uk.</p> <p>This Access Control Form MUST be returned with full clear copies of an Acceptable Document (or set of documents) for Rights To Work Check from either List A or List B attached as Annex A.</p> <p>The document(s) must be endorsed by the Employer/Sub-Contractor to confirm they have seen the originals.</p> <p>In addition, proof of current address must be provided by a document from List C below (driving licence is not acceptable).</p> <p>List C</p> <ul style="list-style-type: none"> • Utility Bill dated within the last 3 months • UK Bank or Building Society Statement dated within the last 3 months • HM Revenue and Customs (HMRC) Tax Notification dated within last 3 months |
| | Employers Declaration |
| To be completed by Inductee | <p>I hereby declare that the attached documents are certified copies of the originals and that I have personally witnessed the original documents and have the individual's consent to pass copies to Berkeley Homes (East Thames) Limited:</p> <p>Signature _____ Date _____</p> <p>Name _____ Company _____</p> |
| | Inductees Declaration |
| | <p>I agree to the attached documents being provided to Berkeley Homes (East Thames) Limited and to statutory, regulatory and enforcement authorities to verify my right to work in the United Kingdom</p> <p>Signature _____ Date _____</p> <p>Name _____</p> |

THE ORIGINALS OF THE ATTACHED DOCUMENTS MUST BE BROUGHT TO THE INDUCTION TOGETHER WITH YOUR COMPETENCY CARD.

| | |
|--------------------------------|---|
| Berkeley Homes Use Only | Confirmation of attendance at Site Induction |
| | <p>The above named person has attended the site induction / I have checked his Competency Card and they can be issued with a full site pass.</p> <p>Induction H&S test Score <input type="checkbox"/> Banksman / Plant Operator Competency Test Score <input type="checkbox"/></p> <p>The individual will* / will not* be a supervisor on this project</p> <p>Site Induction Record completed? Yes / No</p> <p>Name _____</p> <p>Signature _____ Date _____</p> |
| | Notes / Comments / Observations |
| | |
| | |
| | |

| Travel & Employment Survey | | |
|--|---|-----------------|
| Section 3: To be completed by inductee / individual requiring access (Non mandatory) | Do you live in any of the following postcodes? SE2 <input type="checkbox"/> SE3 <input type="checkbox"/> SE4 <input type="checkbox"/> SE6 <input type="checkbox"/> SE7 <input type="checkbox"/> SE8 <input type="checkbox"/> SE9 <input type="checkbox"/> SE10 <input type="checkbox"/> SE12 <input type="checkbox"/> SE13 <input type="checkbox"/> SE14 <input type="checkbox"/> SE18 <input type="checkbox"/> SE23 <input type="checkbox"/> SE26 <input type="checkbox"/> SE28 <input type="checkbox"/> None of the above <input type="checkbox"/> | |
| | Apprenticeships | |
| | Are you an Apprentice? | Yes / No |
| | If 'YES', which college are you enrolled at and attending? | |
| | Which course are you studying towards and at what level? (e.g. NVQ Level 2 in Bricklaying) | |
| | Approx. start date of apprenticeship | |
| | Approx. completion date of apprenticeship | |
| | Formal Training | |
| | Are you currently in formal training? (e.g. degree, BTEC, IOSH, SMSTS, First Aid, etc.) | Yes / No |
| | If 'YES', please confirm what you are studying | |
| | Approx. start date of formal training | |
| | Approx. completion date of formal training | |
| | Declaration | |
| | I hereby declare that the personal information I have supplied above is true and accurate to the best of my knowledge and agree to it being processed in accordance with the below privacy notice. | |
| | Signature | Date |
| Name | | |

PRIVACY NOTICE

It is not mandatory for you to complete section 3 of this form. Berkeley Homes (East Thames) Limited is the data controller for the information supplied on, and attached to, this form. It is used for business administration and for compliance with legal obligations. It may be shared with other companies in the Berkeley Group and the Berkeley Foundation, as well as with Royal Borough of Greenwich Council for project monitoring and evaluation purposes.

Annex A

Lists of acceptable documents for right to work checks

List A

Acceptable documents to establish a continuous statutory excuse

| | |
|----|--|
| 1. | A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK. |
| 2. | A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland. |
| 3. | A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland. |
| 4. | A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland. |

| | |
|-----|--|
| 5. | A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. |
| 6. | A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK. |
| 7. | A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. |
| 8. | A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. |
| 9. | A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. |
| 10. | A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. |

List B

| Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave | |
|---|---|
| 1. | A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. |
| 2. | A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question. |
| 3. | A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence. |
| 4. | A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. |
| Group 2 – Documents where a time-limited statutory excuse lasts for 6 months | |
| 1. | A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service. |
| 2. | An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service. |
| 3. | A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. |