

J A Pye (Oxford) Limited

Site Health and Safety Manual



(a trading name of J.A. Pye (Oxford) Ltd.)

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Note: This Site Manual is specific to Pye Homes (*a trading name of J.A. Pye (Oxford) Ltd.*)

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1.0 INTRODUCTION

1.1 Overview of this Manual

1.1.1 This Site Health and Safety Manual is a management tool which will enable Pye Homes site teams to manage the day-to-day Safety, Health and Environmental (SHE) issues experienced in connection with a construction site.

1.1.2 This site health and safety manual is to be used together with the Site Health and Safety documentation and template forms.

1.1.3 The principles underpinning the manual are:

- A) Identify what SHE risks are associated with an activity.
- B) Assess if they are covered in the contractors (or our) Risk assessments or Safety Method Statements and check that the necessary controls are detailed and clear.
- C) Ensure that operatives are properly instructed by their employers / supervisors; and
- D) Monitor compliance.

1.1.4 Please Note: This Manual and associated Construction Phase Plan Folders do not attempt to cover every eventuality for a construction site. Whenever Site Managers or Site Supervisors are faced with something outside their knowledge or experience, or if unsure on how to control a risk, they must contact Pye Homes appointed Health and Safety Consultants.



Regular monitoring, review and updating of the SHE Management System is essential to achieving continual improvement in SHE performance and is therefore to be supported by an internal and external audit process

covering all aspects of activity. This helps ensure that all sites are effectively managing their specific safety risks and environmental aspects.

2.0 USING THE SITE MANUAL AND SITE SHE DOCUMENTATION & TEMPLATES

2.1 Site Manual

2.1.1 The site manual is to be used by any relevant persons and outlines how Pye Homes expect processes to be carried out on construction sites. The detailed procedures will include industry best practice and guidance.

2.1.2 Further guidance is available in the CITB Construction Site Safety Manual GE700. Current versions are available from the Operations Director.

2.1.3 If at any point a site manager considers the Site Manual doesn't cover or answer what they need, then contact the Pye Homes appointed Health & Safety consultants.

2.1.4 Any references made within this manual to Pye Homes documents will be highlighted in **BLUE**

2.2 The Site SHE Documentation

2.2.1 The Site SHE Documentation is a series of folders which contain all the relevant information, templates and documentation for the construction phase of the project.

2.2.2 The Site SHE Documentation is to be delivered to site as soon as reasonably practicable (when a site manager is on site and a cabin is available) and will contain hard copy templates and forms which can be used on site.

2.2.3 Site Managers will have access via the internet to Pye Homes servers which will contain a digital file with the Site SHE Documentation available. This is to enable site managers to print any extra copies of documents in which they may need on site.

2.2.4 Completed documents shall be stored within the correct folder and section to ensure site managers / visitors to site (which may include HSE Inspectors / Consultants) can easily access relevant records and documentation.

3.0 KEY CONSTRUCTION STAGES

This section of the manual highlights the activities undertaken at the key stages of construction and identifies the procedures that must be followed and controls that must be adopted.

3.1 Site Set up

3.1.1 Site Documentation

3.1.1.1 The following documents which must be on site prior to any works commencing:

Document	Yes / No
Site Health and Safety Manual	
Site Construction Phase Plan Folders	

Electrical Installation Test Certificate	

3.1.2 Site Notices

The following is a list of notices / documentation that needs to be displayed on site, the below should be together on a notice board in a prominent position such as canteen / site office for all to see. Some documentation / notices will need to be displayed throughout the site and these are identified below.

Documentation / notices to be displayed in site office and / or welfare cabin	Yes / No	Mandatory with HSE Regulation?	Displayed throughout site also?
F10 Notification of Project		Yes	
Employers Liability Insurance Certificate		Yes	
Health and Safety at Work Law Poster		Yes	
No Smoking Sign		Yes	Yes
Pye Homes Policy statements	Yes		
Pye Homes Site Rules	Yes		Yes
Traffic Management Plan	Yes		Yes
Site Fire Plan	Yes		Yes
Accident / Crisis Management procedure flowchart	Yes		Yes
Emergency Plan	Yes		Yes
Accident forms		Yes	
Health and Safety Campaign posters (IOSH no time to lose)	Yes		
Site waste management plan			
First aiders poster / Sign	Yes		Yes
Hospital Location Poster	Yes		Yes
Safety alerts drop box	Yes		

A typical site notice board should look as follows:



3.1.3 Site Signage

- 3.1.3.1 The purpose of signage on a construction site is to convey critical health and safety information to those who see it. Before a site is set up the Operations Director will decide upon what signage is needed for the site. Other documents should be considered when making these decisions (Traffic Management Plan, Fire plan etc).
- 3.1.3.2 When planning signage for site, consideration should be given to the over use of signage which can have an adverse effect. Too many signs can mean the real message is lost, and care should be taken to ensure all signage is concise and needed.
- 3.1.3.3 Specific work signage will be provided by the contractors (warning excavations etc). However, Pye Homes recognise that as the Principal Contractor they have a responsibility to ensure the general site signage is provided. Pye Homes will have a logoed stacker board sign.
- 3.1.3.4 Signage is always to follow the standard colours, which are as follows:

Green signage with white writing is used for 'safe condition'	
Yellow triangle signage with black writing is used for 'warnings'.	
A white circle with red outline and single section through the middle is used to identify 'prohibitions'	
Blue signage with white writing is used to identify items which are 'mandatory'	

3.1.4 Traffic Management and Site Information Plan

3.1.4.1 Before works commence on site, including the setting up of the compound, a plan of the site must be marked up and will become the site traffic management plan, this is to include:

- Proposed Site compound, mortar silo etc.
- First aid point(s) and emergency assembly point(s); and
- Pedestrian and Vehicle routes.
- Any Public right of ways.
- Car parking areas / delivery areas.
- Site access and egress points.

3.1.4.2 A site information Plan must include the following items marked up on a plan of the site:

- Existing Overhead and Underground services.
- Existing foul and surface water gullies.
- Surface water features and drainage.
- Site access points, public rights of way.
- Tree Preservation Orders (TPOs), trees and hedges to remain; and
- Areas of protected habitat.

Note: as new services are installed, a review should be undertaken of the plan and these included

3.1.5 Compound Layout

3.1.5.1 The layout of the compound must be organised and planned in such a way so that it will reduce the potential for accidents and incidents. The following items should be taken into account and adhered to:

- Site operatives car park must have direct access to welfare and accommodation units;
- Welfare / Accommodation – strictly vehicle free;
- Lock up / Material Storage – strictly vehicle free;
- Brick / Block compound – including refuelling area and mortar silo; • No blind spots for vehicles entering and exiting compound;
- Reduce the need for the manoeuvring of vehicles.
- Storage of flammables.
- The location of overhead cables.
- Smoking areas should be away from material storage areas.

3.1.6 Welfare Provision

3.1.6.1 All of Pye Homes construction sites will provide sufficient facilities for the number of persons working on site. The below is a list of a minimum requirement of what will be provided on site:

- Readily accessible sanitary conveniences for men and women which have been adequately ventilated and lit.
- Readily accessible washing facilities with hot and cold or warm water, soaps and towels, hand basins should be large enough to facilitate washing the forearm.
- Supply of drinking water and cups.
- Changing facilities for men and women with suitable seating and provision to dry clothes.
- Suitable facility to enable persons to lock away special clothing not taken home, personal effects or clothing not worn during working hours.
- Rest facilities with sufficient tables and seating with backs for the numbers of personnel with facilities to prepare and warm food and boil water.
- An office for site manager
- A drying room which provides a warm environment for clothes to be dried out.
- An area where persons can store and dry and PPE.
- Sun Skin care centre with sun cream available appropriate to the level of UV radiation exposure from the sun.

3.1.6.2 Minimum number of toilets and washbasins are detailed in the Approved Code of Practice for Workplace (Health, Safety and Welfare) Regulations 1992 and are also shown below.

Number of toilets and washbasins for mixed use (or women only):

Number of People at work	Number of toilets	Number of washbasins
1 – 5	1	1
6 – 25	2	2
26 – 50	3	3
51 – 75	4	4
76 – 100	5	5

The number of people shown in column 1 refers to the maximum number likely to be in the workplace at any one time.

Number of men at work	Number of toilets	Number of urinals
1 – 15	1	1
16 – 30	2	1
31 – 45	2	2
46 – 60	3	2
61 – 75	3	3
76 – 90	4	3
91 – 100	4	4

3.1.6.3 To ensure the cleanliness of the welfare facilities, they are to be inspected each morning and this is to be recorded in the specific Welfare Cleanliness Forms to evidence they are being maintained. (Form shown below)

3.1.6.4 Toilets are to be kept well lit, ventilated and provided with toilet paper.

3.1.6.5 Washbasins - should be large enough for people to wash hands, forearms and faces with a supply of clean hot and cold or warm water, soap and towels.

3.1.6.6 Eye Wash Station - Each site must have a minimum of 2 large sterile water bottles to form an eye wash station. The bottles should be sealed and disposed of once the seal has been broken. Bottles have an expiry date and this is not to be exceeded. The site managers are to replace any used bottle as soon as possible to ensure eye wash is always present on site.



- 3.1.6.7 First Aid Kit - Each site is to have a fully stocked first aid kit which is adequate for the number of operatives on site. First aid kits must be regularly checked and replenished as necessary. It is the responsibility of the person using the first aid provisions to notify the site manager so they can get the box replenished. Where first aid kits are available, signage should be placed next to them along with accident forms and the accident / crisis management flow chart included in the Health and Safety Policy as Appendix A. First aid kits should be in accordance with BS8599.



- 3.1.6.8 AED – Automated External Defibrillator – Each site is where possible to have an AED device kept within the site welfare area. Signage should be present to indicate where this is, as well as communicated as part of the site induction. At least 2 persons on site will be trained in how to use correctly. This will usually be the first aiders on site as this is covered in their First Aid training.
- 3.1.6.9 Drying rooms - are to be provided where clothes can be hung up and left to dry. Any heaters within the drying room are to have a grille over them to ensure no contact between clothing and heaters.
- 3.1.6.10 Smoking Areas – Designated smoking areas are to be provided, these will be identified with smoking signs. There will be fire extinguishers available in the smoking area and an ash tray or cigarette extinguishing point. Smoking areas will not be enclosed or substantially enclosed.
- Substantially enclosed is when a premise has a ceiling or a roof but have an opening in the walls which is less than the total area of the walls. This means at least 50% of its sides must be permanently open.
- 3.1.6.11 Rest Facilities – A canteen area will be provided to enable site personnel to take breaks. The area should be large enough so that the number of people expected to use it at any one time are able to. On large sites this may mean that lunch breaks are staggered between contractors. There should also be an adequate number of tables and chairs for people to use.

Pye Homes will provide a microwave / means of heating food, which will enable persons on site to heat food up should they so wish. Depending on the size of site and persons expected to use welfare facilities at any given point, numerous microwaves may be appropriate.

Instant hot water heaters will be provided to provide access to hot water. An example of one can be seen below:

3.1.7

3.1.7.1



Consider controls to prevent risk of scalding Mortar Silo

Where a mortar silo is required, the silo supplier will stipulate the size of base required to accommodate the number of silos to be installed. This arrangement should incorporate a wheel

stop (see **section 3.1.8**) and a central drainage channel. The wheel stop block is intended to prevent an interface between the operatives at the silo and the full machine (extending the forks used to retrieve the mortar tub, etc.). The drainage channel is intended to direct any excess wash-out or spills away from drains, site roads etc. as well as keep the working area free of slip hazards.

- The silos should be sited away from any drains and other groundwater's. Adjacent drains should be sealed to prevent any run-off entering.
- Concrete and cement mixing should be undertaken at least 10 metres from a watercourse or surface water drain to reduce the risk of run-off entering. **If not possible then measures should be in place to adequately control run-off.**
- Electrical supply to be installed by competent electrician and tested every 3 months, the supply required will depend on the number of silos and will be stipulated by the silo supplier.
- Silo and dispensing valve should be secured and locked-off out of hours.
- Washout should be contained in a tub, allowed to set overnight and disposed of as clean/inert waste.
- On Consortium sites Silos should be sited within the parcel and not where access is required from Consortium Roads.



3.1.8 Wheel Stops

3.1.8.1 Wheel stops **must** be in place (built and suitably secured against accidental displacement) at the Mortar Silo and where mobile mixers are used. This is to keep the telehandler at a safe distance from the operatives at the silo (or mixers) i.e. Retrieval of the mortar tub, etc. is only possible by extending the forks.

- Mixing areas should be located away from the main site traffic routes with vehicle run-ups as short as possible to prevent a build-up of excessive speed.
- Wheel stops should be around 2.5m - 3.0m away from the silo to avoid the need for extension refill hoses while ensuring that the forks can be lowered when lifting.
- The height should be between 350mm and 500mm allowing the driver to have a clear view of the refill connection at the silo and react should problems arise.
- The stop should be robust enough for daily use. If built of blocks, they should be laid flat.



- There should be a gap in the stop to allow the supplier to lay the refill pipe straight and flat without it having to lift it manually over the stop
(See below);
- At temporary mobile mixing areas (e.g. cement mixers), temporary stops such as pallets of blocks etc. may be used to restrict the access to the telehandler forks only.

Note: If packs of blocks, etc. are used to prevent vehicular access, they must not be removed until the mixer is put out of use. (See below).



- To remain effective, the stop must be maintained



3.1.9 Refuelling areas

3.1.9.1 A refuelling area should be set up as early in the life of the site as possible and removed as late as possible. It should comprise a fuel tank and concrete area sloping to a soakaway. The soakaway should use gravel as a filter for any spilled oils along with a layer of geotextile to trap oils. It should incorporate a New Pig Oil Boom (or similar) to separate and contain oil spills and oil run off.

3.1.9.2 There may be occasions where a Groundwork Contractor is on site prior to the site refuelling set up being established. In these cases, mobile bowzers or suitable storage tanks (see section 3.1.11) should be used.

3.1.10 Mobile Bowzers and Storage Tanks

3.1.10.1 Mobile bowzers should only be brought to site in temporary situations and only where it is highly impractical to utilise a fully set up refuelling area. They must be fully integrally bunded, to the same requirements as static tanks with additional requirements as follows:

- a) Any taps or valves permanently fixed to the unit through which oil can be discharged to the open must be fitted with a lock
- b) Where oil is delivered through a flexible pipe permanently attached to the unit:
 - It must have a manually operated pump or valve at the delivery end that closes automatically when not in use
 - The pump/valve must be provided with a lock
 - The pipe must be fitted with a lockable valve at the end where it leaves the container
 - Drip trays must be used when refuelling
 - A spill kit must be available; and
 - Refuelling should NOT take place near drains or controlled waters.

3.1.10.2 Fuel Tank and Storage

The fuel tank that must be used is the 'Garic Fuel Safe Static Tank' (300 or 500 gallon) or equivalent. The following requirements must be met:

- GPI push pull pump (110lt/min)
- 12ft heavy-duty hose and trigger (trigger shuts off automatically when not in use)

- Feed and return for generator (standard size ½")
- Inner site gauge (protected outer drop gauge optional) • Fully lockable – only one padlock needed; and
- Labelled 'Fuel Oil' with capacity.



Notes:

- If your fuel gauge becomes opaque, either replace it or insert a small floating coloured ball within the pipe to show the fuel level.
- Agree designated key holder for the lockable fuel tank to organise deliveries and refuelling and inspect tank for leaks.
- All fuel deliveries by third parties must be supervised during coupling stage to the onsite fuel tanks.
- Minimise the amount of fuel stored in any tank at any one time and consolidate fuel storage on site, particularly at site set up and decommissioning stages
- If a small amount of fuel is required on site, use 45 gallon fuel drums instead. These must be stored in an Interceptor Drum Store within refuelling area. (See below)



3.1.11 Inspection and Maintenance

3.1.11.1 Oil containers, secondary containers and storage areas need to be checked regularly for signs of damage, **corrosion, bulging, leaks or evidence of unauthorised use or interference.**

3.1.11.2 Any defects or faults should be repaired immediately and records kept of the work completed.

3.1.11.3 Records should be kept of oil usage. Oil levels within tanks and bunds should be checked frequently. Any sudden losses could indicate a leak and should be investigated.

3.1.11.4 Deal with any oil in secondary containers (e.g. drip trays) immediately.

3.1.12 Refuelling arrangements for small plant

3.1.12.1 Provision Position and maintain tanks (and generators) as far as possible from surface waters, drains, open excavations and grips to minimise risk of impact and vandalism.

3.1.12.2 Avoid the gravel within the soakaway becoming contaminated with oils - identify any contamination through a visual inspection. Use the Terram and oil boom to ensure that the gravel remains uncontaminated

3.1.12.3 If the gravel does become contaminated you must ensure that it is disposed of as hazardous waste.

3.1.12.4 Ensure a drip tray is used at all times during refuelling and maintenance, and use a funnel where necessary.

3.1.13 Provision and use of spill kits

3.1.13.1 A Spill Kit must be provided on all sites. There are two types for use on Pye Homes sites;

- **Standard Spill Kit;** and
- **Enhanced Spill Kit** for 'at risk sites' with drains water courses and boreholes etc.

Standard Spill Kit Contents (Minimum Requirement for all Sites)

Description	Quantity
8 KG Bag of Silica Free Absorbent Granules 	2
Polythene Disposal Bags 	10
Wheelie Bin for Disposal of Contaminated Waste 	1
3D Spill Station Sign 	1
Drip Tray for refuelling small plant 	1

Oil Only Absorbent Boom 	4
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Extra items to be included when Enhanced Spill Kit is required:

Description	Quantity
Tear Resistant Drain Block Cover 	1
Drain Cover Holder 	1
Oil Absorbent Mats 	50 Mats

3.1.14 Generators

3.1.14.1 Generators should never be the first option - consider whether mains generated electricity is available.

3.1.14.2 Consider the size of generator for the required output and the minimisation of environmental risks.
Standard outputs for Pye Homes activities:

- **48 kva at 240v** – Suitable for running normal compound, providing for canteen, office and cement silo.
- **18 kva at 240v** – Suitable for running temporary set up, providing heating and lighting only.
- **18 kva at 110v** – Suitable for single stack apartment cabin, providing heating and lighting only.



3.1.14.3 Compound/Show Area Generators

The generator should be located as close as possible to the refuelling area with as much of the fuel line over the concrete slab as possible. Connections should be accessible and above ground with a means of collecting drips and spills and protected from vandalism by high fencing and security where appropriate. Take account of the wind conditions when arranging activities that are likely to emit fumes, odours and/or noise. The supplier of the generator should set it up and sign off any necessary connections e.g. fuel, exhaust, etc.

3.1.14.4 Small Portable Generators

Consider the use of smaller / portable generators carefully. There is an increased risk of noise, pollution and fuel spills. Ensure they are operated with a drip tray as shown below:



3.1.14.5 Ensure engines are switched off when not in use, particularly in summer near buildings, to prevent the accumulation of fumes.

3.1.14.6 Operation of Diesel Generators

The potential hazards that can occur from incorrect set-up or use include:

- Being overcome by excessive emissions (exhaust fumes)
- Electric shock
- Fuel Spillage
- Difficulty accessing the equipment

3.1.14.7 When setting up the generators the following measures should be taken:

- The generator should be situated away from doorways and windows that could be opened to prevent exposure to the noise and fumes. Where this cannot be achieved, exhaust ducting should be used to remove any fumes to a height above the building, or horizontally to an area where they present no hazard. This must be done to manufacturers specification;
- If there are difficulties with location / access etc. request the generator supplier to visit the site to undertake a site survey
- The generators exhaust must be positioned at the furthest away point from any doorway and window opening;
- A minimum of 1 metre all round should be achieved for maintenance purposes;
- All live terminals should be securely covered and closed. Only the supplier is to carry out any electrical tests or repairs;
- Adequate measures to be adopted to prevent accidental or deliberate fuel spillages. The site must have provisions for containing and soaking up any spillages – See section 3.1.14 'Provision and Use of Spill Kits'
- Where access to the generator is restricted, consider the use of a timer for remote generator starting up and switching off; and
- Any suspicion of fumes in the office, the generator must be switched off immediately and the supplier contacted. Any signs of excessive noise, vibration or smoke from the generator must also be reported to the supplier immediately.

3.1.15 Hazardous materials storage

3.1.15.1 Hazardous materials are to be stored in accordance with Material Safety Data Sheets and COSHH assessments.

3.1.15.2 Site Managers are to complete the **COSHH Assessment Register** located in [Site SHE Documentation](#) to ensure the construction site has the correct facilities for any hazardous substances coming onto site before they arrive.

3.1.15.3 All gas cylinders such as LPG should be stored in lockable, well ventilated cages which have clear signage on them as shown below. It is important that the size of the cages are adequate for the amount of cylinders likely to be on the construction site.



3.1.16 Installation of Electrical Supply to Compound

- 3.1.16.1 Electrical equipment on site must be installed by a competent person. Certification must be obtained on completion of the work. The certificate should include what maintenance, inspection and testing is required and the frequency of checks.
- 3.1.16.2 An electrical safety poster should be displayed on site, which shows basic emergency first aid procedures for treating someone who has received an electric shock.
- 3.1.16.3 A means of isolation should be readily available for cutting off supply to any electrical equipment.
- 3.1.16.4 If the Principal Contractor is responsible for providing and maintaining a temporary electrical supply around a site, the work should be undertaken by a competent electrical contractor and an installation certificate is required on completion of the work. The certificate should also state what maintenance, test and inspections are required and at what frequency. HSE guidance booklet HSG 141 'Electrical Safety on Construction Sites' give full guidance on the requirements for test and inspections.

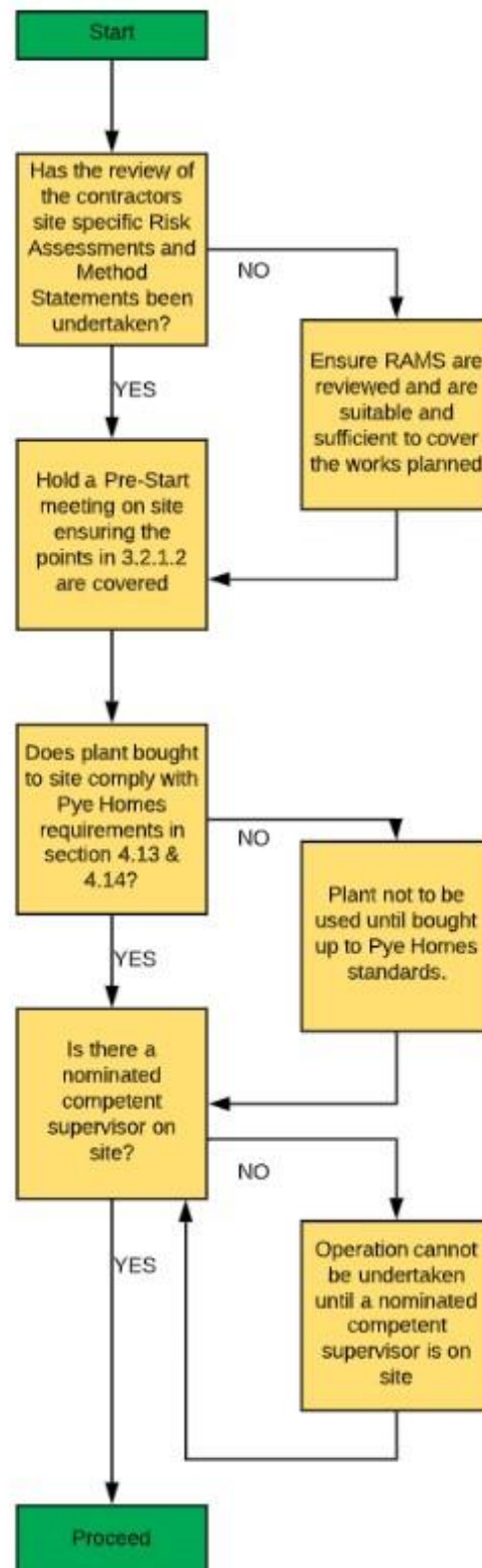
3.1.17 Fire Risk Assessment, Fire Plan and Equipment

- 3.1.17.1 Please refer to section 4.6 of this document.

3.2 Roads and Sewers

3.2.1 General

- 3.2.1.1 Before any works on roads and sewers can commence, the following flow chart should be worked through. More information on sewers and sewage works can be found in section: 4.16.



3.2.1.2 Points to be covered in a roads and sewers pre-start meeting are as follows:

- Outline of the works to be carried out
- Information review – examination of information provided by contractor, e.g service drawings, foundation details, levels, ground investigation reports.
- What supervision will be available?

- Traffic Management
- Where fuel will be stored and refuelling areas
- How silt will be managed
- Waste disposal arrangements
- Protected species and invasive weeds
- Security and public protection.
- Off-site works
- Reviewing of Risk Assessments and Method Statements.
- Plant and equipment
- Any other HSE issues.

3.2.1.3 Other areas within this manual which may be relevant to this work include:

- 4.2 - Permits
- 4.11 - Overhead Services
- 4.12 - Underground Services
- 4.15 - Excavations
- 4.16 - Sewers and Sewage

3.2.2 Checklist

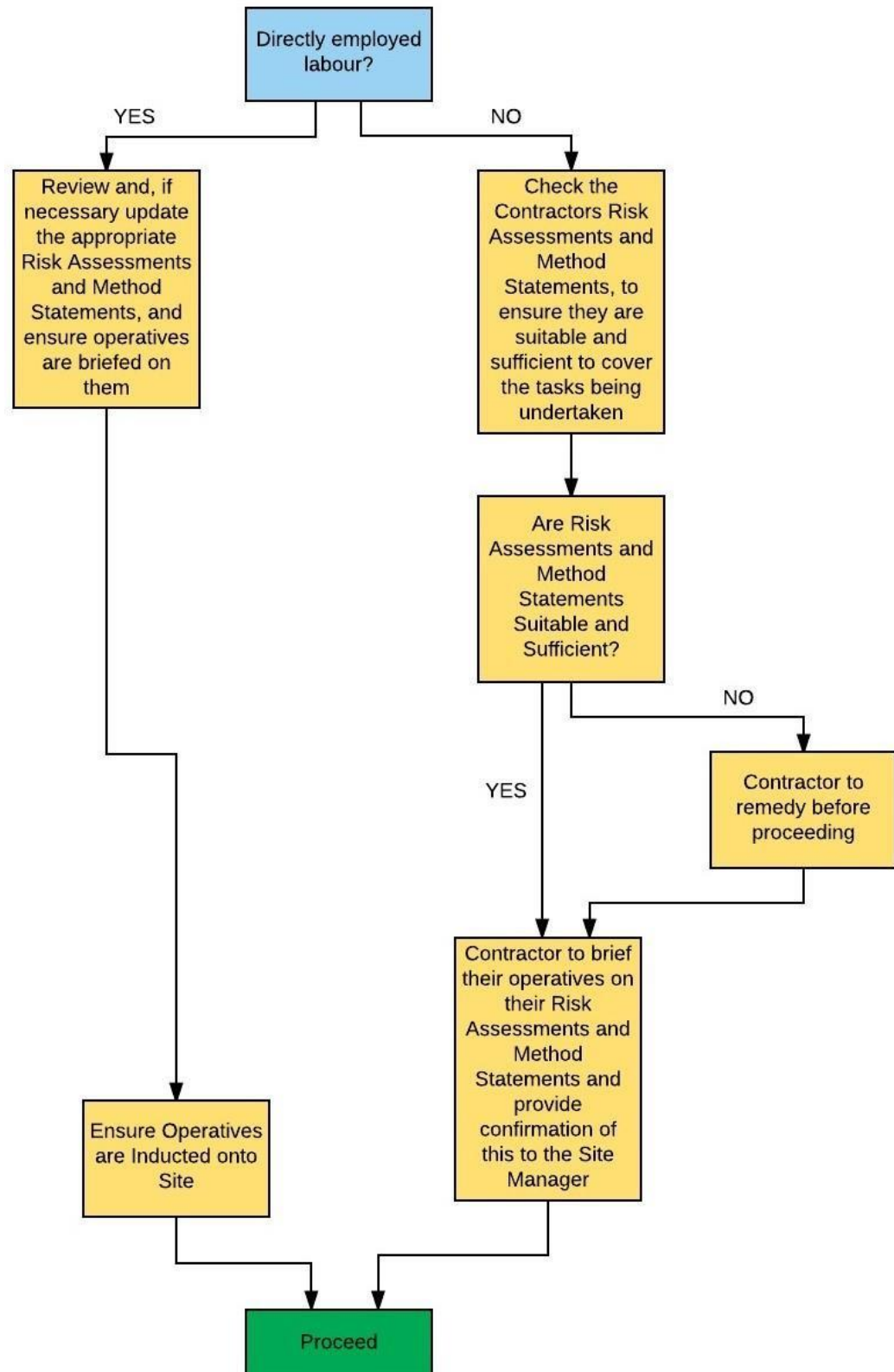
3.2.2.1 Below are the points that must be addressed prior to commencing works on roads and sewers:

- Have the contractors Risk Assessment and Method Statements been approved as suitable and sufficient?
- Has a pre-start meeting taken place on site with the contractor?
- Have procedures been agreed with the contractor for dealing with particular risks (e.g overhead power lines, underground services, supporting excavations and confined spaces)
- Has the contractor's supervisor been identified and briefed?
- Is the equipment on site appropriate to the activity?
- Have all operatives received a Pye Homes site induction?

3.3 Bringing Contractors and Operatives onto site

3.3.1 General

3.3.1.1 When bringing contractors onto site it is important the flowchart below is followed to ensure that all persons on site have signed onto some Risk Assessments and Method Statements and that these are suitable and sufficient to cover the works planned.

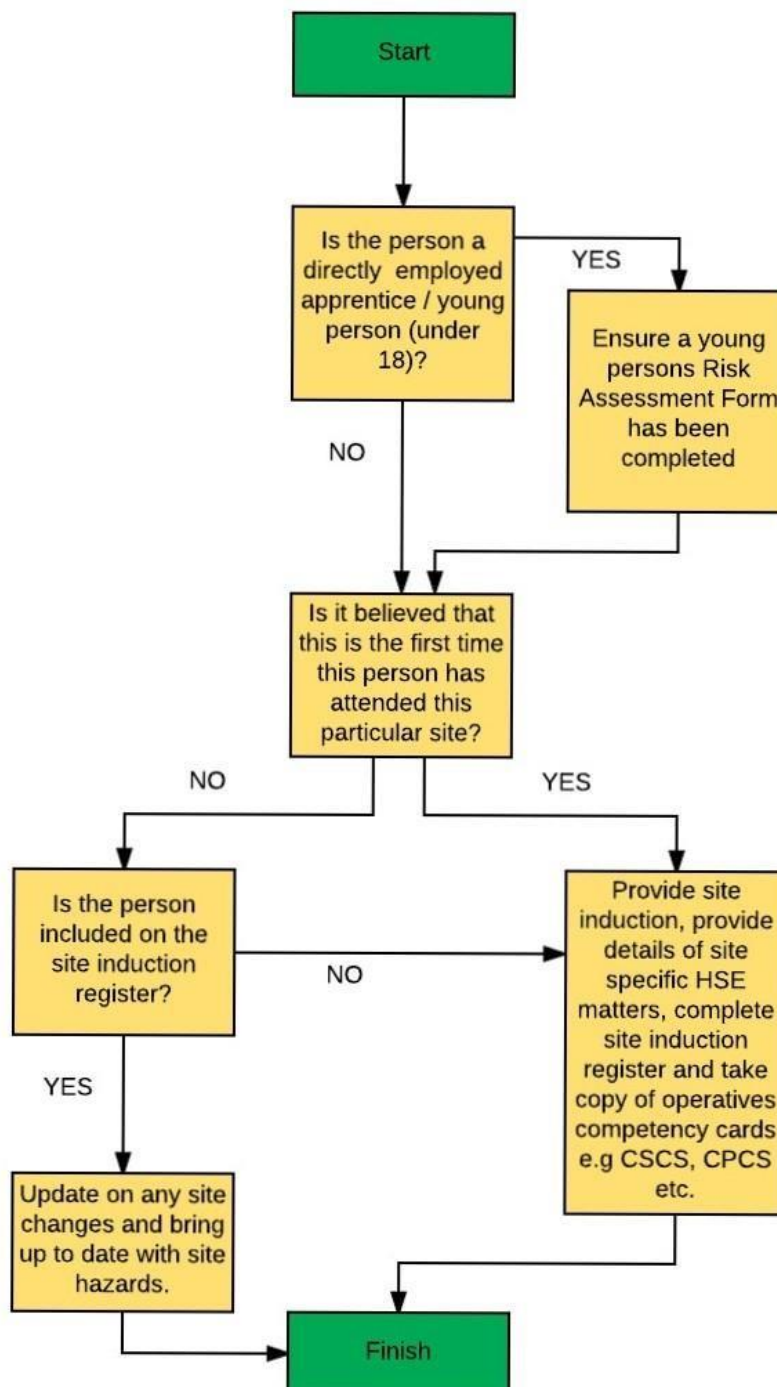


3.3.2 Site Induction

3.3.2.1 Every person attending a Pye Homes construction site must be inducted by the site manager or a person appointed by the site manager to deliver on their behalf.

3.3.2.2 Site visitors that may be visiting site for a short period of time should be closely personally supervised by the site manager / assistant site manager at all times, as well as having the site hazards for that particular day explained to them.

3.3.2.3 The induction flowchart below should be followed when a person attends site for the first time:



3.3.2.4 It is important that a site induction is not rushed and all points included on the Site Induction Checklist are covered. **This checklist can be found in the [Site SHE Documentation](#).** It is important that the

inductor and the inductee both sign to prove the induction has taken place. An example of the induction checklist can be seen below:

PYE HOMES INDUCTION SHEET

PYE
h o m e s
BLenheim

Development/Phase:.....

Person giving Induction:

Date of Induction:

The following items have been explained to the inductee:

- The Company's policy for health, safety and welfare;
- Allocation of safety responsibilities on site;
- Site specific rules;
- Safe systems of work, where applicable; (employer to pre-brief the inductee).
- General hazards in and around their work area;
- Specific hazards allied to their work area including the detail of the risk assessment and noise implications of that task;
- Fire and emergency procedures (including the location and use of extinguishers);
- First aid - names and locations of first aiders, introduction to them, position of first aid boxes and rules for their use;
- Use, availability and storage of protective clothing and equipment;
- Procedures for reporting accidents, injuries and property damage;
- Welfare - location of canteens, toilets, etc, and other welfare matters;
- The importance of hygiene and health.
- Environmental
 - Travel to and from site
 - Site based Transport
 - Waste segregation/removal

I have received the site safety induction and understand the safety requirements and obligations of me. I confirm that my employer has briefed me on my safe system of work.

Signed by:(having received safety induction)

Print Name:

Company/Employer:

CSCS or equivalent card Number:.....

Medical condition notification:.....

This form is to be held in the site records and then transferred to head office on the completion of the task.

3.3.2.5 Once an induction has been completed the person's name will need to be entered onto the site induction register and signed by the inductee. This can be found in the [Site SHE Documentation](#). An example of which is shown below.

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3.3.4 Contractors

3.3.4.1 When a contractor has been appointed, it is necessary to have a pre-start meeting with the contractor to discuss any health and safety relevant information for the site. Along with any other information that needs to be discussed.

The pre-start meeting is an opportunity where Pye Homes can communicate to the contractor the standard of health and safety and workmanship that they expect to see on site. It is also an opportunity for the contractor to raise any issues before works commence on site.

Pye Homes will need to bring any relevant procedures to contractors at this point if not before, such as timescales for RAMS to be submitted for review.

3.3.5 Checklist

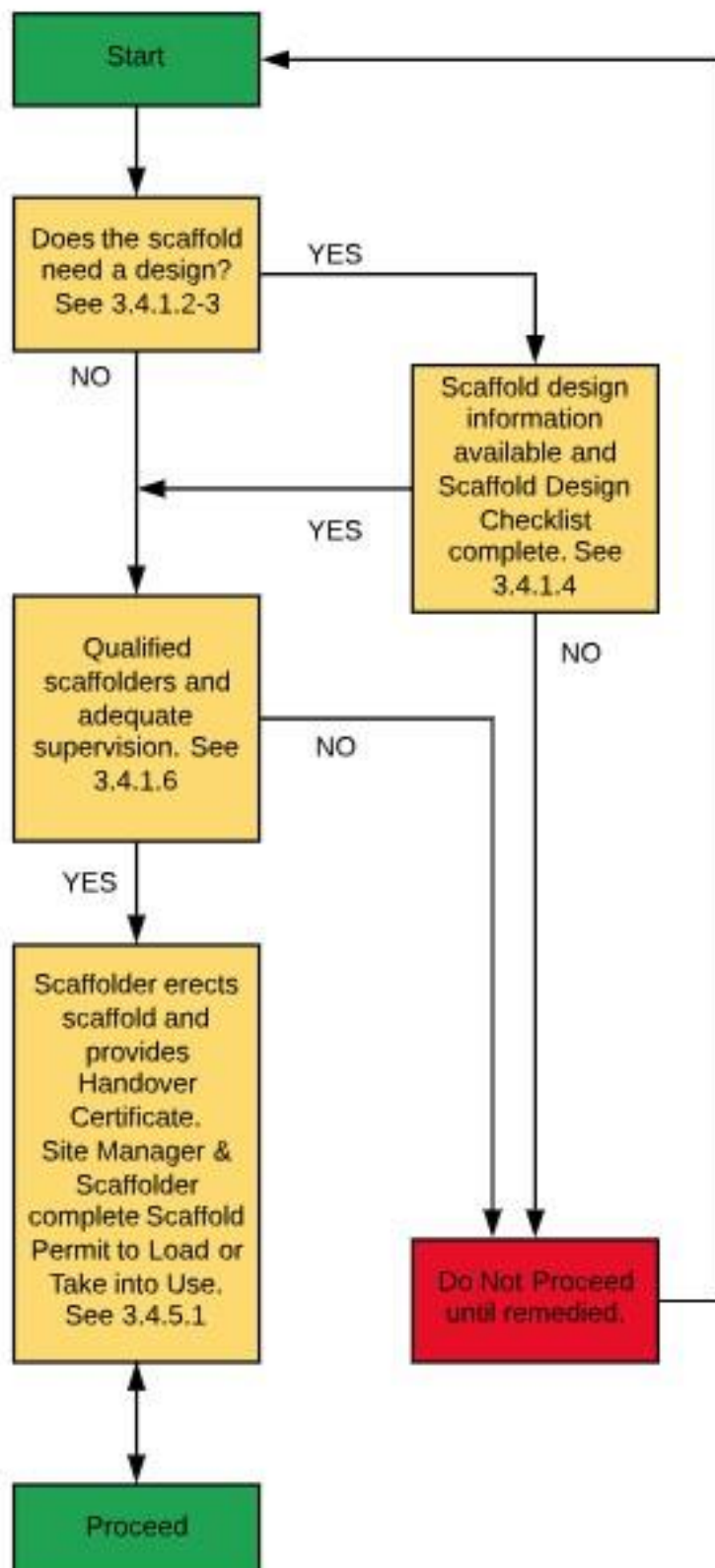
3.3.5.1 Below are the points that must be addressed prior to bringing a new Contractor to site:

- A pre-start meeting has been held and recorded
- The relevant Risk Assessments and Method Statements are available
- Proof that the Risk Assessments and Method Statements have been read and understood has been provided to site management.
- A copy of all Risk Assessments and Method Statements are available on site.
- All operatives have had a Pye Homes site induction and relevant paper work completed.
- Any apprentices / young persons have had an induction and a young person's risk assessment form completed.

3.4 Scaffolding and Ladder / Stair Access

3.4.1 General

3.4.1.1 Scaffolding is the primary means of access to work at height and provides both a working platform and edge protection. Safe scaffolding relies on careful planning, safe erection by competent scaffolders and regular competent inspection to ensure continued safety.



3.4.1.2 Will a scaffold need a design?

NASC Standard traditional tube and fitting scaffolds to (TG20:21) standard configurations comply with BS EN 12811 are standard scaffolding designed by structural calculation and do not require further design if no deviations.

However, if the answer is yes to any of the below then the scaffold will need a design:

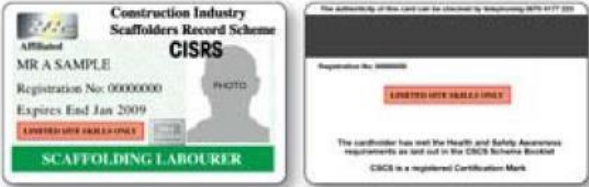
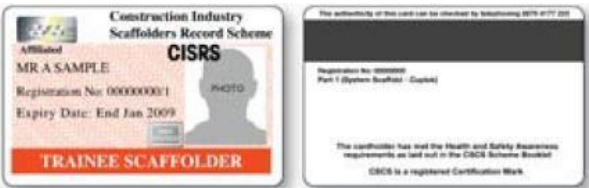
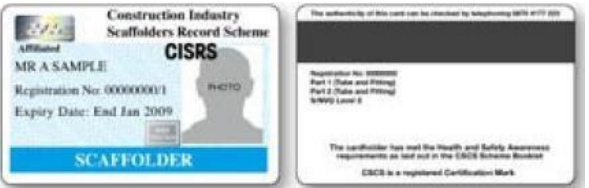
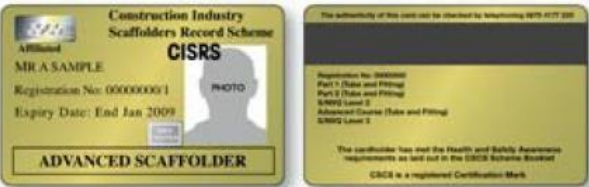
Scaffold requirements prompting a design
Will the Scaffold exceed 12m in height from ground level and/or the width exceeds 7 boards? (Note: 8 boarded scaffold width are acceptable if at 1.5m centres)
Will more than any one working lift of a scaffold bay be required for loading at any one time?
If system scaffold, is any part of a system scaffold to be constructed NOT to the manufacturer's – spec. or standard layout
Will there be a freestanding scaffold e.g. around a timber frame
Will there be tube and fitting staircases (i.e. not proprietary stairs).
Loading bays required that are not as detailed in the Pye Homes Scaffolding Requirements. 3.4.1.4e.g. multi lift bays on timber frame for loading from Tower cranes, etc.
Are cantilevers and /or fans required
Are ladder/unit beams required e.g. to bridge wall plates, conservatories etc.
Are lifting gantries required e.g. mini hoists.
Is scaffold subject to: • Significant vibration e.g. concrete pumps systems; and/or • Loading from passenger/goods hoists.
Is there Putlog or independent scaffolding required to be sheeted or netted on more than one lift.
Will the Bay Lengths exceeding 1.8m for putlog or 2.0m for independent tube and fitting

3.4.1.3 Scaffolding is Temporary Works and in accordance with BS 5975 design checks are required. TG20:21 scaffold requires a check at site level whereas more complex designs require varying levels of independent design checking, in accordance with BS 5975.

3.4.1.4 A Scaffold Design Checklist is available within the CDM Manual Templates and should be completed by the Scaffold Supervisor before erection of any scaffold on site and included in the [Site SHE Documentation](#).

3.4.1.5 A Site Manager's Weekly Scaffold Inspection Log, supported by the Scaffold Contractor's Weekly Inspection records must be completed by the Site Manager. This Register is included in the [Site SHE Documentation](#).

3.4.1.6 Scaffolders and Scaffold supervisors must hold a scaffold qualification relevant to their work, either through the CISRS scheme or equivalent. CISRS (Construction Industry Scaffold Registration Scheme, the CISRS scheme covers both system and tube and fitting types of scaffold, these will be endorsed on the back of the card.

Labourer- For operatives who will only be involved with the labouring duties, moving materials etc. If the operative will be required to carry out any scaffolding works they must hold a CISRS Trainee card or above	
Trainee Scaffolder – Trainee Scaffolders should not be carrying out any work unless under the direct supervision of a qualified Scaffolder. Must start Part 1 within 18 months. Operatives completing Part 1 renew Trainee card for a further 18 month period to complete Part 2 and Level 2 N/SVQ	
Scaffolder – For operatives required to erect, dismantle and alter scaffolding. Completed CISRS Part 1 and Part 2 Achieved a NVQ/SVQ Level 2 in Scaffolding Five year expiry	
Advanced Scaffolder – For operatives required to erect, dismantle or alter scaffolding of a complex nature. Completed CISRS Part 1, Part 2 and Advanced Scaffolding course. Achieved an NVQ/SVQ Level 3 in Scaffolding	

3.4.2 Safe System of Work

3.4.2.1 To ensure that scaffold is erected, altered and dismantled as safely as possible, scaffolders must be operating a safe system of work.

Options available to comply with industry guidance are ‘Scaffolders Steps’ or ‘Advanced Guardrail System’. If other options are put forward by the scaffolder, these must be confirmed by GHPC Group, Pye Homes appointed Health and Safety Consultants as appropriate. The above options enable a handrail to be fitted to the next lift before the scaffolder accesses it, reducing the risk of falls from height.

3.4.2.2 All scaffolders should:

- Be trained in their employer’s safe system of work and use the use of harnesses as part of the safe system of work.
- Adopt a system, such as ‘Scaffolders Steps’ or ‘Advanced Guardrail Systems’ that removes the requirement to rely solely on the use of harnesses as fall protection.

- Have access to and be briefed in the relevant safety risk assessments and method statements.
- Wear harnesses and lanyards at all times when working; and
- Display a 'Scaffold not in use / under construction' sign where necessary.

3.4.3 Harnesses

Fall arrest harness with rear dorsal ring to BS EN 361		Fall arrest lanyard incorporating an energy absorber to BS EN 355 (Max Length 1.75m) with 55mm opening scaffold hook for one handed operation to BS EN 362	
---	---	--	---

3.4.3.1 Harnesses and lanyard are made of man-made fibres and as such are prone to degradation by sunlight, chemicals, abrasive particles, etc It is important to carry out tactile pre-use checks daily, in good light, before taking harnesses and lanyards into use. If there is the slightest doubt about a harness or lanyard, it should not be used.

3.4.3.2 Faults can be noticed by discolouration, little tears and nicks, grittiness to touch etc. After use, harnesses and lanyards must be allowed to dry before being stored in a clean area.

3.4.3.3 Site Managers must be satisfied that anyone who uses a harness knows how to check, wear and adjust it before use and how to connect themselves to the structure or anchor point as appropriate.

3.4.3.4 Consideration must be given to how to recover anyone who does fall. It is not appropriate to rely on the emergency services as they might not arrive in time or might not have the necessary equipment to carry out a rescue.

3.4.3.5 Harnesses should be subject to a detailed inspection, which for arduous use should be carried out at least every 3 months.

3.4.3.6 A Safety Harness Checklist is available within the [Site SHE Documentation](#) and should be completed before Harnesses are used on site.

3.4.4 Checklist

3.4.4.1 Below are the points that must be addressed prior to scaffolding works commencing on site:

- Where required, has a scaffold design been produced?
- If scaffold design is necessary, have you been provided with the critical inspection points? e.g ties.
- Has the base level been suitably prepared and level?
- Has the base been designed to take the scaffold load?

- Are suitable access arrangements in place?
- Is the lead scaffolder suitably qualified?
- Are the scaffolders aware of their safe system of work and wearing harnesses and lanyards?
- Is a work at height rescue plan in place and are all operatives trained in its implementation?
- Are handover certificates available?
- Are arrangements in place for scaffold inspections to be carried out by competent scaffolder?
- Will as much work at height be done from the scaffold as is reasonably practicable?

HIGH RISK ACTIVITIES		citb	
GD09 Safety belts, harnesses and lanyards pre-use inspection checklist			
Company name		Project title	
Location		Contract no.	
Inspector			
Last full (periodic) inspection date		Next full (periodic) inspection date	
Safety belt/ harness/ lanyard serial no.		Internal plant/ tag no.	
Safety belts, harnesses and lanyards			
Before use	Yes	No	N/A
1. Is there an appropriate pre-use inspection date?			
2. Is the certification or data tag present?			
3. Have the following parts been inspected for wear or damage? (Tick to indicate if these are in good order and fit for purpose)			
a) Webbing			
b) Stitching			
c) D-rings and buckles			
d) Rivets and eyelets			
e) Hook or safety latch			
f) Deceleration device			
Name	Position	Signature	Date

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Construction site safety (GE700) publication

3.4.5 Permits

3.4.5.1 A Scaffold Permit to Load / Take into use Form must be completed by the Scaffold Supervisor and Site Manager before scaffolding is used on site. The Scaffolder's Handover Certificate should be attached. The Permit Form is included in the [Site SHE Documentation](#).

3.4.5.2 A Scaffold Permit to Strike / Dismantle Form must be completed by the Scaffold Supervisor and Site Manager before scaffolding is struck / removed on site. The Permit Form is included in the [Site SHE Documentation](#).

3.5 Roofs

3.5.1 Masonry or Timber Frame Construction (Edge protection)

3.5.1.1 Prior to any roof construction work suitable fall protection must be provided.

3.5.1.2 Scaffolding 'Birdcage' and proprietary crash deck systems can be used to provide fall prevention and access platforms. (note: no materials should be loaded onto 'birdcage' or crash deck systems)

3.5.1.3 The crash deck systems are normally available in two forms (each dependant on perimeter walls to provide stability) generally the lightweight plastic systems require four walls, whilst more robust metal / alloy systems may only require two walls to provide stability. The circumstances that these systems are to be used in must be discussed with Pye Homes appointed Health and Safety Consultants.

Key considerations are:

- Suitability of the system to the circumstances it will be used in;
- Stability of the crash deck;
- Edge protection for eliminating falls from heights
- Use on intermediate floors; and
- Safe access to the deck.

3.5.1.4 Safe installation of crash decks:

All crash decks used on site must be installed and signed-off by the suppliers trained installers. Birdcage \ Scaffold must be installed and signed off by a trained scaffolder.

3.5.1.5 Use of Crash Decks on Intermediate Floors

Where crash decks including scaffolding birdcages are to be installed on intermediate floors e.g to provide fall protection prior to the installation of upper floors or roof trusses, etc, then the loading on the intermediate floors must be considered. The primary concern when installing crash decks on intermediate floors is the potential for overloading the floor (a risk most acute with timber joists) to control the risks, the following measures should be adopted:

- Scaffold 'birdcage' systems and proprietary systems are designed for man access only.
- Only use Crash Decks where joists have been 'Built in'
- Intermediate floors to be propped; and
- For even load distribution of the Birdcage system, full length scaffold boards to be used as 'sole boards'

3.5.2 Miscellaneous

3.5.2.1 Where complicated roofs are required or alternative lifting methods are proposed you should seek advice from Pye Homes appointed Health and Safety Consultants. Steep pitched roofs for example, may require additional fall protection within them such as a proprietary trellis or crash deck.

3.5.3 Roof Trusses

3.5.3.1 To limit the need to carry trusses around the site, arrangements should be made, where possible, to have 'just in time' deliveries and to place the trusses at the plot location on an appropriate support frame, for subsequent lifting into place.

- Trusses must be transported around site by a telehandler using a truss carrier. (example below)
This is to ensure stability of the machine and good visibility.



3.5.4 Cutting Tiles

3.5.4.1 Under no circumstances are scaffolding boards to be used as a platform for cutting roof tiles, an additional suitable board must be used by the operatives to protect the scaffolding boards during cutting.

3.5.4.2 Eye protection and respirators must be worn. Disposable respirators should be at FFP3 grade and subjected to a pre-use check on their condition and fitting. Where there is to be a significant volume of cutting, this should be carried out on the ground or an area where dust suppression measures, such as water suppression systems, can be used without creating a slip hazard.

3.5.4.3 If the risks associated with cutting valley tiles with water suppression are assessed as too great, the work can be undertaken without water suppression, as long as the appropriate RPE is selected and correctly worn by those affected. In this situation the 'face-fit' testing of the RPE is critical.

3.5.5 Roof Cladding

3.5.5.1 When roof tilers are working near a gable edge, the scaffold will need to be adapted to provide suitable edge protection e.g table lifts in place or verge railing



3.5.6 Checklist

3.5.6.1 Below are the points that must be checked prior to any roof work commencing:

- How are the trusses being lifted?
- Has the lift plan and methodology been assessed?
- Are the risk assessments and safety method statements reviewed and on site?
- Fall protection: nets available plus someone who is trained to erect them or are you using a different method?
- Telehandler driver aware that trusses can only be moved around the site using a truss carrier?
- Are the trusses steep pitch? Do they need any additional fall protection?
- Roofers have cutting boards to protect the scaffold boards from saws?
- Roofers are using FFP3 face fitted disposable masks and water suppression when cutting tiles
- Keeping the scaffold until all the high level work, like gutters, mastic pointing and vents, has been completed?

3.6 Internal and Finishing Trades

3.6.1 Housekeeping

3.6.1.1 Good housekeeping is essential for safe sites. Site Managers are to ensure contractors:

- Keep access routes clear
- Clear up after themselves; and
- Store materials and tools safely.

3.6.2 Internal falls

3.6.2.1 Edge protection - Stairwells must be protected with proprietary systems or scaffolding. You must ensure there are sufficient Stairwell Protection Systems on site to cope with the build programme. Anyone installing these must be suitably trained.



3.6.2.2 Working Platforms above stairwell openings – Ensure that there is fall protection over stairwell openings. The below is an example of what could be used:



3.6.2.3 Other openings – Where there are internal fall risks including ‘traps’ or openings in floors, lift shafts, smoke or service risers etc. Suitable robust guard rails and kick boards or barriers, or secure covers must be provided.



Secure cover over riser opening

3.6.2.4 Balcony openings and windows with low sills – Where there is a risk of falling from the building, suitable risk controls must be in place. In order of priority, these would be:

- The external scaffold with additional boarding and rails as necessary, where possible balcony door and window units should be installed before the scaffold is removed.
- Guard rails (metal, timber, telescopic etc) and / or substantial sheeting (e.g plywood) securely fixed such that they cannot be easily removed by unauthorised persons.
- Where the potential fall is less than one lift, some other form of fall protection could be employed as a last resort e.g soft landing bags.
-

3.6.2.5 Balcony Doors – Until the balcony is complete the door must be kept locked at all times, except where a safe systems of work, involving fall protection measures, has been agreed and implemented? The keys must be kept secure by adopting the following arrangements:

- Balcony door keys to be kept separate from all other keys
- Keys to be kept locked away under the control of the site manager.

3.6.3 Low Level access equipment

3.6.3.1 All low level access equipment must be appropriate for the type of work and length of time it is required. The selection should be identified in the contractors risk assessment. Users are responsible for carrying out pre-use checks (including feet and locking devices)

3.6.3.2 Stepladders may not be the best equipment for tasks of extended duration, or involving handling materials that may cause users to over reach or lose balance. Typical ‘generic’ tasks for which low level access equipment (other than stepladders) is likely to be more suitable:

- 1st and 2nd fix mechanical and electrical services in apartment blocks (i.e greater heights);
- Painting – apartment blocks / communal areas; and
- Overhead works in basements / underground car parks.

Alloy mobile scaffolding towers may provide a solution. Erectors must be trained, normally PASMA standard (Prefabricated Access Suppliers and Manufacturers' Association) and erect towers in accordance with manufacturers or hirers instructions.

Hop Ups	
Stilts	
Podium / Pulpit step platform	

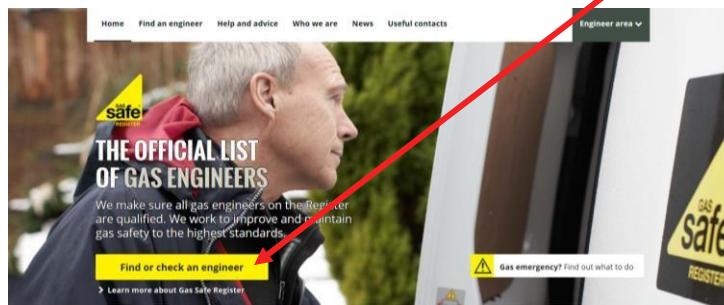
3.6.4 Gas Fitters

3.6.4.1 All operatives carrying out gas work must be on the 'Gas Safe Register' and hold the appropriate 'Gas Safe' card for the task they are trained e.g pipework, boilers etc. Operatives must carry their card and have it available to show when they are working on site.

Note: it is not acceptable for uncarded operatives to work on gas pipework and then have a carded person test it.



- 3.6.4.2 You can check the authenticity of a person's card by visiting the following website:
<https://www.gassaferegister.co.uk/> and clicking here:

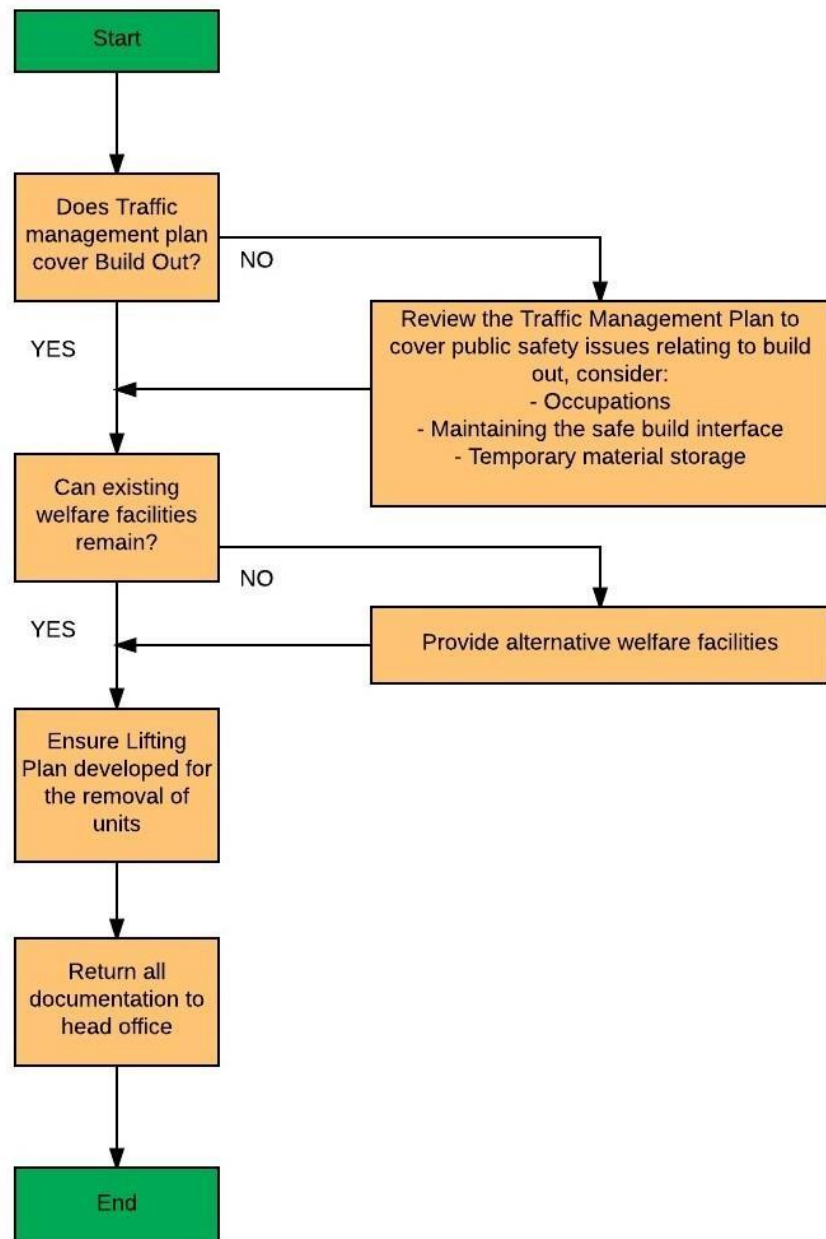


3.6.5 Electricity

- 3.6.5.1 Mains supply to plots – Arrangements must be maintained at all times to prevent operatives coming into contact with any live supply. Whenever possible the mains supply to a plot should not be energised and commissioned until all the related 'final fix' work has been completed. i.e Electrical installation and earth bonding protection complete, wall tiling completed and no sockets / switches, etc to be removed or adjusted.
- 3.6.5.2 Supply to specific circuits – in some circumstances the site team may require to energise specific circuits within a property before 'final fix' e.g to provide lighting / heating during the winter period. However, this should be as a last resort and limited to the lighting circuit or, in the case of heating, to the boiler circuit.
- 3.6.5.3 If work is required to be carried out on, or near to a circuit that has been energised, then the power to that circuit must be switched off and the consumer unit locked to prevent unauthorised access.
- 3.6.5.4 Electrical inspections – for temporary electrical systems (compound and show area) the test certificates should be retained on site which include:
- The initial inspection / commissioning certificate; and
 - The periodic inspection certificates (12 months)

3.7 Build Out and Completion

3.7.1 General



3.7.2 Retention of records

3.7.2.1 On the completion of the development the Site SHE Documentation and all associated documentation from site will need to be taken to head office and retained for 5 years.

3.7.3 Checklist

3.7.3.1 Below are a list of points that must be considered when nearing the end of a project:

- Build out sequence
- Build out traffic management – maintaining a Safe Build Interface?
- Temporary material storage.

- Welfare to the end?
- Taking the units away (including lift plan)
- Delivery of records back to the office.

4.0 GENERAL SITE ACTION

4.1 Risk Assessment

4.1.1 Contractors appointed by Pye Homes are responsible for providing risk assessments, and where necessary Method Statements. These RAMS (Risk Assessments and Method Statements) should cover all activities they intend to carry out.

4.1.2 RAMS are to be submitted by the contractor at least 2 weeks before work is due to start on site. This gives adequate time for the RAMS to be checked by the Operations Director and if necessary Pye Homes appointed health and safety advisor(s). NO works are to commence on site until Pye Homes site managers have received adequate RAMS which have been approved by Pye Homes.

The RAMS Evaluation Sheet is to be completed and attached to the RAMS and all operatives must sign the Sign Off Sheet to confirm they have read and understood RAMS as appropriate to their works. These Forms can be found in the [Site SHE Documentation](#).

RAMS Review guidance

It is essential that we review all our sub – contractors RAMS before they begin on site and on a regular basis to ensure they are adequate and are updated to ensure relevance. The notes below set out the points to look out for and ensure they are adequately covered.

- ☐ Sub contractor details, name , address, details of the person in charge of H & S for the contractor.
- ☐ Site/development details, address, location.
- ☐ Task Description – what work are the sub contractor doing?
- ☐ Sequence of Operations: (Contractors tasks, details of safe sequence of work, including procedures to protect workforce from any hazards and risks)
- ☐ Contractors Supervisor: (Name of person in charge of work on site & mobile supervisors)
- ☐ Delivery and Offloading arrangements for materials.
- ☐ Distribution of materials on site: (Lifting arrangements, transport on site)
- ☐ Control of Substances Hazardous to Health: (COSHH Data sheets for any hazardous substances being used)
- ☐ Access arrangements: (If access to height is required, details of arrangements planned, and who is responsible for providing and maintaining the access)
- ☐ Plant and Equipment: (details of equipment to be brought to the site, together with confirmation of maintenance arrangements and procedures)
- ☐ Hot work: (If hot works is involved, confirm that a permit will be obtained from the site managers before commencing, also detail control procedures put in place)
- ☐ Personal Protective Equipment: (List of the PPE operatives will be issued with and required to wear whilst on site to include task specific PPE such as dust masks)
- ☐ Protection of Personnel: (Give details of protection arrangements for minimising risks to the public, client, visitors and Other Contractors)
- ☐ General Items: Provide details of any other procedures that may be followed during the course of your work) (e.g. Isolation and disconnection, disabling alarms etc.)
- ☐ Risk assessments: (Provide details of any risk assessments carried out and attach to the document)
- ☐ Review and Monitoring: (Inspections of access equipment, fall arrest equipment, plant etc. plus details of how the contractor will ensure their work force is working in accordance with the agreed method of working)
- ☐ Other Comments: (including what will be done if circumstances change, review process)
- ☐ Details of how all operatives involved in the work will be made aware of the contents and meaning of the RAMS document and will work in accordance with the contents.

4.1.3 RAMS that have been submitted will be recorded on the Risk Assessment and Method Statement Register which can be found in the [Site SHE Documentation](#). These forms need to be completed to ensure all RAMS from contractors are approved before works commence on site.

4.1.4 It is the responsibility of the site manager to ensure the RAMS registers are kept up to date and available for inspection should they be needed.

4.1.5 Pye Homes have a set of standard risk assessments which will cover the activities they are to undertake, this will generally be the site set up and deliveries to site of site cabins and any materials needed to secure the site. These standard risk assessments will include COSHH assessments. Below is a table listing the documentation:

Risk Assessments		COSHH Assessments	
Reference	Title	Reference	Title
RA001	Site Set-up	CA001	Acetylene
		CA002	Cement
		CA003	Diesel
		CA004	Engine Oil
		CA005	Evo-stik gunnable
		CA006	Gripfill
		CA007	Lead
		CA008	MDF
		CA009	Petrol
		CA010	Plasterboard
		CA011	Plaster
		CA012	Propane
		CA013	PVA
		CA014	Ready mix concrete
		CA015	Silicone mastic
		CA016	Sprayline paint
		CA017	Tanalised Timber
		CA018	Wood Dust

4.2.1.2 **Permits for the above list can be found within the [Site SHE Documentation](#).** It is the responsibility of the site manager to ensure the permit systems are used correctly as outlined below. Live permits will be displayed on a permits board which is to be located in the site managers cabin. Once a permit has been closed off it is to be stored within the permits section in Site SHE Documentation.



PERMIT TO DIG / ENTER EXCAVATION

Contract/Project: Permit No.:

Location of works:

Valid on date:/...../....., from: hours, to: hours.

Issued by: Issued to:

WORK TO BE COMPLETED & REASON PERMIT IS REQUIRED - INCLUDING DIG DEPTH:			

SAFETY CHECKLIST:	YES	NO	N/A
Has a risk assessment been carried out for the works?			
Has a daily inspection prior to shift been carried out and recorded by groundworker?			
Underground services identified from drawings and marked / isolated / protected? CAT Scan completed and marked on the ground?			
Are the operatives competent to carry out the task?			
Has a safe access / egress system been provided?			
Are excavation sides adequately supported or battered back?			
Are measures to keep plant & equipment away from edges in place?			
Is suitable guarding to prevent others falling into excavation in place?			
Are operatives provided with suitable personal protective equipment including isolating shovels & gloves if excavating near live services?			

AUTHORISATION – I have reviewed the dig area and existing services have been identified and marked on the ground by someone trained in using a CAT scan.

Note: services identified in dig area - **ELECTRIC/GAS/WATER/TELECOMS** (cross out as appropriate)

Signed..... Time..... Date.....

RECEIPT

I have read this form and understand the special precautions to be taken prior to and upon entry.

Signed..... Time..... Date.....

CANCELLATION

I have finished/stopped work in the area stated above and have left the area safe/secure to the public and other workers.

Signed..... Time..... Date.....

I have inspected the work area above and cancel this permit to dig / enter excavation.

Signed..... Time..... Date.....



HOT WORKS PERMIT TO WORK

Contract:..... Permit No.:.....

This permit is valid from hours to hours on Date

Issued by:

Issued to:

This permit covers hot works: Location:.....

ISSUE CHECKLIST	Y/N	N/A	SIGNED
Has a risk assessment been carried out?			
Are operatives trained in use of equipment?			
Will non-combustible screens/sheets be erected?			
Is area clear of all combustible materials?			
Will a firewatcher be necessary & provided?			
Have the correct type of fire extinguishers been provided?			
Are extinguishers fully charged and inspected?			
Are flashback arrestors fitted to gas cylinders?			
Has a fireproof container been provided for discarded welding rods?			
Has Personal Protective Equipment been provided?			
Additional Precautions			

AUTHORIZATION

Signed..... Time.....

Date.....

RECEIPT

I have read this form and understand the special precautions to be taken prior to and during hot works

Signed..... Time.....

Date.....

CANCELLATION

I have completed the work detailed above and left the site in a safe condition.

Signed..... Time.....

Date.....

I have inspected the work area above and cancel this hot work permit.

Signed..... Time.....

Date.....

4.2.2 Scope of the Permit

- 4.2.2.1 Permits will be issued by the site manager including the date and time of which it is valid, maximum permitted time is for one day only.
- 4.2.2.2 The permit will clearly define the type of work to be undertaken as well as the location for which it is valid.
- 4.2.2.3 The permit shall detail any restrictions and fire precautions that must be taken in order to ensure work is carried out safely.

4.2.3 Issue of Permit (Part 1)

The Site Manager issuing the permit will, before signing it ensure that the prescribed precautions have been carried out and then discuss the scope, restrictions, precautions and the conditions with the person to whom the permit is issued. A photocopy of the permit should be kept by the issuing Site Manager. The original copy should be issued.

4.2.4 Receipt of Permit (Part 2)

The person receiving the permit shall before signing it ensure that they understand fully the limits, restrictions and conditions of the permit and will also accept the responsibility of informing all persons under their control who are to work under the terms of the permit.

Note: The permit will only be valid while the person to whom it was issued is still on the site. If that person leaves the site, the permit must be cleared and cancelled beforehand and another person nominated to receive a new permit.

If the person to whom the permit is issued is not satisfied in any way with the precautions and conditions which apply at any time during operations, then all persons under his control must be withdrawn and the permit returned to the person

4.2.5 Handback of Permit (Part 3)

On completion of the work the person to whom the permit has been issued should ensure that all works have been completed in accordance with any restrictions, the area has been cleared of any materials and observed for the specified duration to ensure the area is safe, and all fire safety equipment is returned.

The permit must then be signed and returned to the authorising member of Pye Homes management.

4.2.6 Cancellation of Permit (Part 4)

Prior to the permit being cancelled a final check of the work area will be undertaken to ensure there is no remaining fire risk.

Once permit issuer is satisfied the works have been completed in accordance with the permit and the area is safe the permit shall be signed and permit considered cancelled. The permit should be filed and kept for record purposes in the site files.

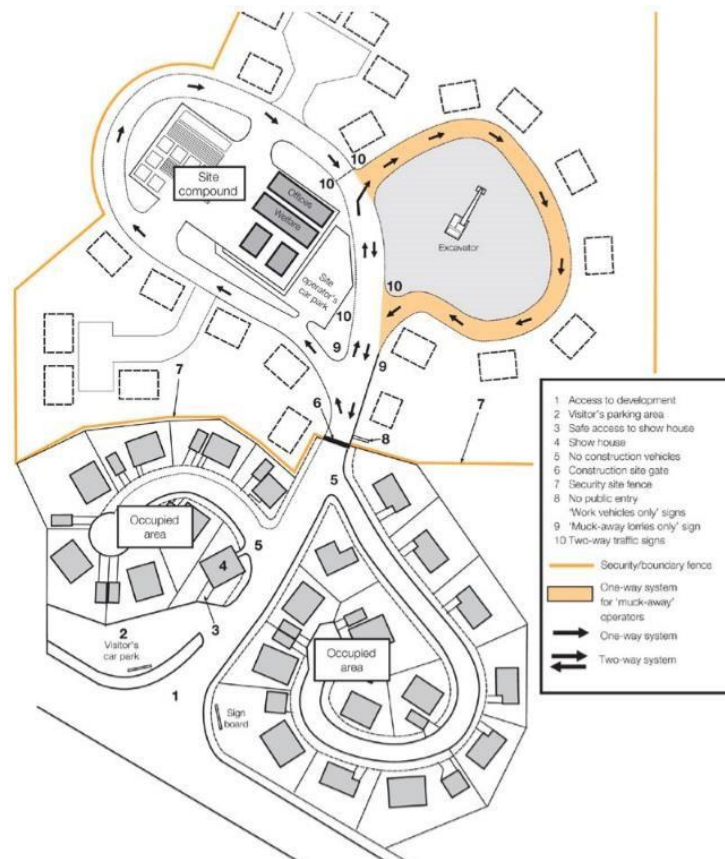
4.3 Traffic Management

4.3.1 Traffic Management Plan

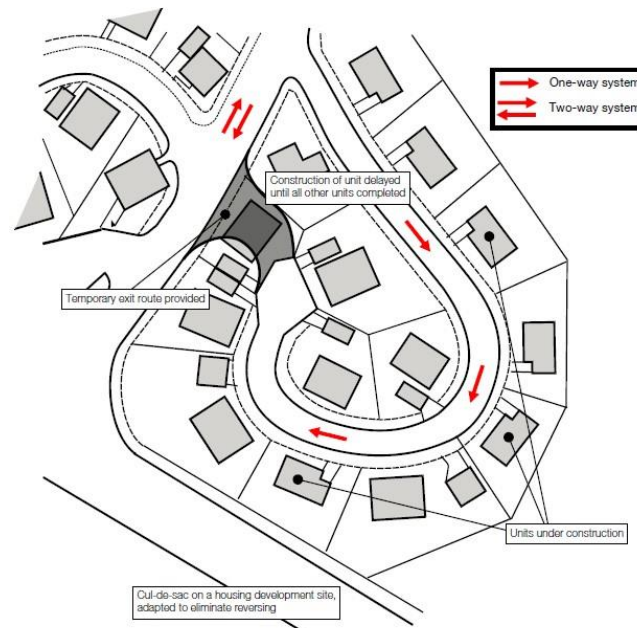
4.3.1.1 The traffic management plan drawing is the primary tool for communicating the traffic management arrangements to people on site and planning for future arrangements. A copy of the plan should be kept in the [Site SHE Documentation](#).

4.3.1.2 The plan should be kept simple and show only the critical features such as:

- Fixed points (site offices, compounds, entrance, car park etc)
- Emergency assembly point
- Primary vehicle routes
- Primary pedestrian routes
- Primary crossing points.



- 4.3.1.3 Ideally the drawing will be of A1 size that is either laminated or covered with plastic film to allow revisions to be made on site with 'wipe clean' marker pens.
- 4.3.1.4 Make use of colour to draw the eye to the key points, obtain a good selection of colour nonpermanent markers
- 4.3.1.5 Decide how many copies of the traffic management drawing are required – as a minimum one must be displayed at the signing in point.
- 4.3.1.6 If more than one copy is displayed, then all copies will have to be kept up to date. Don't make too much work for yourself; and
- 4.3.1.7 Review and date it at least once per week even if there are no changes to be made.



4.3.2 General Considerations

4.3.2.1 Temporary facilities:

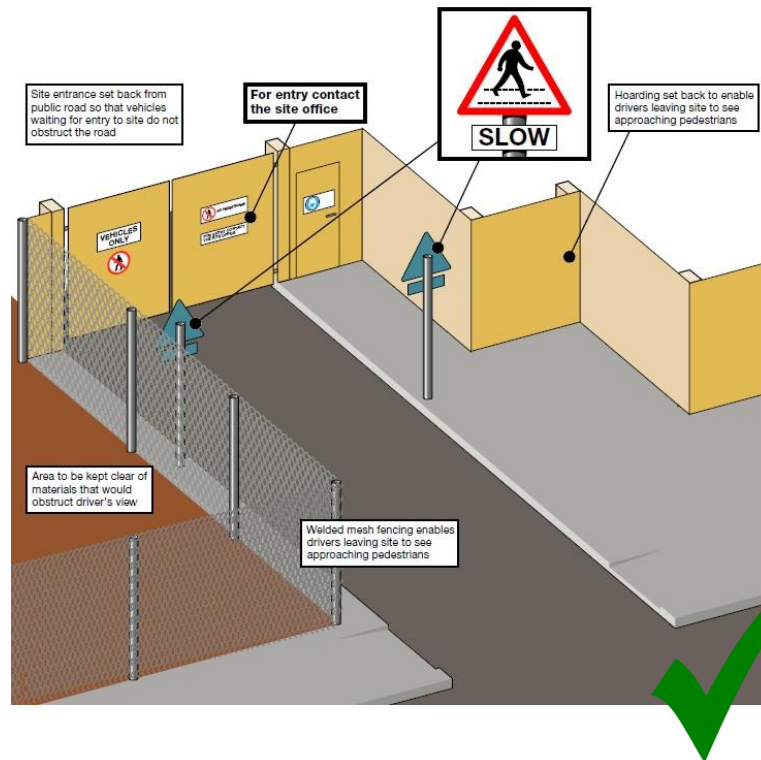
- Consider the location of the temporary facilities – office, welfare, car parking, storage etc (Never under overhead services)
- Can these be located such that they don't need to be relocated later in the build process
- Does the location of the office / welfare area allow good access from off-site areas and then onto all work areas?
- Can the office / welfare area be located so that direct pedestrian access is provided?
- Locate refuelling area and mortar silos in the bulk materials storage area and set up this area such that no access is required through it.
- Ensure good visibility around all vehicle access points

4.3.2.2 Vehicle and Plant Movements

- Consider how vehicle access is to be controlled on site:
 - a) Through office located at or near main entrance
 - b) With vehicle gates set back to create a waiting area, and / or;
 - c) By signage providing instruction and directions to vehicle drivers
- Identify the primary vehicle routes considering, in particular:
 - a) Access / Egress points
 - b) One-way or Two-way roads
 - c) Reversing areas
 - d) Temporary holding areas
 - e) Vehicle only corridors; and
 - f) Way-finding arrangements (signage requirements)
- Where possible, make use of the permanent roads – minimising the need to make changes and reduce costs
- Identify all areas of the site where mobile plant, particularly telehandlers may need to operate

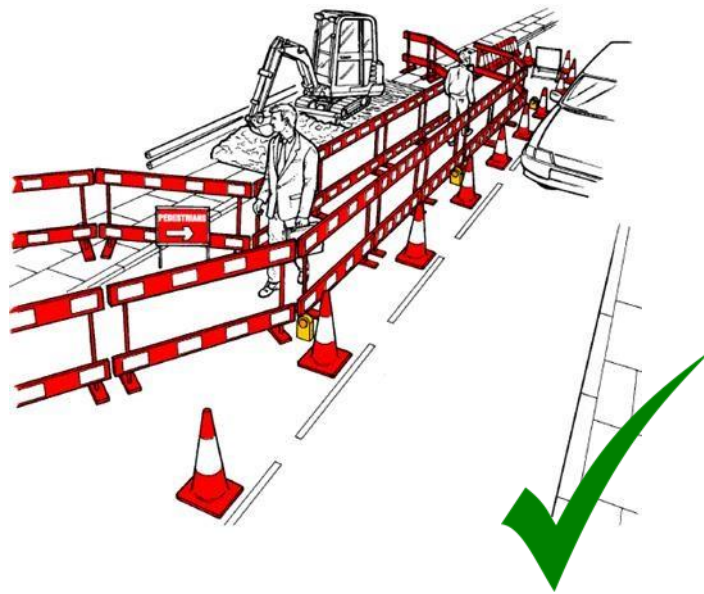
- If there is a need to operate outside of permanent roads, assess the ground conditions and decide upon the arrangements for providing a temporary running surface e.g.
 - a) Laying crushing material to provide a temporary running surface;
 - b) Laying of temporary tarmac or concrete roads and / or
 - c) Use existing ground, if considered suitable (monitor regularly)
- Identify where scaffolding is required and the interface with the surrounding roads and footpaths. Consider:
 - a) The location of loading bays (e.g. on drive ways or other permanent hard standing areas)
 - b) The location of the ladder / stair towers (e.g. at the rear of plots, segregated from loading bays and mobile plant)
 - c) Pedestrian 'Tunnels' under scaffolds, particularly at pinch-points or along narrow roads such as drive-throughs; and
 - d) The use of a marked up drawing in the planning and communicate with the scaffolding contractor.





4.3.2.3 Pedestrian Access:

- Identify where operatives need to get to and from. Most people will take the most direct route. If you accommodate this, people will be more likely to use the route provided.
- Where possible, make use of permanent footpaths – this will minimise the need to make changes.
- Identify where temporary footpaths are required and what surfaces will be provided. Regularly monitor to avoid deterioration. Temporary surfaces could include:
 - a) Temporary tarmac or concrete
 - b) Stoned and rolled surfaces, consider aggregate size so as to reduce the risk of trips, and;
 - c) Biodegradable materials, such as bark chippings
- Identify how the designated pedestrian routes will be identified, e.g by:
 - a) Crowd control barriers
 - b) Fixed posts with rails (scaffold tubes)
 - c) Water filled plastic barriers;
 - d) Pins with tape or bunting
 - e) Kerb edges
 - f) Temporary road markings
- Identify crossing points
- Identify requirements for signage and consider the following:
 - a) Provision for clear unambiguous signage on arrival and around the site
 - b) Consider signage required for visitors and delivery drivers
 - c) Examples of types of signs required could include: Speed limit signs, directional signage, give way signs and pedestrian crossings



4.3.2.4 Safe Build Interface:

- A safe build interface between the public and the build area must be established and maintained. This can usually be achieved by developing along both sides of a road simultaneously feeding materials from one side and public access from the other. Where necessary, this will involve haul roads for construction traffic (and, perhaps, in some cases for the public) Consideration should also be given to controlling visitors seeking out the site office.

4.4 Public Protection

4.4.1 General

4.4.1.1 It is not only workers who are at risk from construction work, members of the public are killed and seriously injured each year. Accidents often happen when people are walking near a building being built, refurbished or demolished, or walking near to work in the street. It is important work is planned and executed to protect the public.

4.4.2 Keeping the Public Out

4.4.2.1 It is important that a border is defined and sets out the boundary of the site adequately. The site boundary may move as work progresses and the site manager is to monitor this.

4.4.2.2 The most effective way to protect the public is to keep them out the area you are working. This is generally achieved by erecting a 2m high perimeter heras fence or hoarding. There are a variety of different styles of hoarding, come in different heights and made from different materials.





4.4.2.3 It is important the style of heras fencing takes into account the location of the site. For example, if the site is close to a school then extra precautions may need to be taken to prevent / deter children from entering onto site.

4.4.2.4 It is important that heras fencing is erected on flat ground to ensure no gaps are present underneath.

4.4.3 Falling Materials

Passers-by must be protected with toe boards, brick guards and or netting on scaffolding. Waste materials must be removed from scaffolds etc and not left to accumulate.

4.4.4 Adverse Weather (Snow & Ice)

4.4.4.1 When weather conditions are due to deteriorate and temperatures are due to fall below zero degrees Celsius, it is Pye Homes policy that they will grit all main roads coming onto construction sites to provide safe access for vans, cars, lorries and deliveries.

4.4.4.2 Pye Homes will ensure safe pedestrian walkways and will do this by gritting / salting main pedestrian walkways around site. Patch to show units – gritting required to staff areas and ramps – further consider all public footpaths within sales area and disclaimer notices will be displayed.

4.4.4.3 Where heavy snow has fallen the site will be closed to all visitors, contractors and members of the public. In the case of light snow fall then roads should be scraped to remove the snow and works permitted to continue.

4.4.4.4 Water will never be used to clear snow and ice as this can re-freeze and turn into black ice. Salt and Grit ONLY is permitted to be used to clear snow and ice.

4.4.4.5 Pye Homes will encourage all workers to wear appropriate footwear when the weather forecast is to be icy and snowy.

4.4.5 Site Visitors

4.4.5.1 Visitors to site must report to the site office / signing in area and make their presence known to a member of site management. Notices must be prominent to guide visitors with what they are to do on arrival to site. It is important all persons on site are taken account for and sign in as required by the site rules.

4.4.5.2 There may be times before construction is completed where members of the public may wish to visit a property. This is to be arranged with the site manager and visitors must be accompanied at all times, wearing the correct PPE as required by site rules. Where possible visits to site must be arranged for quieter times of the day / week / when there are less dangerous operations being carried out.

4.5 Lone Working

4.5.1 General

4.5.1.1 There may be occasions on site where due to the size that person may be 'lone working'. It is important that site managers assess the site before works commences on site. Due to the ever changing nature of construction, it is important that this is reviewed regularly throughout the build. Lone Working is to be avoided as far as possible.

4.5.1.2 Site managers may also find themselves in a lone working situation where they are on site either first or last with no other person on site at that time.

4.5.2 Risk Assessment

4.5.2.1 Where it is known that a person will be lone working, a lone working risk assessment must be completed. Should the person be employed by a contractor, then it is the contractor's responsibility to undertake this assessment, site managers however should ensure this has been done.

4.6 Fire Safety and Emergency Procedures

4.6.1 General

4.6.1.1 Construction sites have many ignition sources and fuel sources making it a high risk environment if not controlled.

4.6.2 Fire Risk Assessment and Fire Plan Measures

4.6.2.1 A Fire Risk Assessment should be prepared at commencement specific to the Site using the Fire Risk Assessment template. If the site includes timber frame, timber frame Risk Assessments should also be completed.

4.6.2.2 A site fire plan must be developed from the combined Fire Risk Assessments, this should include features of the site such as, entrances, exits, welfare areas, locations of firefighting equipment and the emergency assembly point (s) for the construction site).

4.6.2.3 It is important the fire plan is easy to understand and not cluttered with information not relevant to the fire plan.

4.6.2.4 Fire plans should be displayed at entrance to site and in welfare cabins as necessary.

4.6.2.5 The fire plan will be covered with all new persons to site as part of the site induction. Any fire plan updates will be communicated in a toolbox talk.

4.6.2.6 Some basic precautions can be taken to prevent fires on construction sites, these are:

- Enforce a strict NO BURNING policy on site.
- Ensure proper storage, use and maintenance of LPG cylinders, hoses and equipment.
- Tar boilers and similar equipment not left unattended when lit.
- Enforce any person who wishes to smoke does so in designated smoking areas only.
- Ensure the correct use of a hot work permit.
- Consider where flammable atmospheres may develop e.g where solvents and adhesives are being used;
- Good housekeeping – ensuring that flammable waste and rubbish is cleared away promptly.
 - Avoid unnecessary stockpiling of combustible materials; and
- Careful storage of flammable materials.
- Close valves on gas cylinders when not in use
- Consider weather conditions

4.6.2.7 Below is a copy of the Fire Risk Assessment that should be used by site managers to ensure the site has all fire plan measures in place, this can be found in the [Site SHE Documentation](#).



PYE HOMES - FIRE RISK ASSESSMENT

(For compliance with the Regulatory Reform (Fire Safety) Order 2005 and the Construction (Design and Management) Regulations 2015)

Contractor Responsible for Fire Safety:		Date:	
Site Address:		Contact Name on Site: Tel:	
Nature of Construction Site:		Use of Remainder of Site:	

Details of Temporary Buildings / Accommodation on Site:

Are there any occupied workplaces within the confines of the site? Yes / No

- Details / Locations:
- Client Name / Responsible Person:
- Tel:
- Is a copy of their workplace fire risk assessment available? Yes / No

No. of floors in building (if applicable):	No. of staircases available as exit routes from the building (if applicable):	No. of Final Exits:
--	---	---------------------

Maximum number of construction site personnel at risk:	Maximum number of others at risk (e.g. client employees):
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Action Required	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Indicate by ✓									

Assessor	Position	Review Date
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Fire Risk Assessment - Construction Site

4.6.2.8 Below is a list which is to be completed weekly by site managers 'Daily and Weekly Site Checks' which can be found in the [Site SHE Documentation](#).

PYE Homes - daily & weekly site checks								
W/C date:		Site:						
Number	Check	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly only
1	Traffic management plan has been reviewed							
3	Weekly scaffold inspection - completed by scaffolder, noted in the book							
4	Fire extinguishers in date, fire points established on site, fire strategy action plan up to date							
2	Site perimeter fencing, security, safety, adequate							
5	Materials stored adequately & securely, protected from weather and wind							
6	Excavations barricaded as required and safe							
7	Pedestrian walkways checked, clear of materials and barriers crossing points in place for all jobs							
8	Welfare, clean, tidy, shops etc fully stocked							
9	Truck/daily checks completed before first use							
10	Fuel, CO2/H2, gas bottles etc adequately stored							
11	Spill kits checked available and complete							

4.6.3 Fire Equipment

4.6.3.1 Each fire point should include the following:

- Fire extinguishers x 2 (valid test date must be visible) including signage to denote what type of extinguishers are present.
- Site layout / escape plan, where necessary
- Fire action notice
- Push button alarm / Air Horn / Howler.

An example can be seen below:



4.6.4 Emergency Procedures

4.6.4.1 As a minimum each construction site must have a number of air horns to raise the alarm across the whole site. Air horns are to be positioned throughout the site at fire points to enable workers to easily locate and use the air horn without travelling too far.

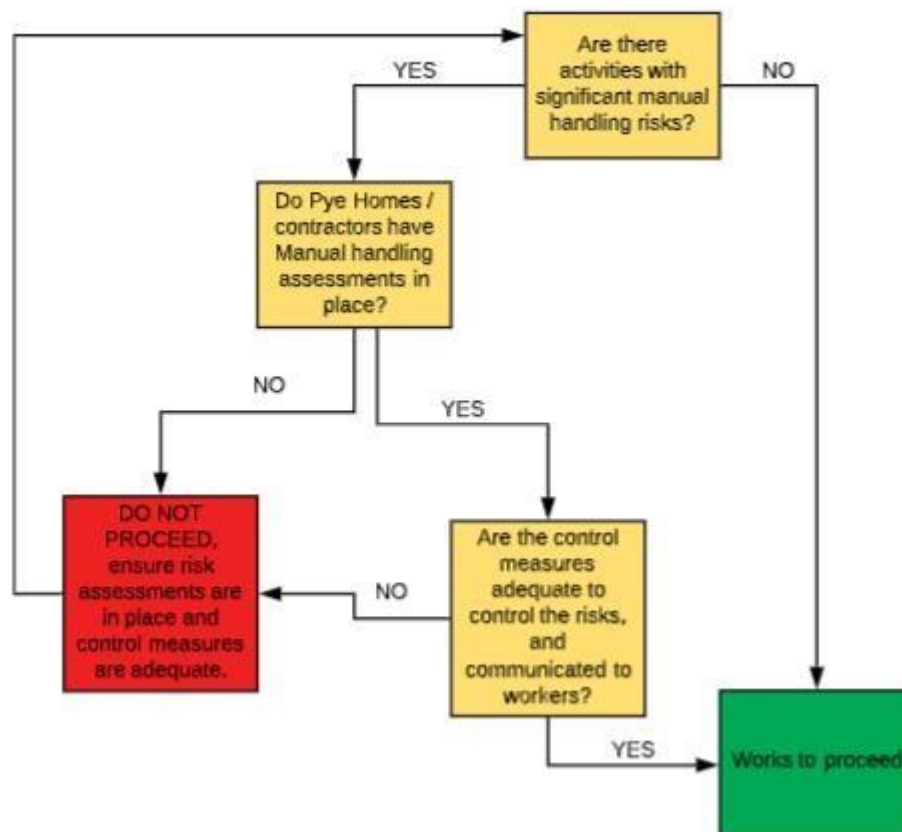
4.6.4.2 Emergency procedures must be explained to all persons at induction stage. If necessary emergency routes should be included on drawings and displayed throughout site.

4.6.4.3 Every 6 months a Fire Drill will need to be undertaken on site, to test the emergency procedures work and all persons evacuate to the muster point swiftly. This will need to be recorded on the following form 'Fire Drill Register' which can be found in the [Site SHE Documentation](#), an example of which is below:

4.7 Manual Handling

4.7.1 General

4.7.1.1 Some materials and tools on construction sites can be a risk to persons if they are manual handled, or manual handled incorrectly. The risks arising from these activities are to be assessed by Pye Homes and any subcontractors (who are bringing heavy items onto site). Control measures must be decided upon and communicated to workers on site. The results of these assessments must be recorded and reviewed at least annually as and when circumstances change (new equipment, materials, people or processes) Pye Homes will try to ensure materials are delivered as close to the work areas as possible by mechanical means (telehandlers), however are aware that this will not eliminate the need for manual handling.



4.7.2 Manual Handling Assessments

4.7.2.1 Significant manual handling activities should be assessed and this can be done using the Manual Handling Assessment Form within the [Site SHE Documentation](#). To ensure all manual handling activities are considered, the Manual Handling Register is to be updated each time a new contractor starts on site or new materials are to be used. This can be found within the [Site SHE Documentation](#).

4.7.2.2 As a first step the below checklist may be used to highlight potential or existing problems:

Does the task involve?	Yes	No
Holding load at distance from trunk		
Unsatisfactory body movement or posture, especially:		
(a) twisting the trunk		
(b) stooping.		
Excessive lifting or lowering distances		
Excessive carrying distances		

Excessive pushing or pulling distances		
Risk of sudden movement of load		
Frequent or prolonged physical effort		
Insufficient rest or recovery periods		
Is the load?		
Heavy		
Bulky or unwieldy		
Difficult to grasp		
Unstable, or with contents likely to shift		
Sharp, hot or otherwise potentially damaging		
In the working environment are there?		
Space constraints preventing good posture		
Uneven, slippery or unstable floors		
Variations in level of floors or work surfaces		
Extremes of temperature, humidity or air movement		
Poor light conditions		
Does the job?		
Require unusual strength, height, etc.		
Create a hazard to those who are pregnant or have a health problem		
Require special knowledge or training for its safe performance.		
Repetition of lifting		

4.7.2.3 When undertaking a manual handling assessment it is important that TILE is considered, the items in the checklist above can be placed into these 4 categories.

T – TASK

I – INDIVIDUAL

L – LOAD

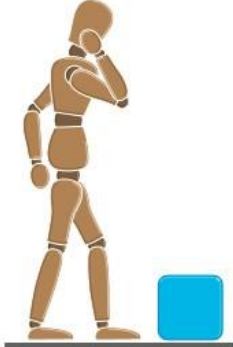
E – ENVIRONMENT

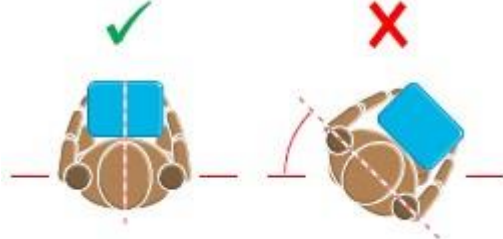
4.7.2.4 As a control measure manual handling aids may be used, Pye Homes & subcontractors should be encouraged and are responsible for bringing their own manual handling aids onto site and training their workforce in their correct use. Examples of these are:



4.7.3 Safe Manual Handling Techniques

4.7.3.1 Once an assessment has been made and all controls in place the following should be followed as best practice for lifting objects:

Think Before Handling / Lifting Plan the lift / Handling activity. Where is the load going to be placed? Use appropriate handling aids where possible. Will help be needed with the load? Remove obstructions, such as discarded wrapping materials. For long lifts, such as from floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.	
Adopt a Stable Position The feet should be apart with one leg in front of the other (alongside the load if it is on the ground) to increase the stability of the workers posture. The worker should be prepared to move their feet during the lift to maintain a stable posture. Wearing overtight clothing or unsuitable footwear may make this difficult.	
Ensure a good hold on the load Where possible, hug the load as close as possible to the body. This may be better than gripping it tightly only with the hands. Moderate Flexion of the back, hips and knees at the start of the lift is preferable to either fully flexing the back (stooping) or fully flexing the hips and knees (full / deep squatting)	

Don't flex the back any further while lifting This can happen if the legs begin to straighten before starting to raise the load. The worker should start the movement with the strong leg muscles while keeping the back posture constant.	
Avoid twisting the back or leaning sideways especially when the back is bent. Keep shoulders level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.	
Keep the head up when handling. Look ahead not down at the load once it has been held securely. Move smoothly – Do not jerk or snatch the load as this can make it harder to keep control and can increase the risk of injury. Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they say can safely lift. If in doubt, seek advice or get help.	
Put down, then adjust If precise positioning of the load is necessary, put it down first, then slide it into the desired position.	

4.8 Personal Protective Equipment

4.8.1 General

4.8.1.1 Where risks cannot be eliminated or controlled in any other way, it is identified that PPE is necessary. PPE (Personal Protective Equipment) is usually the last resort at controlling a risk, this is because: it relies heavily on human behaviours, to wear the PPE, store it correctly, and understand how to use correctly. In addition to this PPE only protects the person wearing it, whereas controlling risk at source

can protect everyone in the workplace. PPE can also limit movement and visibility. This does not mean that PPE isn't an effective way of controlling risk if the user is competent and other measures have been considered.

4.8.1.2 PPE is usually used in conjunction with other risk control measures to control residual risk, using PPE with other control measures which are not so heavily human reliant can mean a risk is greatly reduced.

4.8.1.3 PPE can come in all different types, shapes and sizes and includes (not exhaustive) – Gloves, Overalls, Eye protection, Hi visibility clothing, Hard hats etc

4.8.1.4 PPE has to be provided free of charge to employees if it is needed to carry out their job safely. PPE is not to be misused by employees.

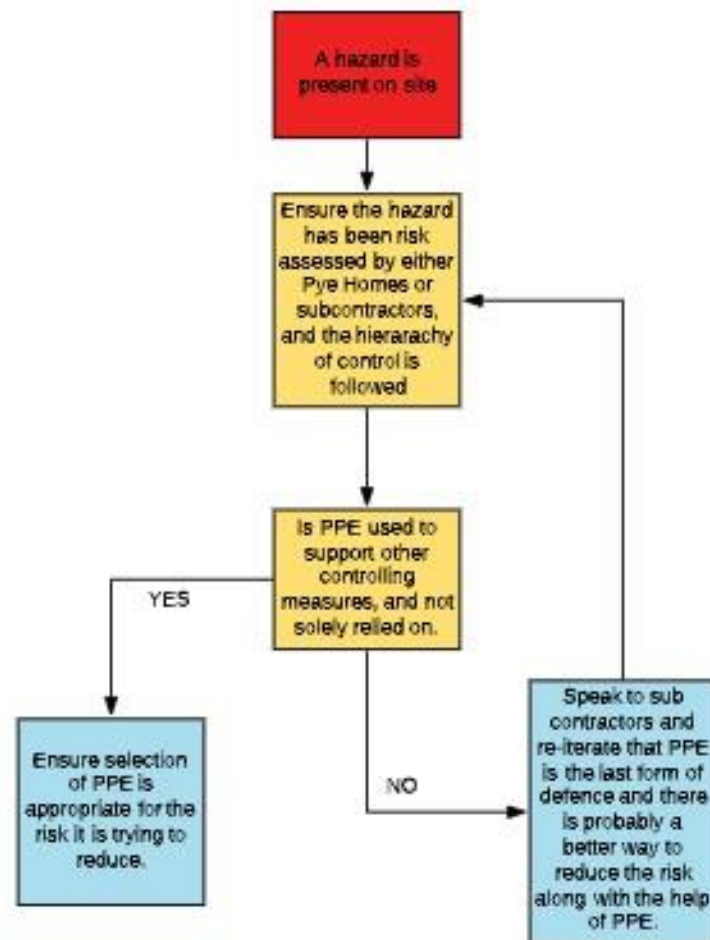
4.8.1.5 Construction sites need to include a place where PPE can be stored correctly, this may be an area where it is unlikely to become contaminated with dust, broken, damaged, subject to extremes of temperature or exposed to anything likely to affect its integrity.

4.8.2 Construction site

4.8.2.1 PPE should be readily available on site and users have clear instructions on where they can obtain it and who to report any defects to in relation to their PPE. When issuing PPE to employees a record of its issue must be kept using the PPE & Equipment Register found in the [Site SHE Documentation](#). An example of this is shown below.

4.8.2.2 It is important that each employer provides PPE to their employees to protect and reduce risk they are likely to come across from their scope of works, so long as the hierarchy of control has been considered before PPE and an integrated approach is used.

4.8.2.3 Pye Homes have a minimum requirement for PPE on site and this is:



Pye Homes Mandatory Site PPE		Pye Homes Other Standard PPE	
Hard Hat			 Ear Defenders
Hi-Visibility Vest			 Safety Goggles / Glasses
Safety Boots			 Protective Gloves
			 Dust Masks

4.8.2.4 Mandatory PPE is PPE which has to be worn by any person going onto a construction site. The other standard PPE are items which must be available on the site. It is noted that contractors and workers may require other PPE which will be identified in the specific Risk Assessments for tasks.

4.8.3 Selection of PPE

4.8.3.1 When selecting PPE there are many factors that need to be taken into account to ensure the PPE adequately reduces the risk to persons.

4.8.3.2 PPE should be comfortable for the user, if the user is comfortable when wearing PPE then they are far more likely to wear it rather than discard it. One way to ensure this is to include employees in the selection of PPE, Employees will wear PPE that they feel comfortable in, as well as for some people how they are seen wearing PPE. In determining comfort it is important to look at how long and how frequent PPE will need to be worn.

4.8.3.3 PPE must be CE marked to ensure that it is compliant with the PPE directive.

4.8.3.4 PPE should be compatible with any other PPE that is to be worn.



4.8.3.5 The person – Consider health of the person wearing the PPE and its ergonomic effects. PPE made of certain materials should not be issued to workers if they are known to cause allergies e.g Latex gloves.

4.8.3.6 Is the PPE the right PPE to protect against the hazard you are trying to protect against? E.g providing a hard hat for loud noise. PPE comes in a whole variety of variables. It is important that the PPE does not over protect against the hazard. For example when selecting hearing protection it should not protect the user at the ear below 70dbA as this can cause an extra hazard which is that the user cannot hear plant or instructions or warning alarms.

4.8.3.7 The HSE website has some good tools such as the Noise calculator which can assist in the selection of appropriate Hearing protection.

Exposure calculators and ready-reckoners

The noise exposure calculators can help you work out your daily noise exposure, weekly noise exposures, and estimate the performance of hearing protection.

- ▶ [Daily Noise exposure calculator](#)
- ▶ [Weekly Noise exposure calculator](#)
- ▶ [Hearing protection calculators](#)
- ▶ [Removal of hearing protectors severely reduces protection - online tool](#)

If your version of Excel is having compatibility issues with the calculator then please see:

! [Use Office Excel 2007 with earlier versions of Excel](#)

Noise exposure ready-reckoners

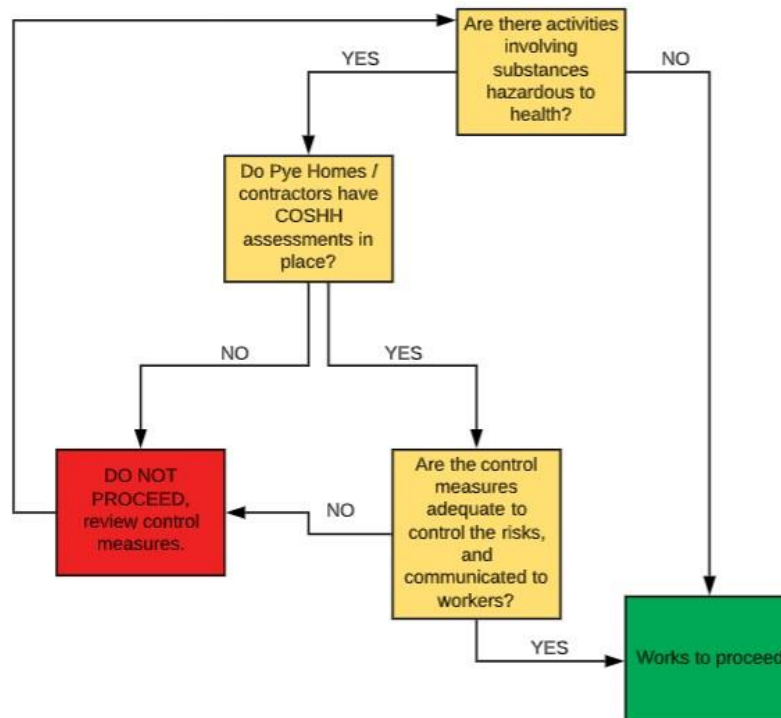
The noise exposure ready-reckoners allow you to estimate daily or weekly noise exposure. To use the daily exposure ready-reckoner you will need to know the levels of noise and durations of exposure which make up a person's working day. For weekly noise exposure, appropriate where somebody's noise exposure varies markedly from day to day, you will need to know the daily noise exposure for each day in the working week. These ready-reckoners can be printed for completion by hand.

- ▶ [Daily noise exposure ready-reckoner](#)
- ▶ [Weekly noise exposure ready-reckoner](#)

4.9 Control of Substances Hazardous to Health (Including Dusts)

4.9.1 General

4.9.1.1 Some materials and substances which are used or produced as part of activities on a construction site can be hazardous to health or the environment. The risks associated with these substances must be assessed and appropriate controls are to be implemented to cover how the substance is used, stored and disposed of to ensure no harm to persons or the environment.



4.9.2 COSHH Assessments

4.9.2.1 COSHH Assessments are to be done for all hazardous substances on the construction site. Generally packaging of hazardous substances will display one or more hazard pictogram(s) as seen below, this is a good indication as to if the substance going to be used is hazardous or not, or they will be included on the HSE's EH40 document which lists exposure limits for many hazardous substances.

Physical Hazards



Corrosive to metals



Flammable



Oxidising



Gas under
pressure



Explosive

Health Hazards



Health hazard



Corrosive



Serious health
hazard



Acute toxicity

Environmental Hazards



Hazardous to
the environment

4.9.2.2

Sub-contractors who bring products or substances that are hazardous to health or the environment into the workplace, must ensure they have adequate COSHH assessments and control measures in place. Failure to do this will result in ejection from site until assessments are provided and deemed adequate by Pye Homes.

4.9.2.3

Things to consider when a COSHH assessment is being carried out are:

- Is there a less hazardous substance which can be used instead that still completes the task effectively?
- How the substance will be used and any way in which an operative is likely to come into contact with it. e.g if it is sprayed onto a surface is it likely to rebound onto the operative? Or become airborne and be inhaled.
- What is the likely route of attack of the substance? (absorption, inhalation, injection, ingestion)
- Will the affect be acute or chronic?
- Are there any persons who are potentially at a higher risk (pregnant women, young persons or the elderly)
- What is the likely frequency and duration of exposure?
- For naturally occurring substances it may be possible to change working methods e.g to reduce / minimise / dampen dust.
- PPE requirements
- Safe disposal of the substance.

4.9.2.4

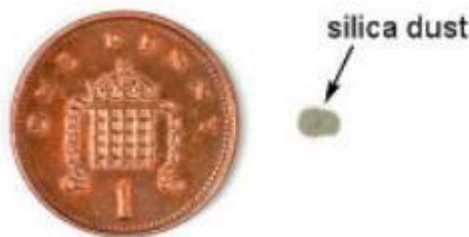
COSHH requires:

1. **Assess the Risks** to health arising from hazardous substances used or created by your workplace activities
2. **Decide what precautions are needed.** You must not carry out work which could expose your employees to hazardous substances without first considering the risks and the necessary precautions and what else you need to comply with COSHH.

3. **Prevent or adequately control exposure.** You must prevent your employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then you must adequately control it.
4. **Ensure that control measures are used and maintained** properly and that safe procedures are followed.
5. **Monitor the exposure** of employees to hazardous substances if necessary
6. **Carry out appropriate health surveillance** where your assessment has shown this is necessary or where COSHH sets out specific requirements.
7. **Prepare plans and procedures** to deal with accidents, incidents and emergencies involving hazardous substances where necessary.
8. **Ensure employees are properly informed, trained and supervised.**

4.9.3 Silica Dust

4.9.3.1 Silica dust is created by the cutting, drilling, grinding, polishing, crushing and demolition of bricks, rocks, concrete, clay products and stone. Silica dust is extremely harmful and inhalation of silica dust can lead to Lung cancer, Silicosis, Chronic obstructive pulmonary disease amongst other serious lung diseases. The amounts needed to cause this damage are not large. The **MOST** you should be inhaling during a day after using the right controls is shown below next to a penny.



4.9.3.2 The risks associated with silica dust have to be communicated to workers on site and this will be done by delivering toolbox talks on silica dust.

4.9.3.3 Where possible consideration should be given to 'dust free' methods of cutting – such as hand tools and block and slab splitters.



4.9.3.4

It is recognised that not all of the time can dust free methods be adopted. Where dust will be produced other control measures will need putting into place. Some ways in which this can be done are detailed below:

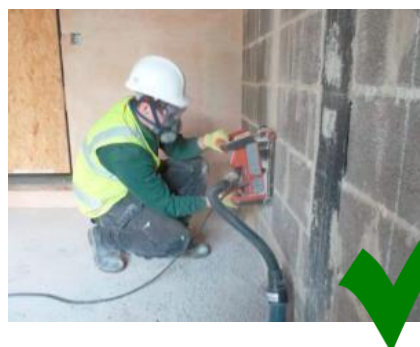
- Substitute the material being cut, to one which has a lower Silica content – Different types of materials contain different levels of silica, exchanging a material for one with a lower silica count will reduce the risks involved, this will not always be ideal from a practical point of view.

Approximate crystalline silica content of different materials	
Sandstone	70 – 90%
Concrete, Mortar	25 – 70%
Tile	30 – 45%
Granite	20 – 45% Typically 30%
Slate	20 – 40%
Brick	Up to 30%
Limestone	2%
Marble	2%

- Use water suppression techniques – to minimise the amount of respirable particles making it into the air water suppression can be used. A water flow rate of about 0.5 litres per minute is required to optimise dust suppression, therefore an effective supply of water must be available. Water suppression techniques should only be used with non-electrical work equipment. (water suppression can introduce a risk of slipping and so this needs to be taken into account when working on uneven surfaces such as roofs)



- Use of LEV (Local Exhaust Ventilation) systems – These systems extract dust at the point of contact (very close to) between the blade and the material. To prevent re-circulation of harmful dusts, vacuums should be fitted with an H Class HEPA Filter.



- Use of RPE (Respiratory Protective Equipment) – For general construction dusts including Silica RPE with APF (Assigned Protection Factor) of at least 20. Workers must be trained in the safe use of the RPE, be provided storage areas and have the mask face fit tested prior to use.
- Limit a person's exposure – A person's exposure can be limited in many ways, these include, ensuring job rotation between workers on site to reduce the time exposed, ensure that blades are not blunt (a blunt blade will need more time to cut what a sharp tool could).
- Limit exposure to others – Designated cutting areas may be used which can be positioned away from crowds of people.

4.10 Asbestos

4.10.1 General

4.10.1.1 Asbestos is a general term used to describe a group of naturally occurring mineral fibres which can be extremely harmful to humans if breathed in.

4.10.1.2 There are many types of asbestos with the most commonly found types of asbestos being:

- 1 – Amosite (Brown)
- 2 – Crocidolite (Blue)
- 3 – Chrysotile (White) – most commonly found asbestos.

4.10.1.3 Below are examples of likely locations of asbestos containing materials?

		Damaged asbestos pipe lagging
		Asbestos cement downpipe, hopper and profile sheet.
		Asbestos cement roof panelling
		Under roof spray coating

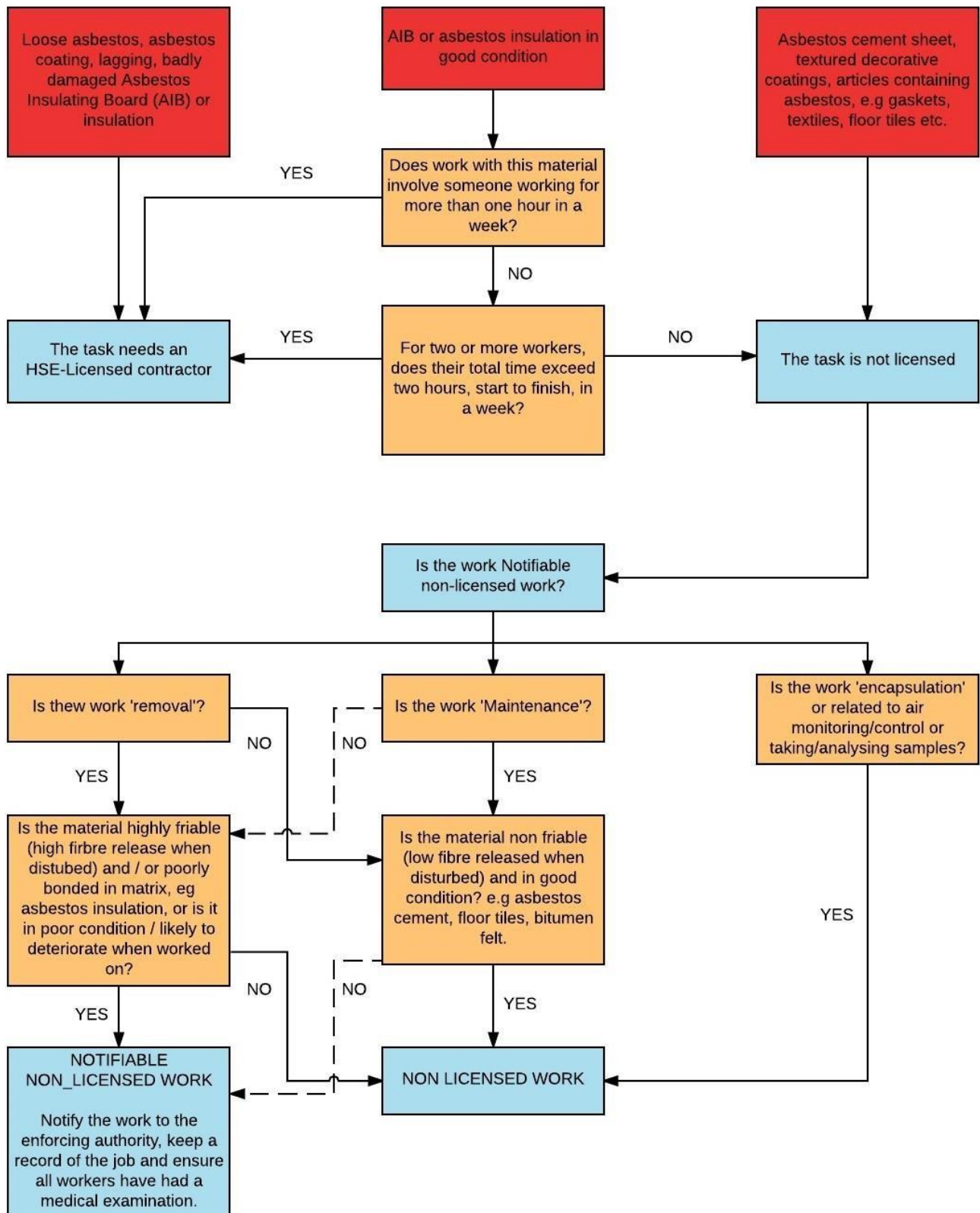
		Asbestos containing vinyl floor tiles
		Asbestos textured coating (artex) on ceiling
		Asbestos roofing felt
		Asbestos gasket
		AIB (asbestos insulating board) ceiling tile
		AIB soffit under roof

4.10.2 Duty to Manage

- 4.10.2.1 Site Managers will be responsible for making and keeping an up to date record of the location and condition of ACM's on construction sites, incorporating 12 month reviews.
- 4.10.2.2 Operations Director is to ensure that the risk of persons being exposed to ACM's is assessed. This includes ensuring sub-contractors have assessed this for their employees.
- 4.10.2.3 Setting up a system for providing information on the location and condition of the material to anyone who is liable to work on or disturb it.
- 4.10.2.4 Where refurbishment and demolition works are planned, Pye Homes will instruct if none available, a refurbishment or demolition survey in accordance with HSG 264 before any work is carried out to any property constructed before 2000.

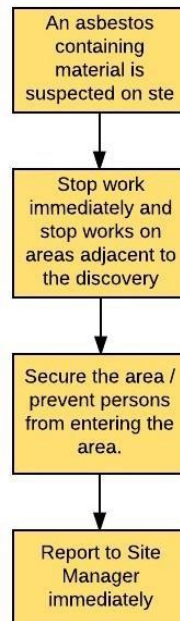
4.10.3 Licences

4.10.3.1 Works on asbestos can fall into 3 categories: Licenced, Non-licenced and Notifiable Non-Licenced works.
 The decision process is below to decide which works will be undertaken:



4.10.4 Accidental Exposure

- 4.10.4.1 Should a person on site come across a material on site that they suspect to be asbestos the following flow chart should be followed:

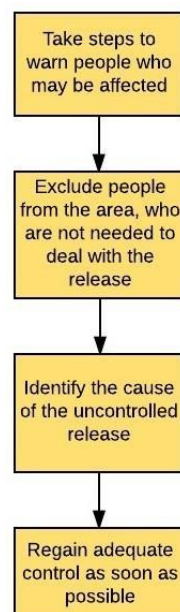


4.10.5 Uncontrolled Release of Asbestos

- 4.10.5.1 It is important that site managers deal with uncontrolled releases of asbestos quickly and appropriately. This applies to circumstances where asbestos is accidentally disturbed as result of work or where asbestos is unintentionally released as a result of a failure of control measures, such as a leak from an enclosure.

- 4.10.5.2 It may be necessary to use a licenced contractor to clean up the areas following an uncontrolled release, this may be where the release has been a large scale one where potential exposure is likely to be above 'sporadic and low-intensity'.

- 4.10.5.3 If there is an uncontrolled release of asbestos materials, steps should be taken to:



4.10.6 Disposal

4.10.6.1 All asbestos waste is classified as hazardous waste and must be disposed of to a licensed disposal site (A list of disposal sites is available from local authorities)

4.10.6.2 Most asbestos waste is subject to the Carriage of Dangerous Good (etc) Regulations 2009 (CDG 2009)

4.10.7 Notification

4.10.7.1 If work is Licenced or Notifiable Non Licenced, then a notification will need to be made to the HSE of the works. For licenced works the notification will need to be done 28 days before works are due to commence using the online form ASB5. For NNLW works the notification can be done any time before the works commence using the form ASBNNLW1. Examples of the forms can be found below. The duty to notify is placed upon the employer.

The screenshot shows the HSE ASB5 notification form. At the top left is the HSE logo. At the top right, it says 'Health and Safety Executive'. Below the logo, it says 'Control of Asbestos Regulations 2012 (CAR) regulation 9'. To the right of this, there is a 'Zoom' dropdown set to '100%' and three small icons: 'KS', 'i', and '?'. The main title of the form is 'Notification of asbestos work'. Below this, a text box explains that HSE may share limited data provided on the ASB5 form with trade associations and relevant bodies, and lists the data shared: name of licensee, licence expiry date, site location, dates of work, nature of work. The form then asks '*Is this a new notification or are you updating previously submitted details?' with two options: 'New' (selected with a checkmark) and 'Update'. Below this are two input fields: '*Licence Number' and '*Licence expiry date' (with a calendar icon). The next section is 'About you, the licence holder' with a note: 'Note: for addresses you must provide Address Line 1 or 2, Town and postcode at minimum'. This section contains several input fields: '*Licence Holder Name', 'Address Line 1' (with a note '(eg building name)'), 'Address Line 2' (with a note '(eg street)'), 'Address Line 3' (with a note '(eg district)'), '*Town', 'County', '*Post Code', '*Phone Number', and '*E-Mail'. At the bottom right of this section is a 'Remember me' checkbox and a '?' icon. At the bottom left are two buttons: 'Next' and 'Form Preview'. At the bottom center, it says 'Page 1 of 4'.

The above form is ASB5 for licenced works

HSE Health and Safety Executive

Health & Safety at Work Act 1974, Control of Asbestos Regulations 2012

ASB NNLW1 - Notification of non-licensed work with asbestos Zoom 100%

Please read the guidance (via the Form Help (?) button) before completing this notification)

Contact details

*Title *Forename *Family Name

Organisation name

*Email

*Phone No

Your address

Address Line 1 (eg building name)

Address Line 2 (eg street)

Address Line 3 (eg district)

*Town

County

*Post Code ☐ Remember me

Location of work being notified

Address Line 1 (eg building name, site identification)

Address Line 2 (eg street)

Address Line 3 (eg district)

*Town

County

*Post Code

*Which authority is responsible for monitoring and inspecting health and safety at the work location?

☐ HSE ☐ Local Authority ☐ Office of Rail Regulation

*In which local authority is the work location situated?

*Country *Geographical Area *Local Authority

Select one Select Country First Select Geographical Area First

[Form Preview](#) [Next](#)

Page 1 of 2

The above form is ASB NNLW1 for Notifiable non licenced works.

4.11 Overhead Services

4.11.1 General

4.11.1.1 Works near to overhead services need to be properly planned and managed to ensure the safety of workers on site.

4.11.1.2 Industry best practice can be found in GE700 and GS6 guidance note from the HSE.

4.11.1.3 In addition to the above, the Energy Networks Association (ENA) publication 'Look Out, Look Up! A guide to the Safe Use of Mechanical Plant in the Vicinity of Electricity Overhead Lines' advises on establishing exclusion zones around power lines.

4.11.2 Types of Overhead power lines

4.11.2.1 In the UK we have various different types of overhead power lines, coming in different shapes and sizes carrying different amounts of voltage. Here are some examples:



The largest steel pylons (275kV and 400kV)



Smaller steel pylons (132kV)



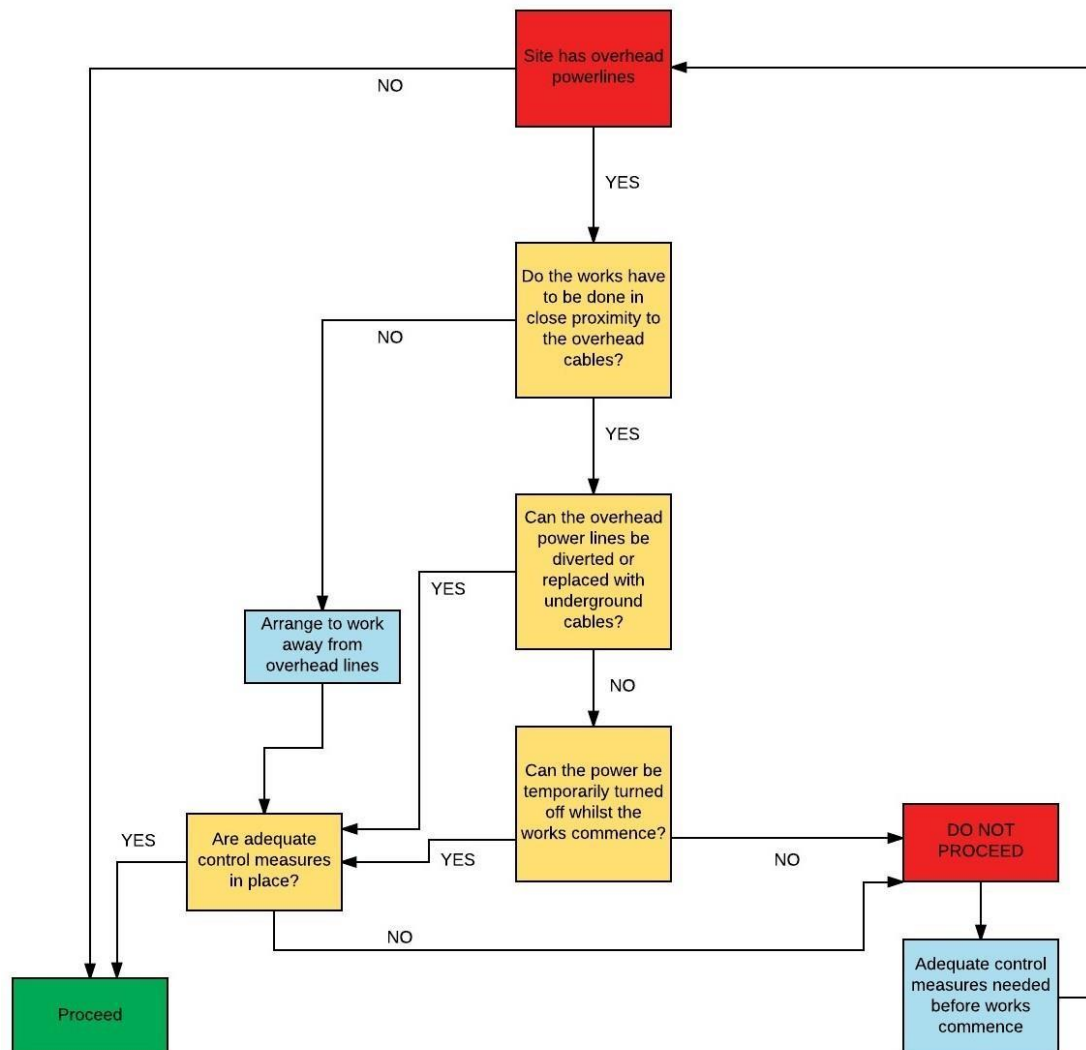
Wooden poles (11kV and 33kV)



400v distribution line

4.11.3 Planning

4.11.3.1 Before works can commence underneath / close to overhead power lines the following flow-chart needs to be worked through.



4.11.4 Assessing Risk

4.11.4.1 When assessing the risk from working close to live overhead cables, the following will need to be taken into account:

- The voltage of the power line
- The height of the wires above ground (should be measured by a trained person using a noncontact measuring device)
- The nature of the work and whether it will be carried out close to or underneath the overhead line.
- Is access needed underneath the wires
- The size of machinery that will be used (including the reach) • The safe clearance distance needed between wires and machinery.
- The site conditions (are there dips in the ground / undulating ground conditions)
- The competence, supervision and training of people working at the site

4.11.5 Practical solutions – working near to overhead lines

4.11.5.1 Once all other options have been considered and works need to commence near to over-head power lines, practical control measures need to put into place to control the risks

4.11.5.2 If works are to be done underneath power lines then potentially different control measures will be needed. (see below section 4.11.6)

4.11.5.3 Barriers are an effective control measure when working near to overhead power lines but not underneath. Ground level barriers can be used to establish a safety zone to ensure people and machinery are kept away from wires.

4.11.5.4 Suitable barriers can be constructed out of large steel drums filled with rubble, concrete blocks, wire fence earthed at both ends or earth banks marked with posts. (Should steel drums be used, they are to be highlighted, possibly with red and white horizontal stripes)

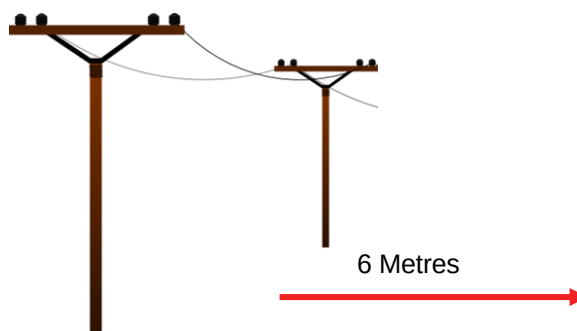


4.11.5.5 If plant is working in the vicinity of an overhead power line, the distance between the plant and the overhead line should be at least:

- 15 metres (plus the length of the jib) if the lines are suspended from steel tower; or
- 9 metres (plus the length of the jib) if the lines are supported on wooden poles.
- This should be confirmed with the asset owners/power company.

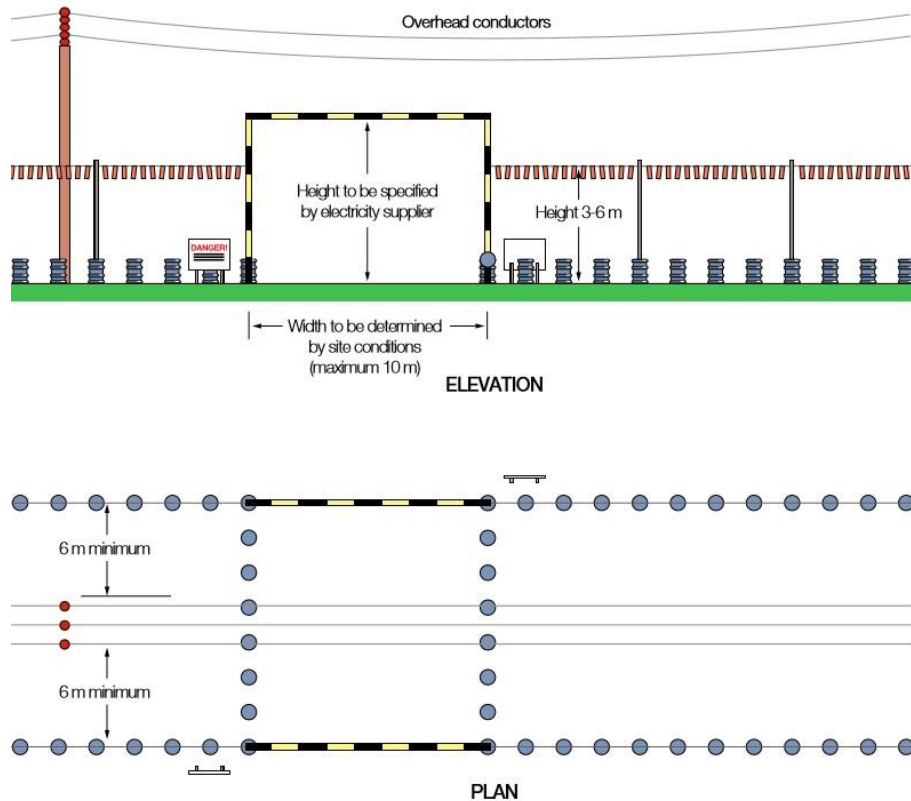
4.11.5.6 Wire fences should be highlighted with the use of red and white flags. This is in addition to the consideration of how barriers will be made visible during the evening.

4.11.5.7 Any safety zones are to extend 6 metres horizontally from the nearest wire on either side of the overhead line.



4.11.6 Practical solutions - passing / working underneath overhead lines

- 4.11.6.1 Should equipment or machinery need to pass under overhead power lines (that is capable of coming into contact with the overhead line) a safe passage way will need to be created.



4.11.6.2

Consideration must be given to situations that could lead to danger from the overhead wires. E.g. persons needing to stand on top of a machine or scaffold platform and lift a long item above their head. Or if the combined height of a load on a low lorry breaches the safe clearance distance (if this may exist, then extra precautions will need to be taken).

- 4.11.6.3 If overhead power lines cannot be turned off then reference will need to be made to the Energy Networks Association (ENA) publication 'Look Out, Look Up! A guide to the Safe Use of Mechanical Plant in the Vicinity of Electricity Overhead Lines' the minimum extent of these zones varies according to the voltage of the line, as follows:

- Low voltage – 1m
- 11kV and 33kV lines – 3m
- 132kV line – 6m
- 275kV and 400kV lines – 7m

- 4.11.6.4 Under no circumstances must any piece of plant or equipment encroach within these zones.

- 4.11.6.5 Any work beneath power lines needs to be supervised by a competent person with competence in working underneath overhead power lines.

- 4.11.6.6 If you are in any doubt about the use of exclusion zones or how to interpret the ENA document, contact the owner of the overhead power line.

- 4.11.6.7 Warning signs are to be in place detailing the clearance height and hazard.



4.11.7 Emergency Procedures

4.11.7.1 In the case of an emergency (a person or plant coming into contact with an overhead line) it is important that all persons on site know what action is to be taken to reduce the risk of anyone sustaining an electric shock or burn injuries, these are:

- Never touch the overhead line's wires;
- Assume that the wires are live, even if they are not arcing or sparking, or if they otherwise appear to be dead.
- Remember that, even if lines are dead, they may be switched back on either automatically after a few seconds or remotely after a few minutes or even hours if the lines owner is not aware that their line has been damaged.
- If you can, call the emergency services. Give them your location, tell them what has happened and that electricity wires are involved, and ask them to contact the lines owner.
- If you are in contact with, or close to, a damaged wire, move away as quickly as possible and stay away until the lines owner advises the situation has been made safe.
- If you are in a vehicle that has touches a wire, either stay in the vehicle or, if you need to get out, jump out of it as far as you can. Do not touch the vehicle while standing on the ground. Do not return to the vehicle until it has been confirmed that it is safe to do so.
- Be aware that if a live wire is touching the ground, the area around it may be live. Keep a safe distance away from the wire

4.11.8 Contractors

4.11.8.1 Where contractors are to be working near overhead power lines, Pye Homes must ensure they have suitable arrangements detailed in their Risk Assessment and Method Statements prior to any works commencing.

4.11.8.2 Site managers should contact Pye Homes appointed health and safety consultants for advice on adequacy of Risk Assessments and Method Statements in relation to work under / near overhead power lines

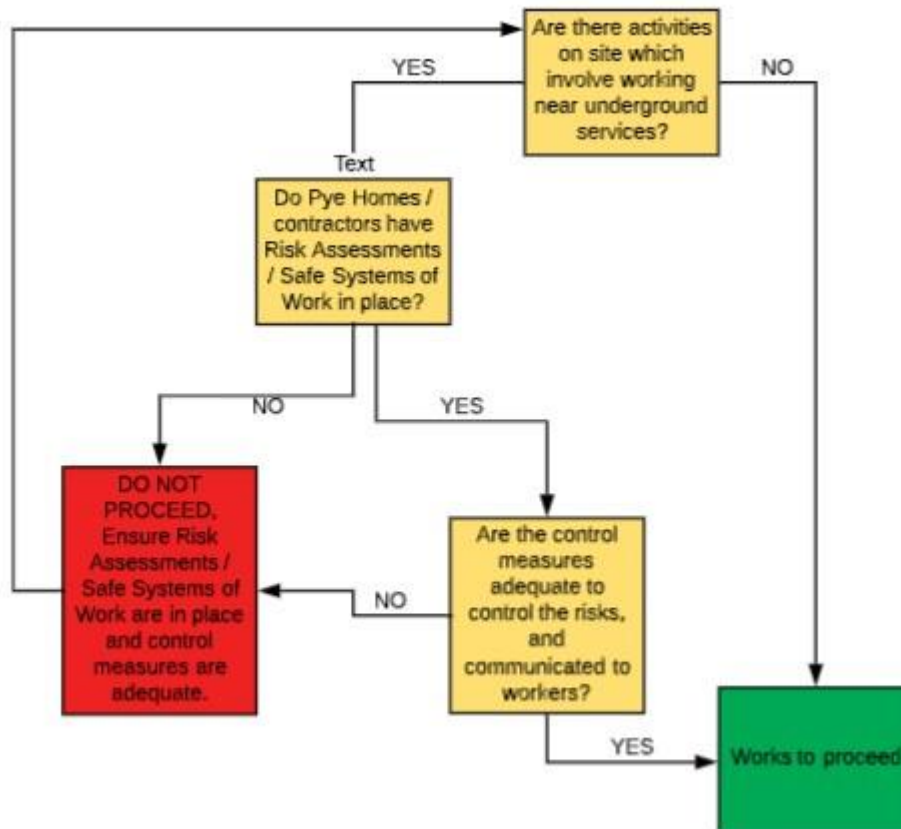
4.12 Underground Services

4.12.1 General

4.12.1.1 More supporting / additional information may be found in section 4.15 Excavations.

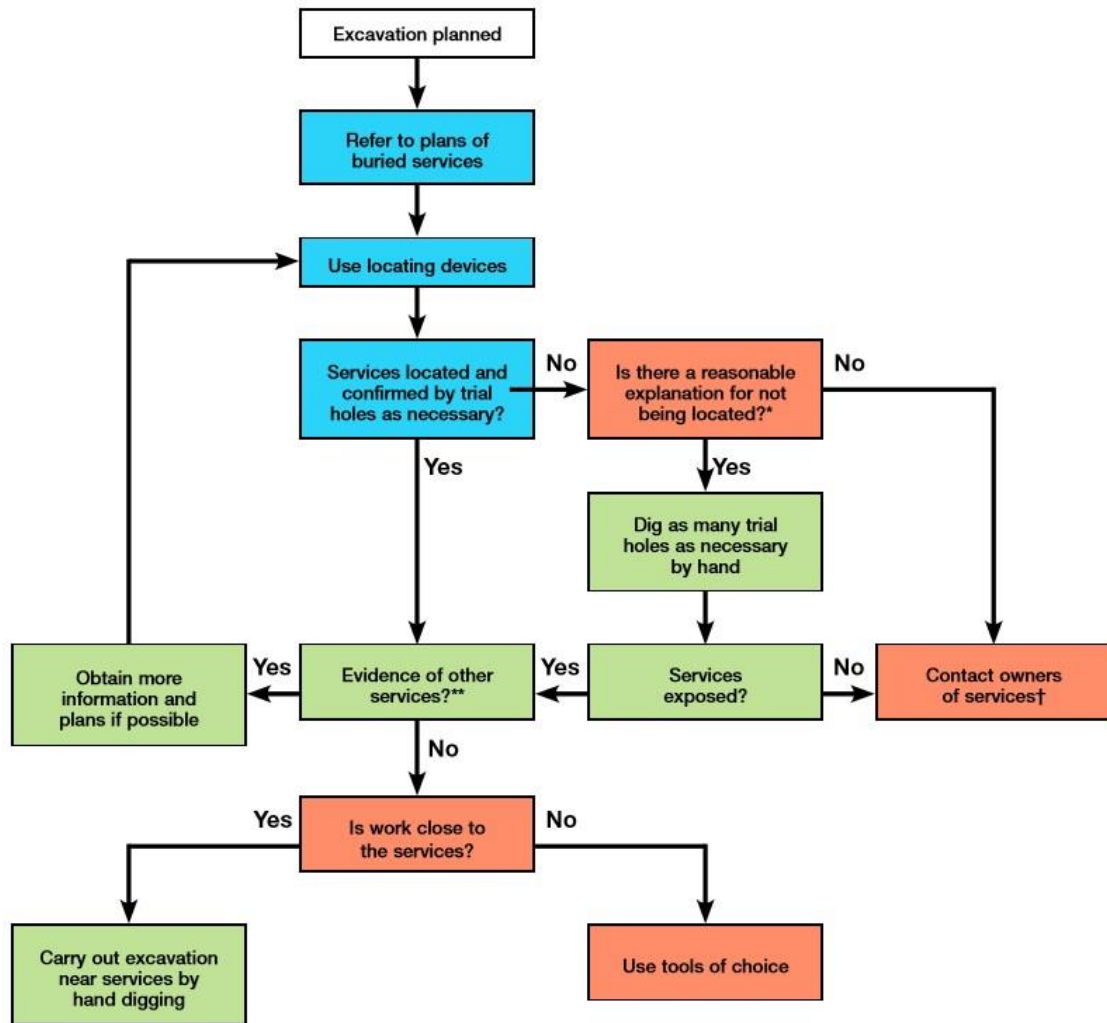
4.12.1.2 Underground services can pose a great danger to workers if work has not been planned properly and adequate control measures put into place.

4.12.1.3 It is important that the risks associated with working near underground services are controlled and this applies to both Pye Homes and sub-contractors. The below flow chart is to be followed:



4.12.2 Planning works near underground services

4.12.2.1 Effective planning can be a good control in the dangers from underground services. The following flowchart should be followed:



* For example, could services be non-metallic pipes? Please refer to text for further information.

** In particular, visual evidence. Ensure that the presence of services, which may be unmarked on plans or for which no plans are available, has been considered, eg service connections.

† If there is visual evidence of services, but owners cannot be traced, despite all reasonable attempts to do so, any excavation could proceed but using hand-dug trial holes and proceeding with great care.

4.12.3 Detecting, identifying and marking underground services

4.12.3.1 It is important that underground services are identified and marked to ensure they can be avoided and workers on site are aware of their presence. It is vital that services are identified at the planning stage.

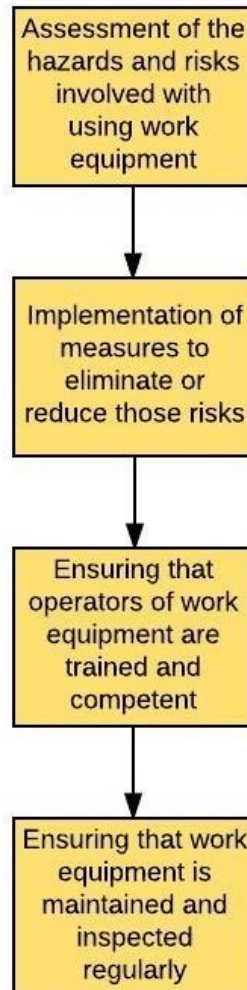
4.12.3.2 Persons who are involved in detecting and identifying services must be competent in the proper use of survey tools and detecting devices as well as reading / interpreting plans.

4.12.3.3 Once detected, the services must be identified and marked to confirm their status .i.e whether electricity cables are live, whether gas pipes are pressurised and then record their location.

4.13 The Provision and Use of Work Equipment

4.13.1 General

4.13.1.1 Construction sites require a varied amount and type of plant and work equipment which need to be maintained in line with the Provision and Use of Work Equipment Regulations (PUWER) 1998. Reducing the risk of harm caused from work equipment required the following:



4.13.2 Inspection

Plant item	12 month Thorough examination	6 month Thorough examination	FORM Ref
Dumper	Yes		
Roller	Yes		
Excavators	Yes		
Lifting Plant	Yes	Yes if lifting persons	
Lifting Accessories		Yes	
Dozers	Yes		
MEWP		Yes	
Articulated dump truck	Yes		

Loading shovel	Yes		
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4.13.3 Records

- 4.13.3.1 It is important site managers are aware of what plant is being brought onto site, and the condition of this equipment. In the [Site SHE Documentation](#), there is a **PUWER & LOLER inspection form** which needs to be completed when new contractors and plant come onto site.
- 4.13.3.2 Plant will need to be inspected at intervals identified in the risk assessments. Records of these inspections are to be kept and archived with the site safety files from the project.
- 4.13.3.3 Larger items of plant such as diggers, dumper trucks and excavators will be inspected by the user prior to each use. These daily records will also need to be retained on site.
- 4.13.3.4 If a Telehandler / Forklift or an Excavator are being brought to site by a contractor or is on hire from a hire company then an Excavator Checklist or Telehandler / Forklift Checklist will need to be completed. These can be found within the [Site SHE Documentation](#). Also within this file is a Telehandler / Forklift / Operator Checklist, which will also need to be completed prior to use on site.

Daily Maintenance Checks Forklift trucks

Truck Model Serial Number

Week Commencing:

DAILY CHECKS	MON	TUES	WED	THUR	FRI	SAT	SUN
Overhead guard (welds / damage / security)							
Wheels / tyre condition / pressure							
Mast / rollers / slides condition							
Hydraulic hoses / pulleys / rams							
Lift chains / links / anchors							
Carriage / load backrest extension							
Forks / heels / locking pins							
Rated capacity plate							
Fuel, water, oil (IC engines)							
Battery / charge / electrolyte levels (electric only)							
Seat / seat belt (if fitted)							
Starting procedure							
Gauges and instruments							
Horn / audible warnings							
Lights / beacons / indicators							
Hydraulic controls							
Condition of decals and warning labels							
Drive & braking (all systems)							
Steering							
General cleanliness (check for shrink-wrap)							
Traverse mechanism (if fitted)							
Guide wheels (if fitted)							
Presence / interlock systems (if fitted)							
Stabiliser jacks (if fitted)							
Cab & doors inc mirrors (if fitted)							
Attachments (if fitted)							

DEFECTS REQUIRING ATTENTION	SHIFT OPERATOR NAME - SIGNATURE
MON	
TUES	
WED	
THUR	
FRI	
SAT	
SUN	

Supervisor/Manager: DATE:

4.14 Lifting Operations and Lifting Equipment

4.14.1 General

- 4.14.1.1 Construction sites use various different types of lifting equipment, some to lift people and others to lift materials. All are subjected to the Lifting Operations and Lifting Equipment regulations.
- 4.14.1.2 The site manager has responsibility to complete the Lifting Equipment Inspection Register found in the [Site SHE Documentation](#).

MEWPs (Mobile Elevated Working Platforms)

- 4.14.1.3 There are many different types of MEWPs which may be used on construction sites. The most common of these are

1. Scissor lifts
2. Telescopic booms (cherry picker)
3. Articulating and telescopic booms or multi-boom articulated.



4.14.1.4 Operatives for MEWPs are to hold the correct IPAF licence to operate the class of MEWP they intend to be using. The classification of MEWPS are set out below:



4.14.1.5 Before a MEWP is used you must assess the risks of people falling from or being thrown from the carrier, or the MEWP overturning, and take precautions to eliminate or control those risks.

4.14.1.6 Before work starts, make sure that:

- The work is properly planned
- The operator is fully trained and is familiar with the performance and controls of the specific type of MEWP they are going to use;
- There is a current report of thorough examination for the equipment;
- The machine is fitted with an emergency stop at ground level which can be deployed if the carrier becomes trapped against a fixed structure
- The work platform is provided with guard rails and toe boards or other suitable barriers;
- It is used on firm and level ground, which may have to be prepared in advance and any temporary covers are strong enough to withstand the applied pressure;

- The daily inspection has been completed
- Any outriggers are extended and chocked as necessary before raising the platform;
- Areas of the site where people may be struck by the platform or falling materials have been barriered off;
- Other vehicles, such as delivery vehicles and dumpers etc, are segregated from the work area.
- The equipment is protected from adverse weather. High winds can tilt platforms and make them unstable. Establish a maximum safe wind speed for operation. Storms and snow falls can also damage platforms, so they should be inspected before use after severe weather; and
- Everyone knows what to do if the machine fails with the platform in the raised position. A suitable rescue plan will be communicated before works commence.

4.14.2 Crane Lifting

4.14.2.1 All construction jobs are likely to involve lifting operations, even if it is only the use of a lorry loader to deliver materials to site. Lifting operations can be hazardous if not properly planned and carried out safely.

4.14.2.2 All lifts should be

- a) Properly Planned by a competent person (also known as the appointed person)
- b) Appropriately supervised (by a competent 'crane supervisor'); and
- c) Carried out in a safe manner.

4.14.2.3 Planning and Preparation

- Select the right crane for the job (must be able to lift the heaviest load at the required radius with capacity to spare)
- Positioning of the crane (operator needs a clear view, well away from overhead power lines, excavations and railways and is on level ground)
- Making sure a rated capacity indicator is fitted and is in good working order.
- Select the most suitable lifting accessories, method of slinging relative to the weight, shape, centre of gravity, lifting points and load stability;
- Ensure the crane and lifting accessories have a current thorough examination report; • Making sure the crane supervisor, crane operator, slinger and signaller are competent.

4.14.2.4 Supervising the lift

Every lifting operation must be appropriately supervised to ensure that the lift plan is distributed, understood and followed and that the work is being carried out safely. The supervision required should be proportionate to the risk and the level of experience of the personnel involved. The supervisor should be someone other than the crane operator

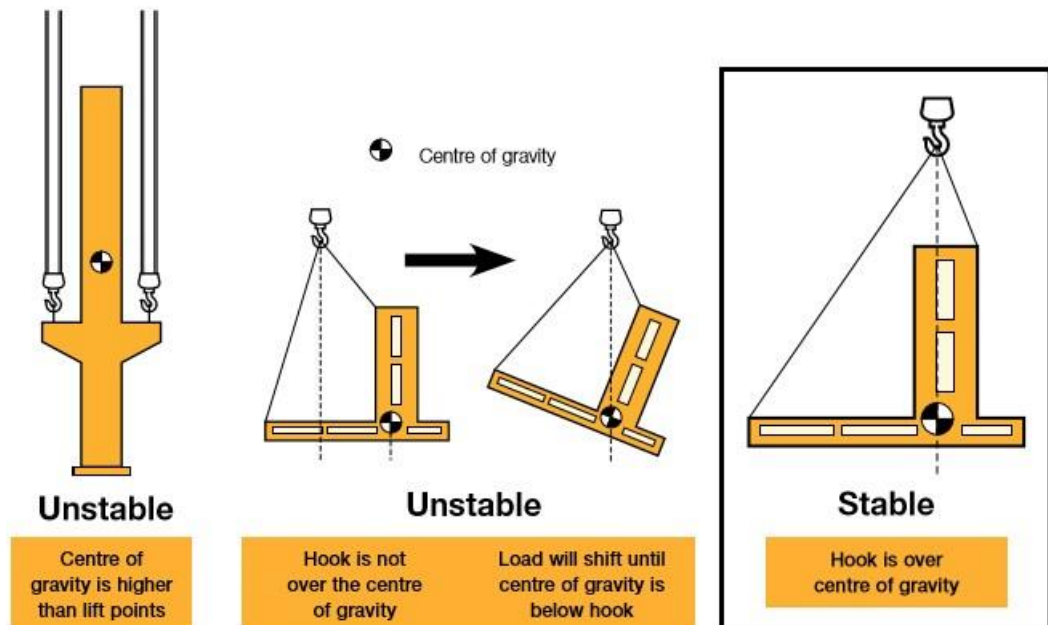
4.14.2.5 Supervisors should be competent to supervise the operation, a supervisor should:

- Direct and supervise the work;
- Be fully briefed on the safe system of work described in the lift plan;
- Be able to identify any problems either arising from changed site conditions or occurring while the lifting operation is in progress and have the authority to stop the operation until guidance can be provided by the person who planned the lift; and
- Be capable of giving clear, unambiguous instructions to all members of the team.

4.14.2.6 Carrying out the lift

Lifting operations should be carried out following the lift plan under the supervision of competent person. When carrying out any lift make sure:

- All those involved in the lift know their role and understand who is in control of the operation.
- Load routes are established to avoid loads being lifted over people
- The load must be properly slung by a competent person. Ensure the chains and slings are of the correct strength and are in good condition. Chains and slings may be damaged by the load, so packing could be necessary. The centre of gravity of the load may not be the middle of the load, causing it to shift or slip out of its slings when it is raised. It is important that loads are slung so that they are in balance with their centre of gravity beneath the hook.
- A competent banksman or signaller is provided if the drivers view is restricted;
- There is adequate clearance so that people are not stuck or trapped by the load, counterweight or body of the crane, if traps are unavoidable, fence them off;
- Where necessary, tag lines are used to guide loads, e.g in windy conditions or on large loads
- If the site team cannot complete the lift as planned, the appointed person must be consulted before the plan is changed.



4.15 Excavations

4.15.1 General

4.15.1.1 Excavations on site will need to be adequately protected to prevent persons falling into / collapse of the excavation.

4.15.1.2 More information on excavations can be found in GE700 and the CDM regulations. Along with 'Underground Services Section' in 4.12 of this manual.

4.15.1.3 Before any excavation works including digging: trenches, pits, tunnels or other excavations, you will need to decide what temporary support will be required and plan the precautions that are going to be taken against:

- Collapse of sides
- People and vehicles falling into the excavation
- Materials falling onto people working in the excavation
- Undermining nearby structures • Underground and overhead services; and
- The inflow of ground and surface water.

4.15.2 Inspection of excavations

4.15.2.1 Under the Construction Design and Management (CDM) Regulations it states when excavations need to be inspected. This is:

- Inspect before work at the start of every shift (see note below)
- Inspect after any event likely to have affected its strength or stability
- After any material unintentionally falls or is dislodged

Note: Although an excavation must be inspected at the start of every shift, only one report is needed in any seven day period unless there has been a collapse / fall of material or other event likely to affect stability. In this case an inspection and report are required before work starts again.

4.15.2.2 The report should contain the following information:

- Name and address of the person the inspection was carried out for;
- Location of the place of work or work equipment inspected;
- Description of the place of work or work equipment inspected;
- Date and time of the inspection;
- Details of any matter identified that could give rise to a risk to the health or safety of any person;
- Details of any action taken as a result of any matter identified in the point above; • Details of any further action considered necessary; and
- Name and position of the person making the report.

4.15.2.3 Excavation inspections are to be recorded on the temporary works inspection record form found in [Site SHE Documentation](#).

TEMPORARY WORKS REGISTER

Site: _____

Temporary Works Coordinator: _____



Item	Date	Operation	Risk Assessment Ref	Temporary Works Permit Ref	Temporary Works Installed Date	Temporary Works Removed Date	Comments	Temporary Works Supervisor Signature
1								
2								
3								
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4.15.3 Controls

4.15.3.1 All excavations should be suitably fenced, the fencing should be robust and signage placed on the fencing to warn persons that an excavation is present.

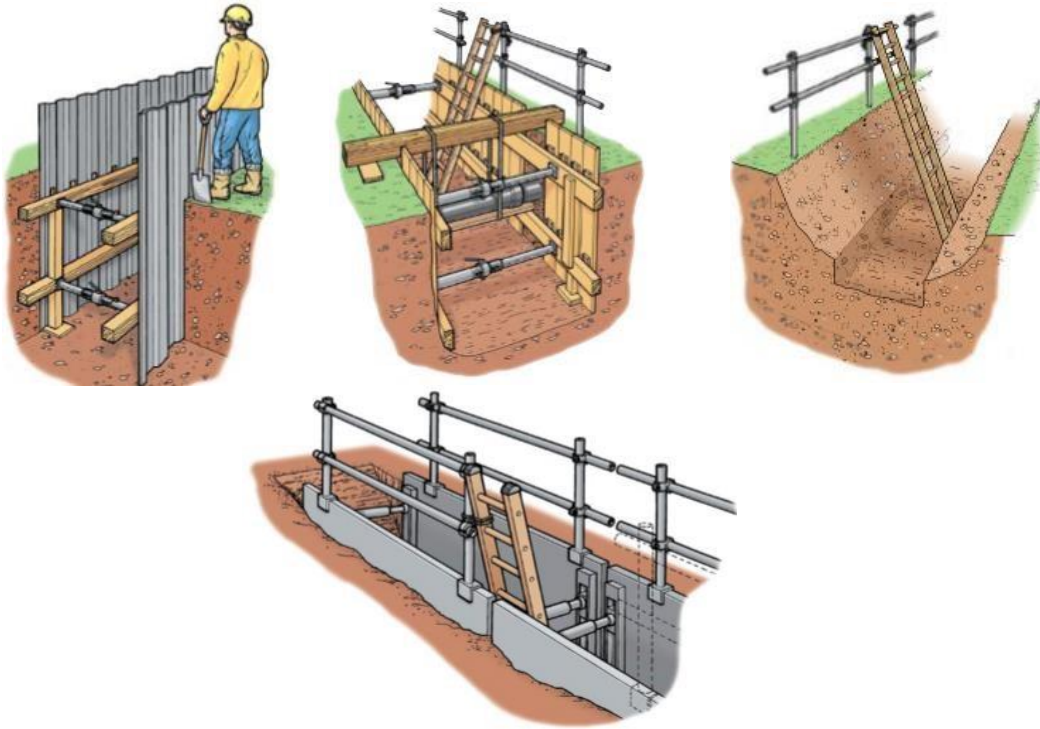
4.15.3.2 Preventing collapse by shoring, stepping or battering back the sides of the excavation. Battering the excavation sides to a safe angle or repose may also make the excavation safer. In granular soils, the angle of slope should be less than the natural angle of repose of the material being excavated. In wet ground a considerably flatter slope will be required.

4.15.3.3 Do not park plant and vehicles close to the sides of excavations. The extra loadings can make the sides of excavations more likely to collapse.

4.15.3.4 Excavations to be inspected as stated in section 4.15.2

4.15.3.5

4.15.3.6 Some pictures showing good practice are shown below:



4.16 Sewers and Sewage

4.16.1 General

4.16.1.1 Sewers and sewage pose many health hazards such as:

- Gastroenteritis
- Leptospirosis
- Hepatitis
- Occupational asthma
- Eye Infections
- Skin Infections

4.16.1.2 It is important that persons working on construction sites are aware of these hazards and how to protect themselves against them.

4.16.2 Personal Hygiene

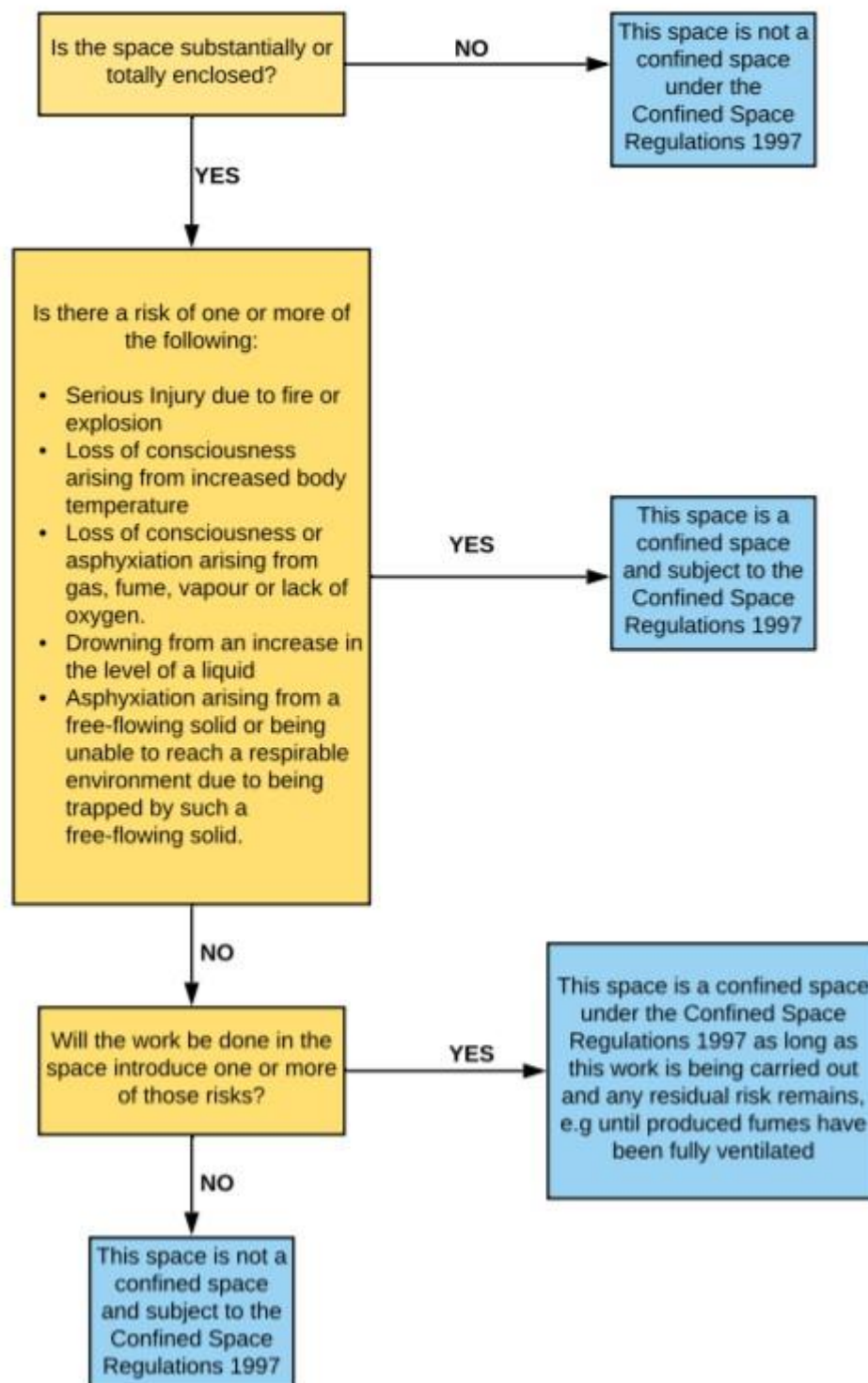
4.16.2.1 It is important workers on site potentially exposed to sewers and sewage maintain a good level of personal hygiene which includes washing hands and face thoroughly before eating, drinking or smoking. The following is guidance from the HSE and should be displayed in toilets and canteen areas on site.



4.17 Confined Spaces

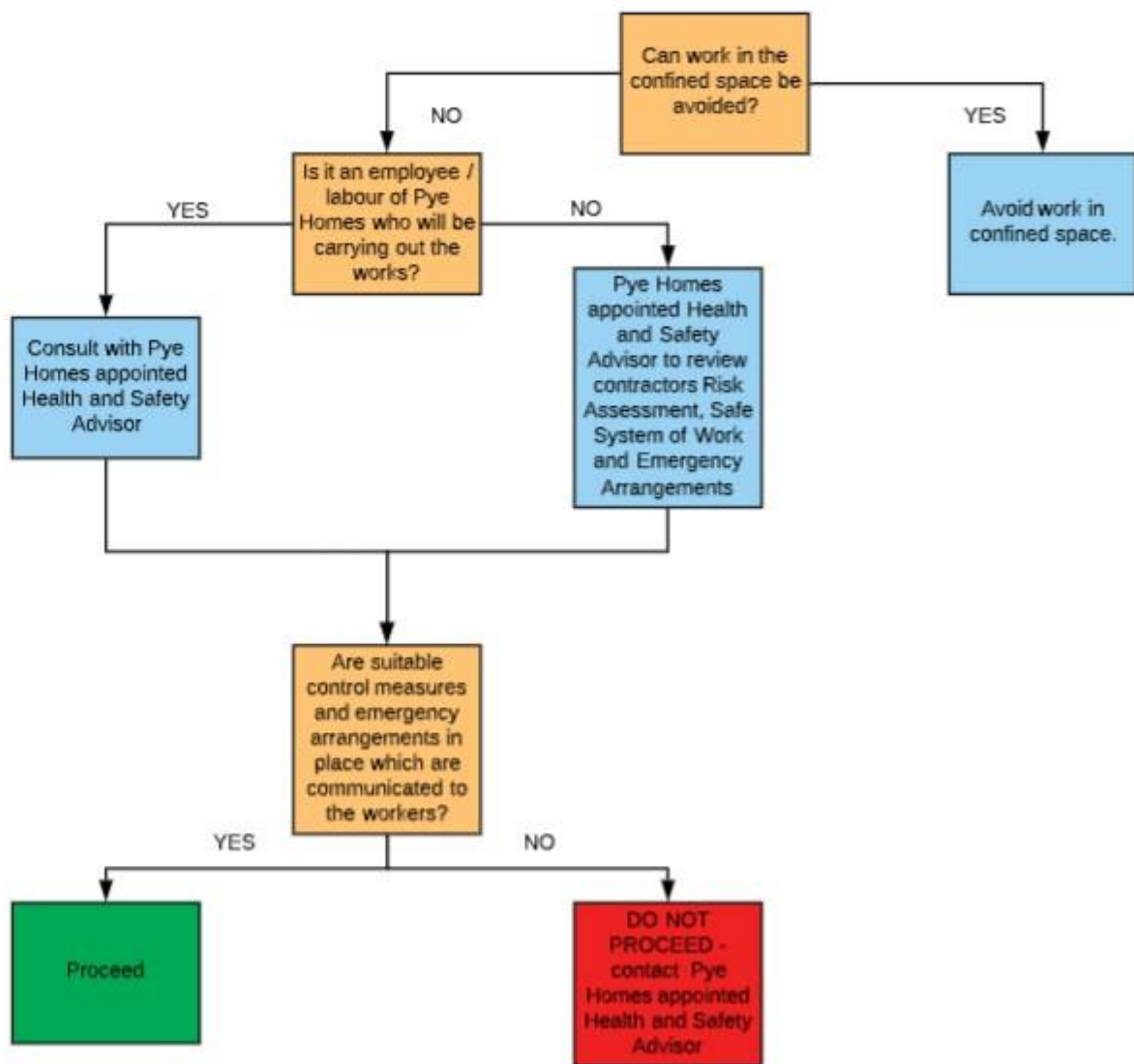
4.17.1 Identification

4.17.1.1 Before appropriate measures can be put into place to control the risks of working within confined spaces, it must be decided whether the area is a confined space. The following flow chart will help in identifying if the space is classified as a confined space under The Confined Space Regulations 1997, if at all in doubt please contact Pye Homes appointed Health and Safety Consultants.



4.17.2 Working in Confined Spaces

4.17.2.1 Work in confined spaces should be avoided where possible, if work in confined space cannot be avoided then a suitable and sufficient risk assessment including a safe system of work must be in place along with adequate emergency arrangements before the work starts, this is regardless of who is carrying out the works (Pye Homes / Sub-contractor).



4.17.2.2 Other considerations for confined space work should include but not be limited to:

- Training of persons undertaking the works
- Is gas / oxygen equipment calibrated
- Atmospheric testing
- Suitable PPE / RPE
- Rescue equipment
- Equipment to be used in the confined space may cause other risks.

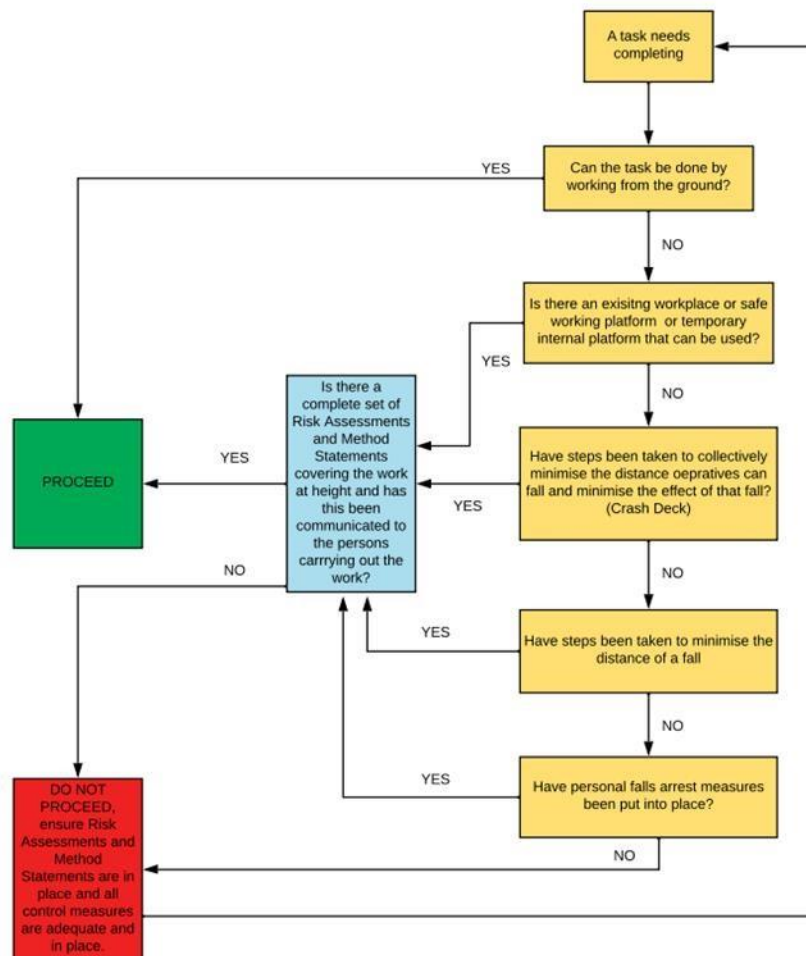
4.18 Working at Height

4.18.1 General

4.18.1.1 When work at height is being considered the below flow chart should be used to decide on appropriate precautions in line with the WAH regulations Hierarchy of control.

4.18.1.2 Work at height doesn't always have to be elevated above ground level, it can include working at ground level next to an excavation edge.

4.18.1.3 All WAH should have a method statement due to the high risk nature, this is in addition to a risk assessment. All work at height should be properly planned and access equipment bought to site before works commence.



4.18.2 Ladders and Step Ladders

4.18.2.1 Ladders and step ladders permitted to be used on Pye Homes construction sites are ladders which are BS (British Standard) Professional Class Ladders / BS EN 131 suitable for use at work. Any ladders found to be non-compliant will be removed from site or the contractor who's ladder they are will be asked to stop work until a suitable pair of ladders are made available.



4.18.2.2 Ladders are to be used for short duration work only (10 minutes or less) or to gain access. If a ladder is being used for a period of time over 10 minutes then other suitable methods of gaining access are more suitable. E.g a mobile scaffold tower.

4.18.2.3 Ladders are only to be used as seen below. One unit out for 4 units up. Along with this every user must maintain 3 points of contact



4.18.2.4 Step Ladders used on site are to be used with all safety features in place such as any lock out mechanisms.

4.18.2.5 All ladders are to be inspected regularly and each time before use by the user of the ladder. This is to check for:

- No dinks or defects in any part of the ladder
- Flat feet which are not damaged
- Any safety devices are in working order
- No rungs are bent or defective
- Ladder to be footed at all times

4.18.3 Working Platforms

4.18.3.1 General

4.18.3.2 A working platform is virtually any surface from which work is carried out, such as a roof, scaffold, trestle, tower scaffold or MEWP.

4.18.3.3 Working platforms are to be:

- Capable of supporting the weight of the workers using it and any materials and equipment they are likely to use or store on it.
- Stable and will not overturn. For Example, scaffolds usually need to be tied to a supporting structure and MEWPs should not be operated on sloping or uneven ground.
- Wide enough to allow people to pass back and forth safely and use any equipment or material necessary for their work at that place.
- Kept clear of loose materials and constructed to prevent materials from falling. As well as toe boards or similar protection at the edge of the platform, the platform itself should be constructed to prevent any objects or materials from falling through gaps and holes.
- Free of openings and traps through which peoples feet could pass, causing them to trip, fall or be injured in any other way; and
- Kept free of tripping and slipping hazards. Keep platforms clean and tidy and do not allow materials or waste to build up on them.

4.18.3.4 Inspection – All working platforms must be inspected by a competent person:

- After installation or assembly in any position;
- After any event likely to have affected its stability, eg following strong winds or substantial alteration; and
- At regular intervals if the working platform is below 2m or at intervals not exceeding seven days if the working platform is at 2m or above

4.18.3.5 The result of an inspection must be recorded and kept until the next inspection is recorded.

4.18.4 General Access Scaffolds

4.18.4.1 Scaffold should be designed, erected, altered and dismantled only by competent people.

4.18.4.2 Before using a scaffold, make sure that it is safe and suitable for the intended job, taking into account the following:

- Ensure platforms are fully boarded and wide enough for the work and access (usually at least 600mm wide)
- Check that scaffold boards are properly supported and not overhanging excessively (e.g not more than 4 times the thickness of the board)
- Ensure there is safe access onto the work platforms, preferably from a staircase or ladder tower;
- Check that loading bays are fitted with fall protection, preferably gates, which can be safely moved in and out of position to place materials on the platform; and
- Make sure the scaffold is suitable for the task before it is used and checked whenever it is substantially altered or adversely affected e.g high winds.

4.18.4.3 Scaffolds are to be inspected at periods of no longer than 7 days, this is to be recorded and should be displayed on a 'scaf tag' also. A Scaffold Inspection Record Form can be found in [The Site SHE Documentation](#).

4.18.5 Guard rails, toe boards and brick guards

4.18.5.1 Guard rails, toe boards and other similar barriers should be provided to prevent falls whenever practicable. They should:

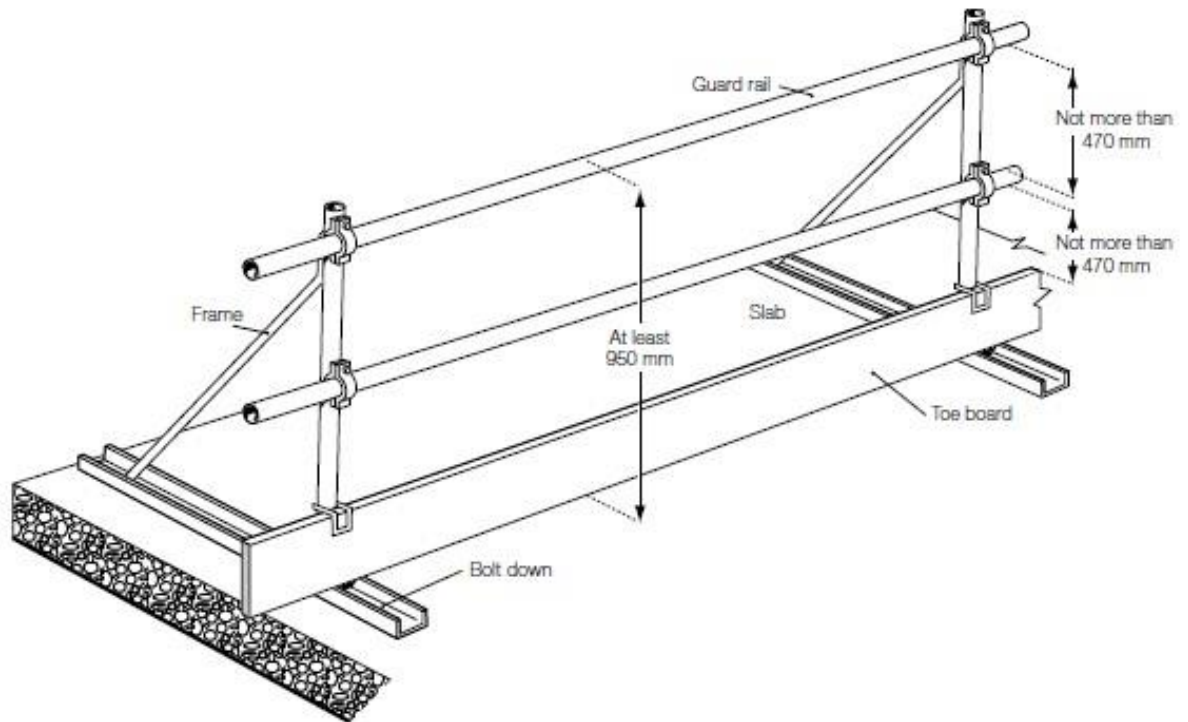
- Be strong enough and rigid enough to prevent people from falling and be able to withstand other loads likely to be placed on them. For example, guard rails fitted with brick guards need to be capable of supporting the weight of stacks of bricks which could fall against them;
- Be fixed to a structure or part of a structure capable of supporting them;
- And include:

A main guard rail at least 950mm above any edge from which people are liable to fall;

A toe board and brick guards where there is risk of objects rolling or being kicked off the edge of the platform; and

A sufficient number of intermediate guard rails or suitable alternatives positioned so that the unprotected gap does not exceed 470mm.

- Barriers other than guard rails and toe boards can be used, so long as they are at least 950mm high, secure and provide an equivalent standard of protection against falls and materials rolling or being kicked from any edges.



4.19 Electricity at Work

4.19.1 General

4.19.1.1 It is the responsibility of Pye Homes to ensure all electrical equipment bought onto site is Portable appliance tested within the last 3 months and 12 months for items used within site cabins.

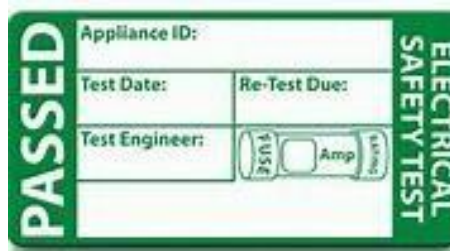
4.19.1.2 Pye Homes will ensure that where possible battery powered tools are encouraged and if not practicable only 110v maximum is then used across the construction site by providing a 110v supply throughout the site. Where possible the cables will be suspended to reduce the likelihood of tripping.

4.19.1.3 Pye Homes are to make the standard for portable electrical equipment known before works commence with sub-contractors.

4.19.1.4 It is essential that the electricity power supply requirements are established before any works commence on site. Arrangements for electricity supply should be completed with the local electricity supplier and the supply system installed. Guidance on requirements for low voltage (i.e 400v and 230v ac systems) can be found in the latest version of BS7671.

4.19.2 Portable equipment

- 4.19.2.1 Portable equipment being bought onto site by contractors must be of good condition and PAT (portable appliance tested) within the last 3 months. Site managers are to ensure this.
- 4.19.2.2 Any portable electrical equipment of Pye Homes must also be PAT tested within the last 3 months.
- 4.19.2.3 Portable items such as kettles and toasters which may be present within the site welfare cabins are to be portable appliance tested every 12 months.
- 4.19.2.4 Items are to be recorded on a portable appliance test record sheet and / or display a valid sticker as shown below:



4.19.3 Residual Current Devices (RCD's)

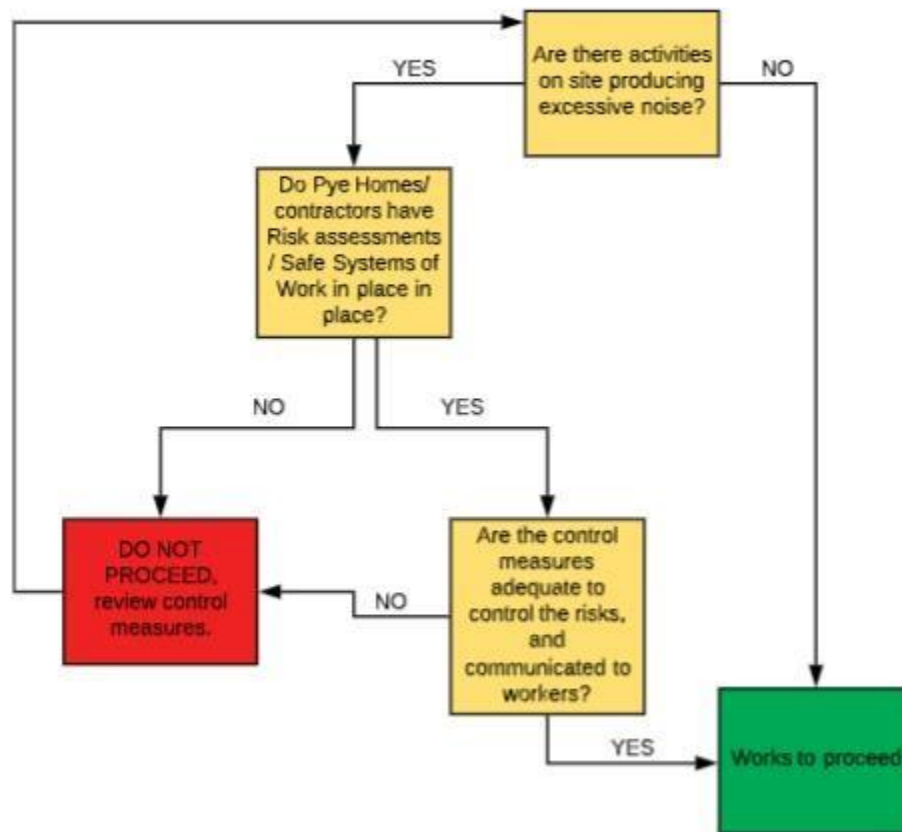
- 4.19.3.1 If mains voltage has to be used, the risk of injury is high if equipment, tools, leads etc are damaged, or there is a fault. Residual Current Devices (RCD's or trip devices as they are sometimes called) with a rated tripping current not greater than 30mA with no time delay will be needed to ensure that the current is promptly cut off if contact is made with any live part.
- 4.19.3.2 RCD's must be installed and treated with great care if they are to save life in an accident. They have to be kept free of moisture and dirt and protected against vibration and mechanical damage. They need to be properly installed and enclosed, including sealing of all cable entries. They should be checked daily by operating the test button. If mains voltage is to be used, make sure that tools can only be connected to sockets protected by RCD's.



4.20 Noise

4.20.1 General

- 4.20.1.1 It is widely known that construction activities can be noisy and the levels of noise can often exceed the Exposure action values meaning if persons are not protected their hearing could be harmed, in some cases irreversibly.
- 4.20.1.2 Pye Homes aim to eliminate or minimise noise levels (at source) wherever possible to ensure responsible working within the community.
- 4.20.1.3 The human ear is complex and because of this, every 3 Decibel increase actually doubles the noise, so what might seem like small differences in numbers can be quite significant.
- 4.20.1.4 Pye Homes and subcontractors must have considered the risks from noise and control measures to control the exposure of employee, the below flowchart can be used for this process.



4.20.2 Signage and hearing protection areas

4.20.2.1 Areas where hearing protection is to be enforced should be demarcated as a hearing protection and mandatory hearing protection signage (see below) displayed.



4.20.3 Action Values

4.20.3.1 The Control of Noise at Work Regulations 2005 set out 3 different action values, these are as follows:

Action Value table:

	Daily or Weekly personal noise exposure	Peak sound pressure
Lower exposure action values	80 dB(A)	135 dB(C)
Upper Exposure Action Values	85dB(A)	137dB(C)
Exposure Limit Values	87dB(A)	140dB(C)

The table below gives an indication as to how long a person can be exposed to a sound level before reaching the Upper Exposure Action value.

Sound Level	Allowed Time Exposure
85 dB(A)	8 hours
88 dB(A)	4 hours
91 dB(A)	2 hours
94 dB(A)	1 hour
97 dB(A)	30 minutes
100 dB(A)	15 minutes
103 dB(A)	7.5 minutes
106 dB(A)	4 minutes
109 dB(A)	2 minutes
112 dB(A)	1 minute
115 dB(A)	30 seconds

4.20.4 Duties at Action Values

4.20.4.1 At each of the action Values there are duties which employers must comply with, these are:

If the lower exposure action value is likely to be exceeded then the following must be complied with:

- Hearing protection must be made available to employees if requested.
- Maintain equipment provided to reduce risk/exposure
- Provide information on the risks of noise exposure

If the Upper exposure action value is likely to be exceeded then the following must be adhered to:

- All duties above
- Reduce exposure by a programme of technical / organisational measures
- Provide hearing protection, and; • Ensure hearing protection is used
- Provide health surveillance.
- Designated areas as hearing protection zone areas.

If an Exposure Limit Value is exceeded you must:

- Immediately take action to reduce exposure.
- Investigate and take action as to why the value was exceeded.
- Review control measures

4.20.5 Listening Checks

4.20.5.1 There is guidance from the HSE which gives three tests which give a probable noise level, these are shown below:

Test	Probable noise level
The noise is intrusive but normal conversation is possible	80dB
You have to shout to talk to someone 2 metres away	85dB
You have to shout to talk to someone 1 metre away	90dB

4.20.6 Calculating Daily Noise Exposure

4.20.6.1 If you know the Db(A) emitted from a process or tool and the time a person is exposed to this is known, a Daily Noise Exposure Ready-Reckoner can be used to estimate the total daily exposure. (This can be found on HSE website as well as the table below)

4.20.6.2 Instructions:

- For each task or period of noise exposure in the working day, look up in the table on the left the exposure points corresponding to the sound pressure level and duration. E.g exposure to 93 dB for 3 hours gives 80 exposure points.
- Add up the points for each task or period to give a total exposure points for the day
- Look up in the table on the right, the total exposure points to find the corresponding daily noise exposure (e.g a total exposure for the day of 280 points gives a daily noise exposure of between 89 and 90 dB).

Sound pressure level, L_{Aeq} (dB)	Duration of exposure (hours)								Total exposure points	Noise exposure $L_{EP,d}$ (dB)
	$\frac{1}{4}$	$\frac{1}{2}$	1	2	4	8	10	12		
105	320	625	1250							
104	250	500	1000							
103	200	400	800							
102	160	320	630	1250						
101	125	250	500	1000						
100	100	200	400	800					3200	100
99	80	160	320	630	1250				2500	99
98	65	125	250	500	1000				2000	98
97	50	100	200	400	800				1600	97
96	40	80	160	320	630	1250			1250	96
95	32	65	125	250	500	1000			1000	95
94	25	50	100	200	400	800			800	94
93	20	40	80	160	320	630			630	93
92	16	32	65	125	250	500	625		500	92
91	12	25	50	100	200	400	500	600	400	91
90	10	20	40	80	160	320	400	470	320	90
89	8	16	32	65	130	250	310	380	250	89
88	6	12	25	50	100	200	250	300	200	88
87	5	10	20	40	80	160	200	240	160	87
86	4	8	16	32	65	130	160	190	130	86
85		6	12	25	50	100	125	150	100	85
84		5	10	20	40	80	100	120	80	84
83		4	8	16	32	65	80	95	65	83
82			6	12	25	50	65	75	50	82
81			5	10	20	40	50	60	40	81
80			4	8	16	32	40	48	32	80
79				6	13	25	32	38	25	79
78				5	10	20	25	30	20	78
77					8	16	20	24	16	77
76					6	13	16	20		
75					5	10	13	15		

4.20.6.3 There is a Daily Noise exposure calculator which can be used by entering Db and time exposed which will inform on if exposure action values are being exposed or not.



You can enter data in the white cells only

Exposure Calculator

	Noise Level (L_{Aeq} dB)	Exposure duration (hours)	Exposure points (job/task)	Exposure points per hour
Job / task 1				
Job / task 2				
Job / task 3				
Job / task 4				
Job / task 5				
Job / task 6				
Job / task 7				
Job / task 8				
Total duration				
Daily noise exposure ($L_{EP,d}$)				

Note: Exposure points can be used to prioritise noise control. The highest exposure points are given by the jobs, tasks, etc. which make the greatest contributions to daily noise exposure. Therefore, tackling these noise exposures will have the greatest effect on daily noise exposure.

Instructions for exposure calculator

Enter the L_{Aeq} (in dB) and select the daily exposure duration (in hours) in the white areas for up to eight jobs or tasks carried out by a person during their working day. Rounding noise levels to the nearest decibel and durations to the nearest 15 minutes (0.25 hours) is sufficiently precise. Exposure points will appear for each entry and the overall daily personal noise exposure ($L_{EP,d}$) will be displayed.

The Lower Exposure Action Value (an $L_{EP,d}$ of 80 dB) is represented by 32 exposure points, the Upper Exposure Action Value ($L_{EP,d}$ of 85 dB) by 100 points.

Reference: Control of Noise at Work Regulations 2005, Schedule 1 Part 1

4.20.7 Calculating Weekly Noise Exposure

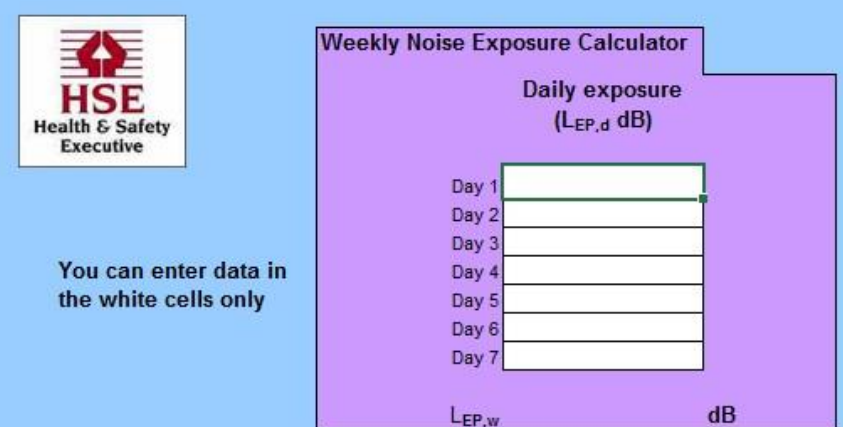
4.20.7.1 Where a person's noise exposure varies markedly from day to day it is appropriate to use the Weekly Noise Exposure Ready-Reckoner (can be found on the HSE website and a copy below) to determine a person's weekly exposure. For this calculation you will need to know the persons daily exposure for each working day in the week.

Daily noise exposure, $L_{EP,d}$ (dB)	Points							Total exposure points	Weekly noise exposure $L_{EP,w}$ (dB)
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7		
95	1000	1000	1000	1000	1000	1000	1000	5000	95
94	800	800	800	800	800	800	800	4000	94
93	630	630	630	630	630	630	630	3200	93
92	500	500	500	500	500	500	500	2500	92
91	400	400	400	400	400	400	400	2000	91
90	320	320	320	320	320	320	320	1600	90
89	250	250	250	250	250	250	250	1300	89
88	200	200	200	200	200	200	200	1000	88
87	160	160	160	160	160	160	160	800	87
86	130	130	130	130	130	130	130	630	86
85	100	100	100	100	100	100	100	500	85
84	80	80	80	80	80	80	80	400	84
83	65	65	65	65	65	65	65	320	83
82	50	50	50	50	50	50	50	250	82
81	40	40	40	40	40	40	40	200	81
80	32	32	32	32	32	32	32	160	80
79	25	25	25	25	25	25	25	130	79
78	20	20	20	20	20	20	20	100	78

4.20.7.2 Instructions for use:

- For each working day in the week, look up in the table on the left the exposure points corresponding to that days noise exposure (e.g a noise exposure on day 1 of 90dB gives 320 points)
- Add up the points for each day works to give total exposure points for the week.
- Look up in the table on the right the total exposure points to find the corresponding

4.20.7.3 There is also a Weekly Noise Exposure calculator which can be used to calculate a persons weekly noise exposure.



HSE
Health & Safety
Executive

You can enter data in the white cells only

Weekly Noise Exposure Calculator

Daily exposure ($L_{EP,d}$ dB)

Day 1	
Day 2	
Day 3	
Day 4	
Day 5	
Day 6	
Day 7	

$L_{EP,w}$ dB

Instructions for weekly exposure calculator

Enter the daily personal noise exposure $L_{EP,d}$ (in dB) in the white areas for the days worked in the week. Leave a blank for the days not worked.

The weekly personal noise exposure ($L_{EP,w}$) will be displayed.

Reference: Control of Noise at Work Regulations 2005, Schedule 1 Part 2

4.20.8 Typical sources of Noise within Construction

4.20.8.1 It is known that construction has some activities / processes that are noisy and will need to be controlled. Typical noisy activities / processes include:

DECIBEL - dB(A)	EQUIPMENT
Double protection recommended above 105 dB(A)	112 Pile driver
	110 Air arcing gouging
	108 Impact wrench
	107 Bulldozer - no muffle
	102-104 Air grinder
	102 Crane - uninsulated cab
	101-103 Bulldozer - no cab
	97 Chipping concrete
	96 Circular saw and hammering
	96 Jack hammer
	96 Quick-cut saw
	95 Masonry saw
	94 Compactor - no cab
	90 Crane - insulated cab
Hearing protection recommended above 85 dB(A)	87 Loader/backhoe - insulated cab
	86 Grinder
	85-90 Welding machine
	85 Bulldozer - insulated cab
	60-70 Speaking voice

Table 1: Some typical noise levels found on construction sites

4.20.9 Nuisance Noise

4.20.9.1 Noise can also be an environmental issue as well as a health and safety issue. Noise on site should be kept to an absolute minimum, however it is noted that some particularly noisy activities may be required on site. E.g Crushing, piling etc. In this situation Pye Homes may need to gain consent from the Local authority permitting increased noise levels within a defined time frame. The consent will have conditions attached which affect the operations e.g timings etc. The contractors / operatives must be made aware of these.

4.20.9.2 The following measures can be utilised to help minimise noise and potential complaints:

- Contractors to keep hoods and doors of machinery closed where possible.
- Consider using a noise screen e.g hoarding placed next to the source or the receiver;
- Avoid leaving generators overnight
- Use generators operating less than 65dB(A). Fully canopied and silenced.
- Ensure plant is well maintained to reduce operating noise; and
- Keep to the working hours stipulated in the planning conditions for the site

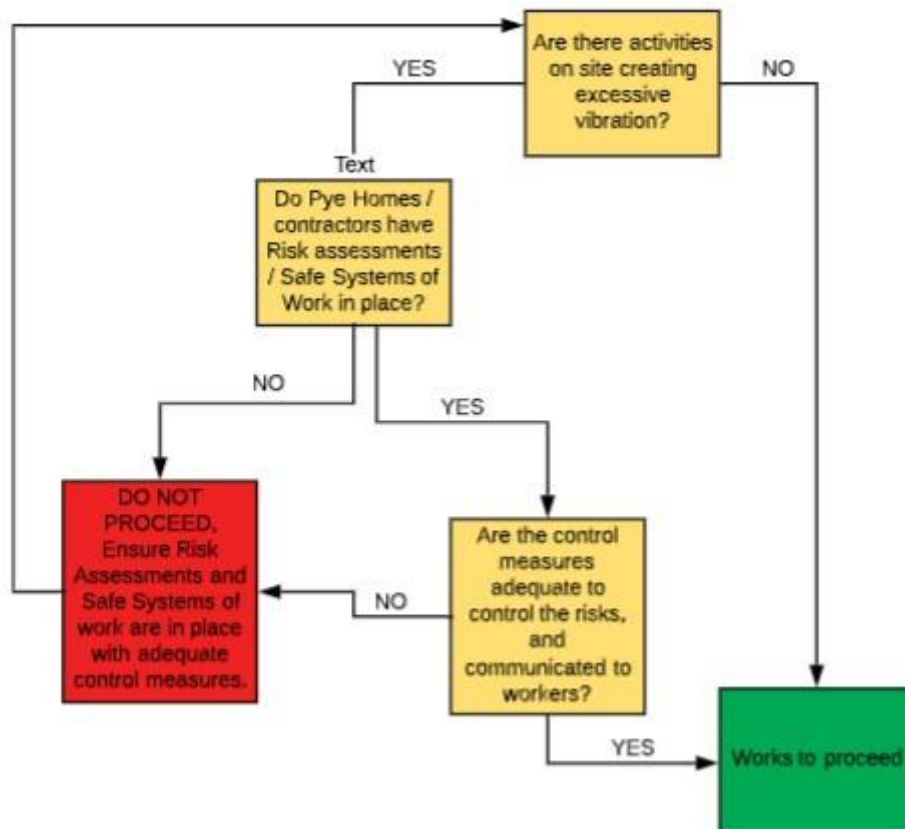
4.20.9.3 Pye Homes site manager must complete the 'Statutory Nuisance Checklist' monthly which can be found in the [Site SHE Documentation](#):

4.21 Vibration

4.21.1 General

4.21.1.1 The negative health affects arising from exposure to vibration are known, therefore, controlling exposure to vibration has to be managed and assessed.

4.21.1.2 There are 2 main types of vibration which affect persons which are: WBV (Whole body Vibration) and HAV (Hand Arm Vibration). There is another type of vibration which will be covered in this section which is: Environmental Vibration (vibration that causes a nuisance to those within close proximity to the works)



4.21.1.3 The following process should be followed:

- 1) Eliminate risks from exposure completely wherever it is reasonably practicable to do so
- 2) If it is not reasonably practicable to eliminate risks completely, you should reduce them to as low a level as is reasonably practicable
- 3) Introduce a formal programme of control measures whenever an employee's daily exposure to vibration is likely to exceed the exposure action value.
- 4) Do not expose anyone above the exposure limit value
- 5) Record individuals Vibration Exposure on the HAVS Monitoring form included in the [Site SHE Documentation](#).

4.21.2 WBV

4.21.2.1 Whole body vibration is commonly an issue from the following activities:

- Vehicle seats in trucks
- Farm vehicles
- Heavy equipment / earth movers

4.21.2.2 The general control measures which can be applied to reduce the risks of WBV are:

- Provide suspension seats that have appropriate vibration-dampening characteristics. Obtain appropriate advice when replacing a vehicle seat to ensure the seat is matched to the vehicles vibration characteristics, to avoid making vibration exposure worse
- Maintain vehicle suspension systems correctly, including the cab, seat suspension and tyre pressures.
- Adjust the driver weight setting on suspension seats, where it is available, to minimise vibration and to avoid the seat 'bottoming out' when travelling over rough ground.
- Maintain paved surfaces and site roadways, for example, fill in potholes, level ridges, fill in joints between concrete slabs, and remove debris.
- Replace solid tyres on equipment such as fork-lift trucks, sweepers and floor scrubbers before they reach their wear limits.
- Ensure the vehicle speed is appropriate for the ground conditions, to avoid excessive bumping and jolting.

4.21.3 HAV

4.21.3.1 Typical sources of hand arm vibration are: •

Hand held chainsaws

- Hand held rotary tools in the grinding, polishing or sanding of metal.
- Hand held percussive tools

4.21.3.2 General control measures include:

- Change fabrication methods. E.g use adhesives or welding to avoid using pneumatic riveting hammers
- Design metal castings production processes to eliminate or reduce hand finishing
- Use machine mounted breakers, mobile road cutting machines and / or trenching machines instead of hand-operated breakers for cable laying, water and mains repairs and similar work.
- Establish replacement programme for tools and their consumables to encourage their replacement when worn, for example, chisels, abrasive discs, drill bits and cutters
- Ensure targeted HAV reduction maintenance takes place, including keeping cutting tools sharp, dressing grinding wheels, balance rotating equipment, tune and adjust engines, and replace defective vibration dampers.
- Use jigs and similar aids that have anti vibration mounts, to avoid the need to grip vibrating surfaces.
- Identify daily limits on actual equipment use, sometimes called 'trigger time', to help employees manage their own HAV exposure

4.21.4 Action Values

4.21.4.1 Much like Noise, Vibration also has action values.

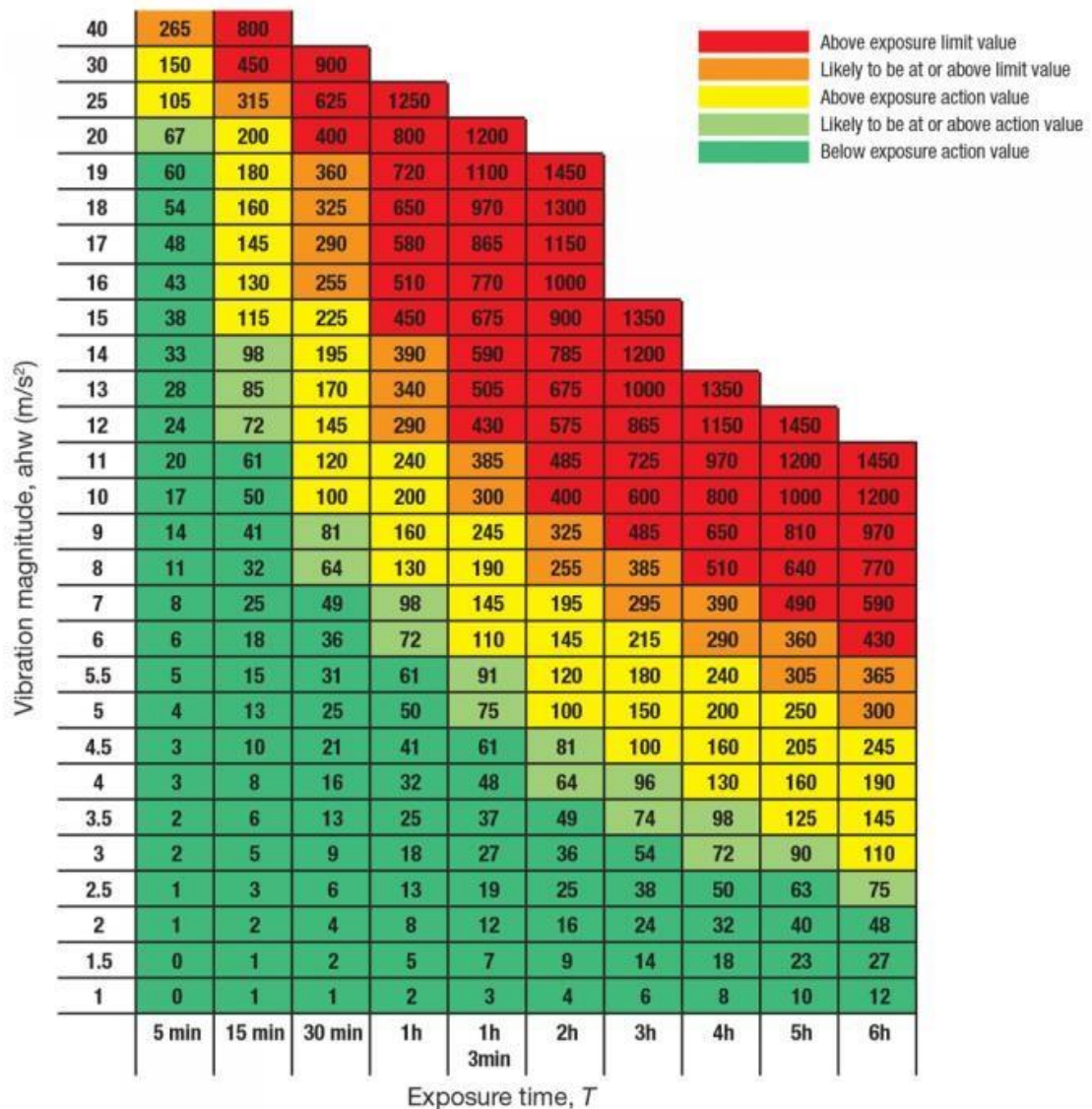
These are shown below for HAV.

Daily Exposure Action Value (HAV)	2.5 m/s ²	100 points
Daily Exposure Limit Value (HAV)	5 m/s ²	400 points
Daily Exposure Action Value	0.5 m/s ²	
Daily Exposure Limit Value	1.15 m/s ²	

The Exposure Action Value is the maximum amount of vibration a person can be exposed to on any single day.

The Exposure Limit Value is a value which is not to be exceeded (if this is exceeded, the employer is required to carry out certain actions which include reducing the exposure to as low as is reasonably practicable).

The exposure points system and ready reckoner can be used to calculate daily vibration exposure. All that is needed is the length of time the tool has been used for and the vibration magnitude. The below can then be used to calculate an amount of points. And compared with the points in the table above.



4.21.5 Typical vibration levels

4.21.5.1 Below is a table showing typical vibration levels for common tools used in construction:

Road Breakers	Typical	12 m/s ²
	Modern tool designs, good operating conditions and trained operators	5 m/s ²
	Worst tools & operating conditions	20 m/s ²
Demolition Hammers	Modern tools	8 m/s ²
	Typical	15 m/s ²
	Worst tools	25 m/s ²
	Typical	9 m/s ²

Hammer drills / combi hammers	Best tools & Operating conditions	6 m/s ²
	Worst tools and Operating conditions	25 m/s ²
Needle Scalars	Modern tool designs	5 – 7 m/s ²
	Older tool designs	10 – 25 m/s ²
Scabblers (hammer type)		20 – 40 m/s ²
Angle Grinders (large)	Modern vibration-reduced designs	4 m/s ²
	Other types	8 m/s ²
Angle Grinders (small)		2 – 6 m/s ²
Clay spades / jigger picks	Typical	16 m/s ²
Chipping hammers (metal working, foundries)	Typical Fettling	18 m/s ²
	Modern tool designs	10 m/s ²
Pneumatic stone-working hammers	Vibration reduced hammers and sleeved chisels	8 – 12 m/s ²
	Older tools, conventional chisels	30 m/s ²
Chainsaws	Typical	6 m/s ²
Brushcutters	Typical	9 m/s ²
	Best	5 m/s ²
Sanders (random orbital)	Typical	7 – 10 m/s ²

4.22 Temporary Works

4.22.1 General

4.22.1.1 Temporary works is a widely used expression in the construction industry for an ‘engineered solution’ used to support or protect an existing structure or the permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side-slopes of an excavation, or to provide access. The construction of most types of permanent works will require the use of some form of temporary works. Examples of temporary works include, but are not limited to:

- Earthworks - (trenches, excavations, temporary slopes and stockpiles)
- Structures - (formwork, falsework, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, site hoarding and signage, site fencing, cofferdams)
- Equipment/plant foundations – (supports, anchors and ties for construction hoists and mast climbing work platforms (MCWPs), groundworks to provide suitable locations for plant erection, e.g. mobile cranes)

4.22.1.2 Temporary works are to be monitored and managed on site by the site manager. In accordance with the Pye Homes Temporary Works procedure.

4.22.1.3 Site manager is to complete the Temporary works register as seen below and in the [Site SHE Documentation](#).

TEMPORARY WORKS REGISTER

Site: _____

Temporary Works Coordinator: _____



Item	Date	Operation	Risk Assessment Ref	Temporary Works Permit Ref	Temporary Works Installed Date	Temporary Works Removed Date	Comments	Temporary Works Supervisor Signature
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

4.22.1.4 The site manager has a responsibility to ensure that all temporary works are inspected by a competent person. The 'Temporary Works Inspection Form' can be found in the [Site SHE Documentation](#).

4.22.1.5 It is very important that the design and construction of temporary works are given the same degree of care and attention as permanent works. As temporary works are only in place for a short time there is a tendency to assume they are less important. This is incorrect and if temporary works are not designed and selected carefully they are liable to fail or collapse which could potentially seriously injure persons on site.

4.22.1.6 It may not be necessary to appoint a temporary works co-ordinator if the temporary works are relatively simple. However, the temporary works must still be managed to ensure safety.

4.22.1.7 It should not be assumed that the temporary works designer will act as the temporary works coordinator.

4.23 Silt Management

4.23.1 General

4.23.1.1 Silt comprises of fine particles of solid material suspended in water, making it dirty, muddy or silty. Silt can be a problem on construction sites, particularly where rainwater mobilises the silt causing it to enter drains or watercourses, or to pool on site.

4.23.1.2 Silt is a pollutant and can cause serious environmental pollution and sites must be managed to minimise the risk of silt pollution. Silt can:

- Pollute watercourses and kill fish;
- Raise water levels in watercourses causing flooding;
- Block drains creating nuisance issues; and
- Lead to enforcement action by the environmental agencies.



4.23.2 Main causes

4.23.2.1 Main causes of uncontrolled silt run-off are:

- Site / soil characteristic i.e poor existing draining, sloping etc;
- Excessive or unnecessary topsoil / vegetation stripping;
- Topsoil being stripped too early in the project; and
- Failure to keep drains / gutters clear of silt build up.

4.23.3 Protection Measures

4.23.3.1 A simple and effective way to prevent silt discharges to drains and watercourses is to directly protect them using Terram, Visqueen or straw, or a combination of these.



Protected Drain using Terram



Protected Drain using Visqueen



Protected Drain using Straw

4.23.4 Silt Busters

4.23.4.1 Should the relatively inexpensive solutions described above be assessed as insufficient to control offsite discharges of silt, Silt Busters can be used to treat outflows prior to discharge. These devices provide a mobile silt trap that separates the suspended solids from the water, and comes ready for use on site. On occasion additives may be required to aid separation at significant cost, so they should only be used as a last resort. Contact the Pye Homes appointed health and safety advisors if you feel one may be required on site.



4.23.5 Dewatering

- 4.23.5.1 Water generated by dewatering excavations will normally be heavily laden with silt and must therefore be treated prior to any discharge to drain or surface water.
- 4.23.5.2 The simplest solution may be to pump the water to a grassy area of the site to allow natural filtration to remove silt. However careful control and supervision will be required to ensure there is not a break out of untreated silt laden water.
- 4.23.5.3 Where possible the dewatering pump should be switched off before the last portion of water is removed as this is likely to contain the highest levels of silt
- 4.23.5.4 You must understand the detail of any environmental permit or discharge consents relating to the site before the related works start.
- 4.23.5.5 You must allow suspended solids to settle out of silty water before discharge, e.g by filtering through straw bales or silt trap.
- 4.23.5.6 Water from contaminated sites or that is suspected to be contaminated (e.g odour, sheen, colour) must be tested before pumping commences. Contaminated water will need to be treated and / or disposed of off-site.

4.23.6 England and Wales

4.23.6.1 You must have an environmental permit (discharge consent) to discharge water from excavations unless the discharge is temporary (i.e for less than 3 months) and meets the following criteria:

- Discharge is made to a surface water (a river, stream or the sea)
- Discharge will not pollute the surface water or adversely affect aquatic life. E.g silt pollution.
- Discharge location is not within, or less than 500 metres upstream of a European Conservation site (river or coastal) or SSSI (site of Special Scientific Interest), or within a site designated for nature conservation.
- Discharge will not lead to flooding
- Discharge will not cause erosion of the banks or bed of the surface water.

4.24 Claymaster

4.24.1 General

4.24.1.1 'Claymaster' and 'Clayshield' are trade names for Expanded Polystyrene boards which are used to prevent potential clay heave problems in foundations. They are used as a compressible fill material to the side of trench foundations.

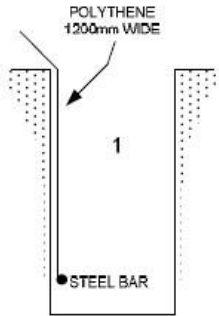
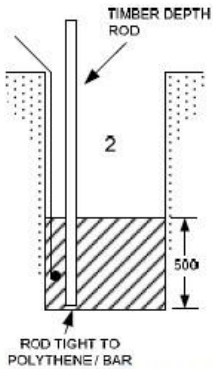
4.24.1.2 An uncontrolled method for installing 'claymaster' would involve an operative entering the foundation trench to place the polystyrene prior to the concrete being poured. This is not acceptable on Pye Homes construction sites where there is a danger to any person from a fall or dislodgement of material.

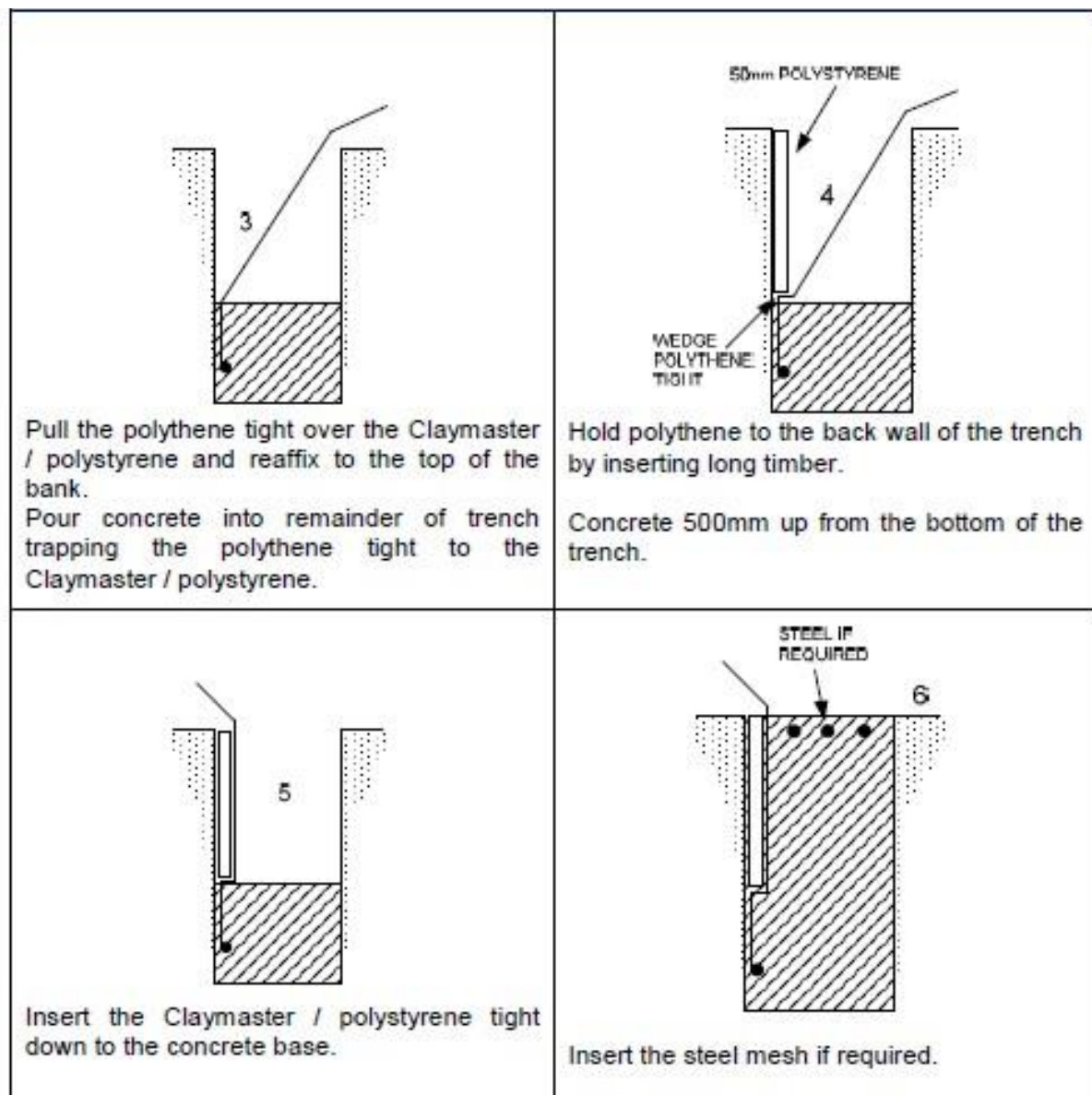
4.24.1.3 There are currently three methods in use for placing 'claymaster' without entering the excavation, any of these can be used or a suitable alternative – the criteria being that, whatever method is adopted, operatives must not be required to enter the trench and steps are taken to minimise the risk of them falling into it.

4.24.1.4 Method 1:

1. Excavate the foundation trench to the required depth and width
2. Pour the foundation and allow to set
3. Excavate a slit trench alongside the new foundation
4. Insert 'claymaster' and backfill the slit trench so that the polystyrene is held firmly against the foundation.

4.24.1.5 Method 2:

Excavate trench to required depth  Lower weighted polythene down the outside of the trench to 100mm from the bottom of the trench. (Weighting achieved by attaching steel bar to bottom of polythene prior to lowering into trench). Install adequate crossing point over excavation. Secure top of polythene to the bank at top and away from edge of trench.	 Pull the polythene over at the top to the inside of the trench
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4.24.1.6 Method 3

Similar to method 2 but:

1. Excavate the foundation trench to the required depth and width.
2. Lower polythene sheet into trench ensuring that a reasonable quantity rests on the bottom of the trench.
3. Secure top of polythene to the bank at top and away from edge of trench.
4. Pour concrete into trench to a depth of 500mm.
5. Insert 'claymaster' behind polythene against wall of trench and tight against the concrete.
6. Pour rest of foundation

4.24.1.7 If you have any concerns about the method a contractor intends to use to install 'claymaster', seek advice from Pye Homes appointed health and safety consultants.

4.25 Legionella

4.25.1 General

4.25.1.1 The Guidance provided by the HSE in a document called L8 states that it applies to premises controlled in connection with a trade, business or other undertaking where water is used or stored; and where there is a means of creating and transmitting water droplets (aerosols) which may be inhaled, causing a 'reasonably foreseeable' risk of exposure to legionella bacteria.

4.25.1.2 There is a reasonably foreseeable risk of exposure to legionella bacteria in:

- a) Cooling systems with cooling towers, evaporative condensers or wet/dry cooling systems; b) Hot and cold water systems;
- c) Spa pools
- d) Other plant and systems containing water that can create and increase the risk from legionella during operation or when being maintained

4.25.2 Risk Assessment

4.25.2.1 All systems require a risk assessment, however not all systems require elaborate control measures. Risk assessments will need to be reviewed periodically and / or when a new site is being established.

4.25.2.2 If you require any assistance please call Pye Homes appointed Health and Safety Consultants.

4.26 Fauna and Flora

4.26.1 General

4.26.1.1 Construction sites in the control of Pye Homes are to be managed by site managers in accordance with The Environment Protection Act 1990 (EPA) and Wildlife and Countryside Act 1981.

4.26.2 Protected Species

4.26.2.1 In the UK there are many species of wildlife that are protected under Environmental Legislation. As they are protected by legislation, it is therefore an offence to disturb the wildlife and or their habitat. Some of the protected species are listed here, a full list of protected animals can be found in schedule 5 of the Wildlife and Countryside Act 1981.

- Bats (all species)
- Great crested newts
- Badgers
- Hazel or common dormice
- Water voles
- Otters
- Wild birds
- Reptiles
- Protected plants
- White-clawed crayfish
- Invertebrates
- Freshwater fish
- Natterjack toads
- Ancient woodland and veteran trees.



Natterjack Toad



Great Crested Newt

4.26.2.2 A full list of protected plant and tree species can be found in schedule 8 of the Wildlife and Countryside Act 1981, a few are named below:

- Ghost Orchid
- Germander Water
- Wild Gladiolus
- Sea Knotgrass
- Round Headed Leek



Ghost Orchid



Round Headed Leek

4.26.3 Invasive Weeds

4.26.3.1 Invasive weeds can be spread rapidly, compete with native species and destroy natural habitats. They are highly persistent and extremely difficult to control and eliminate once established, potentially causing structural damage to buildings and concrete in addition to potentially harming humans and animals.

4.26.3.2 In the UK it is an offence to cause the spread of certain weeds. Some of the weeds are listed below, for a full list please see Part 2 of schedule 9 of the Wildlife and Countryside Act 1981.

- Japanese Knotweed
- Japanese Seaweed
- Three Cornered Garlic
- Giant Hogweed



Three Cornered Garlic



Japanese Knotweed



Giant Hogweed

4.26.4 Hedgerows

4.26.4.1 Hedgerows are protected by legislation in the UK, and consent must be sought for the removal or disturbance from the local authority, who may also impose planning conditions relating to these. The Land Director / Technical Director should have consulted the local authority, and if necessary, and if necessary an ecologist to confirm what conditions apply to hedgerows on your site.

4.27 Young Persons

4.27.1 General

4.27.1.1 At times young persons may attend construction sites in the care of Pye Homes It is important that Pye Homes are aware of any young person's attending site.

4.27.1.2 Any young person's attending site must have a young person's risk assessment in place before attending site. This is regardless of if they are bought to site by Pye Homes or a sub-contractor. Pye Homes young person risk assessment form is shown below. This is available in the [Site SHE Documentation](#).



PYE HOMES – YOUNG PERSON WORKPLACE RISK ASSESSMENT

OPERATION/PROCESS WORK BY YOUNG PERSONS UNDER 18 YEARS OF AGE		DATE	Nº 1	
WORK LOCATION –				
EQUIPMENT USED –	CAN TASK BE ELIMINATED?	Yes	No	
SUBSTANCES USED –	ARE COSHH ASSESSMENTS NEEDED? As required for substances used	Yes	No	
RISK PRIOR TO CONTROLS				
HAZARDS IDENTIFIED		Low	Med	High
All hazards identified for the task set, with the addition of:				
Physical capacity				X
Psychological capacity				X
Mental immaturity				X
EXPOSED PERSONS Young Person		TOTAL NUMBERS AFFECTED		
FREQUENCY OF EXPOSURE Daily		DURATION OF EXPOSURE 8-hour Shift		
CONTROL MEASURES ALREADY IN PLACE 1. Ensure young person is trained in general safety measures. 2. Ensure young person is trained in the use of machinery and equipment. 3. Ensure young person receives instruction / information / training in the correct use of PPE. 4. Ensure a formal training programme is adhered to. 5. Ensure young person is closely supervised at all times by an experienced tradesman / site supervisor. 6. Ensure safety boots / hard hat / dust mask / hearing protection are worn when necessary.		EXTENT TO WHICH THEY CONTROL RISK 1. Should ensure increased awareness of risks. 2. Should ensure the ability to operate equipment safely and recognize the risks involved. 3. Should ensure that PPE is used and worn correctly. 4. Should ensure that knowledge is gained in a structured manner. 5. Should ensure that tasks are completed safely and correctly. 6. Will protect against falling or flying debris, cuts and noise when used correctly.		
ADDITIONAL MEASURES REQUIRED See attached "Young persons workplace risk assessment – Notes" Risk Assessments are needed for specific tasks to be undertaken by the young person		ACTION BY Management		BY WHEN Ongoing
STATEMENT ON RESIDUAL RISKS When the detailed control measures in place are adhered to, the risks above should be reduced to an acceptable level.				
ADDITIONAL REQUIREMENTS FOR VULNERABLE GROUPS Ensure that physical and mental capabilities are taken into account when allocating works.				
MONITORING RESULTS Monitoring is required to ensure that the controls remain effective.				
ASSESSOR	POSITION	REVIEW DATE Review for each job and as required during works		

Please note that this is a generic assessment for the risks involved in the activity and requires being made site specific by completing the page overleaf.

4.27.2 Considerations

4.27.2.1 Below are a list of points which will need to be considered when undertaking a risk assessment for young person's coming onto the construction site

- Physical, biological and chemical agents they may be exposed to
- Extent of training needed
- Risks from particular agents, processes and work • The individual's physical / psychological capacity.
- Extremes of temperature
- Radiation
- Supervision
- Noise
- Vibration

4.28 New and Expectant Mothers

4.28.1 General

4.28.1.1 It is possible that new and expectant mother may be working on construction sites and Pye Homes recognise that during pregnancy there may be an increased risk to new or expectant mothers, and their baby from some work activities and hazardous substances.

4.28.1.2 If this employee is one of Pye Homes then Pye Homes must undertake a risk assessment using 'The New and Expectant Mothers Risk Assessment Form' specific to this person. If it is an employee of a subcontractor, it is then the duty of the subcontractor, however, if Pye Homes are aware they must check to see if this has been done by the contractor.

4.28.1.3 The New & Expectant mother risk assessment blank form can be found in the [Site SHE Documentation](#):

4.28.2 Welfare Facilities

4.28.2.1 The needs of the New and Expectant mother must be taken into account in respect of welfare facilities.

4.28.3 Considerations

4.28.3.1 The following is a list of points that may be present on construction sites that will need to be taken into account when assessing the risks of pregnant workers and construction sites.

Physical Agents

- Movements and postures
- Manual Handling
- Shocks and Vibrations
- Noise

- Radiation (ionising and non-ionising)
- Compressed air

Biological Agents

- Infectious diseases

Chemical Agents

- Toxic chemicals
- Mercury
- Antimitotic (cytotoxic) drugs
- Pesticides
- Carbon Monoxide
- Lead

Working Conditions

- Facilities
- Mental and Physical Fatigue, working hours
- Stress
- Passive smoking
- Temperature
- Working alone
- Working at height
- Violence
- PPE

4.29 Display Screen Equipment

4.29.1 General

- 4.29.1.1 The use of DSE equipment on construction sites will be less than a traditional office worker, however, the risks should be assessed.

4.29.2 Assessment

- 4.29.2.1 Site managers and any persons who are planned to be using computers on site are to complete a selfassessment form at the beginning of each new project that they are due to work on.
- 4.29.2.2 The assessment form will be reviewed by Pye Homes DSE team department and will assist with any issues raised.
- 4.29.2.3 The assessment is valid for a maximum period of 3 years. And will need to be repeated before this time if the site manager moves construction sites due to a project being completed. Or if the assessment is 'no longer valid'. Examples of no longer valid can be found below:
- A major change in software used.
 - A major change to any of the equipment.
 - A major change to workstation furniture.
 - A substantial increase in amount of time using DSE.
 - A substantial changes in other task requirements.
 - If workstation is relocated.
 - If major features of the work environment are considerably modified.
 - If a user request to reassess the workstation.
 - If the user is an expectant mother.

4.29.2.4 Example of the DSE form can be found in the [Site SHE Documentation](#).

4.30 Site Management, Toolbox Talks & Daily Briefings

4.30.1 Toolbox Talks

4.30.1.1 Toolbox talks must be undertaken at least every 2 weeks. The subjects that these are done on should be a cyclical system to ensure repetition is not frequent and within a short time period.

4.30.1.2 Each site must have a copy of GT700/17 which is published by CITB and contains a variety of toolbox talks which can be used.



4.30.1.3 Pye Homes's Health & Safety Advisor can also provide additional specific Toolbox Talk topics, to address HSE targeted inspections and on seasonal issues and these are to be filed in [Site SHE Documentation](#).

4.30.1.4 If an accident / incident has happened on site, a Toolbox Talk should be given to all site operatives to ensure no re-occurrence. For example. If someone on site is hurt because they were not wearing their PPE such as glasses or gloves, it would be beneficial to deliver a toolbox talk on PPE.

4.30.2 Records of Toolbox Talks

4.30.2.1 In the Site SHE Documentation there are 2 forms which will need to be filled in. The first is a Toolbox Talk Record and is to be filled in by the persons who is delivering the toolbox talk. This can be found in the [Site SHE Documentation](#):

4.30.2.2 The other document which will need to be filled in will be a Toolbox Talk Register, also found in the [Site SHE Documentation](#), this is to be signed by all attendees of the toolbox talk. A record of the toolbox talk contents should be attached this form by stapling together, this will prove what was discussed at the toolbox talk.

4.30.3 Site Management

4.30.3.1 Site Managers or a designated person by the Site Manager must complete a Weekly Site Inspection using the Weekly Site Inspection Form included in the [Site SHE Documentation](#).

PYE Homes - daily & weekly site checks

W/C date: _____ Site: _____

Number	Check	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly only
1	Traffic management plan has been reviewed							
3	Weekly scaffold inspection - completed by scaffolder, noted in the book							
4	Fire extinguishers in date, fire points established on site. Fire strategy action plan up to date.							
2	Site perimeter fencing, secure, safe, adequate							
5	Materials stored adequately & securely. Protected from weather and wind.							
6	Excavations barriers as required and safe							
7	Pedestrian walkways checked, clear of materials and barriers/crossing points in place to all plots.							
8	Welfare, clean, tidy, soaps etc fully stocked.							
9	Worklift daily checks completed before first use.							
10	Fuel, COSHH, gas bottles etc adequately stored							
11	Spill kits checked available and complete							

4.30.3.2 Site Managers are to encourage the filling in of Safety Alerts. The forms can be used to report anything safety related and it is important that all persons on site understand this is not a tool to get people into trouble, it is a tool to help improve safety on site.

4.30.3.3 Site managers are to empty the box at least weekly, the more frequent the better. Any entries are to be recorded on the Safety Alert Tracker.

4.30.3.4 It is important that the original person who filled in the safety alert form is informed of the outcome even if this is that no action is to be taken.

5.0 ACCIDENT, INCIDENT & NEAR MISS RECORDING, REVIEW AND CLOSE OUT

5.1 Accident & Incident Reporting, Investigation and Review

5.1.1.1 In the event of an accident or incident or Near Miss occurring as a result of works being undertaken for, or on behalf of, Pye Homes. Pye Homes has a legal obligation to report specified injuries, diseases and dangerous occurrences to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

- 5.1.1.2 The reporting and investigation of accidents is an essential tool for monitoring of accidents to ensure that lessons can be learned and shared throughout the business and for continuous improvement to the Pye Homes safety, health and environmental management system.
- 5.1.1.3 All accidents, incidents, near misses and reports of unsafe practices will be investigated and subsequently reviewed to identify best practice control measures.

5.1.2 Definitions

- 5.1.2.1 *Accident* - any unplanned event that results in personnel injury or ill health of people, or damage or loss to property, plant, materials or the environment or loss of business opportunity.
- 5.1.2.2 *Dangerous Occurrence* – An unplanned and undesired occurrence (incident) which has the potential to cause injury and which may or may not cause damage to property, equipment or the environment.
- 5.1.2.3 *Employee* - any person who is directly employed by Pye Homes.
- 5.1.2.4 *Near Miss* - an unplanned event, which does not cause injury or damage, but could have done so.
- 5.1.2.5 *RIDDOR* - Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- 5.1.2.6 *Serious Accident/Incident* – RIDDOR reportable incidents, accidents or incidents as defined above requiring the attendance of the emergency services, involves a member of the public, has the potential to cause bad publicity or damage to the reputation of Pye Homes.
- 5.1.2.7 *Workers* – any person working for or on behalf of Pye Homes.

5.1.3 Duties of those on Site

5.1.3.1 Site Manager's Duties

- Shall ensure that all persons are briefed during induction on the reporting procedure.
- Shall ensure that all accidents and incidents and Near Misses are recorded and reported in accordance with the Crisis Management Plan, and within the specified timescales to the appropriate persons.
- Shall ensure a post incident risk assessment is carried out immediately and the recommended controls put in place and communicated to all necessary parties on site and to the Construction as appropriate.
- Erect barriers around the affected area if appropriate and take appropriate photographs and / or prepare a sketch.
- Where there is an injury to a subcontractor's employee, request a copy of the Employer's investigation report.

5.1.3.2 Employees / Workers

- Shall report all accidents and incidents and near misses in a timely manner to a member Pye Homes site management.
- Shall co-operate and provide information during the investigation of an accident or incident.
- Shall report any unsafe practice or unsafe condition to Pye Homes site management.

5.1.4 Reporting

- 5.1.4.1 Pye Homes encourages the reporting of all accidents, incidents and near misses without prejudice.
- 5.1.4.2 All accidents / incidents / near misses will be formally reported to the Management Board by means of the Pye Homes Accident / Incident Report Form or Near Miss Form which is sent to the Directors.

(Copies in [Site SHE Documentation](#)). Similarly, any environmental incidents or near misses must be reported by means of a Pye Homes Environmental Report Form which must be sent to the Directors.

5.1.4.3 All accidents, incidents and near misses must be reported and recorded in the accident book for the premises/site by the injured person, or somebody on their behalf if they are unable.

5.1.4.4 The Pye Homes accident and incident reporting forms must be filled in by a member of Pye Homes and returned to Pye Homes and a copy sent to GHPC Group, the Health and Safety Advisor within 24 hours.

5.1.4.5 If the accident or incident meets the criteria of a 'serious accident/incident', or if there is any doubt regarding the seriousness of the accident/incident, the Directors must be contacted as soon as possible by telephone along with GHPC Group, the Health and Safety Advisor and Pye Homes insurers.

5.1.4.6 Where an accident or incident is reportable under the RIDDOR regulations Pye Homes, their Health and Safety Advisor shall support them to ensure that notification is given to the HSE within the appropriate timescales and request confirmation from subcontractors who have the duty to report.

5.1.4.7 All accidents, incidents and near misses shall be recorded on the Pye Homes incident record.

5.1.4.8 Appendix A shows the Crisis Management / Accident / Incident / Dangerous Occurrence flow chart decision making processes for accidents and incidents including RIDDOR reportable accidents and Dangerous Occurrences on either the Construction Site.

5.1.5 Crisis Management

5.1.5.1 Pye Homes have a Crisis management / accident flowchart in Appendix A, this provides a decision making process for Site Managers following an accident on site (which includes serious accidents, death, incidents, environmental incidents and dangerous occurrences)

5.1.5.2 It is important that no statements / interviews (telephone or in person) are undertaken / issued without prior clearance from the Directors.

5.1.5.3 Once full details are available, a more detailed statement can be drafted and sent to the Directors for approval.

5.1.5.4 Pye Homes will ensure that the Crisis Management plan can still be operated effectively.

5.1.6 Investigation

5.1.6.1 All accidents, incidents, dangerous occurrences and near misses shall be investigated, the level of investigation shall be determined by the Directors, Site Manager and the Pye Homes Health and Safety Advisor.

5.1.6.2 Minor accidents, incidents and near miss events shall be investigated by the site team using the accident investigation report form and witness statements and submitted to the Pye Homes Health and Safety Advisor.

5.1.6.3 All subcontractors must investigate any accident, incident or near miss involving their operatives and provide a copy of their investigation report timeously to Pye Homes, with supporting witness statements and provide adequate updates and close out their investigation.

5.1.6.4 Serious accidents/incidents/near misses/dangerous occurrences shall be investigated by the Pye Homes Health and Safety Advisor and Pye Homes management.

5.1.6.5 Prior to any investigation, the accident scene should be photographed or a sketch made. The Site Manager should ensure the area of the accident or incident is barriered off pending further

investigation and a risk assessment done immediately and any urgent safety measures put in place and the Directors consulted, especially if there remains a potential danger.

The injured party and any witnesses should be interviewed as soon as reasonably practicable after the incident using the witness statement form.

Relevant records including maintenance and training records should be obtained.

5.1.6.6 The aims of the investigation should be to find out:

- What happened?
- What caused the accident/incident?
- Who was involved?
- When did it occur?
- Where did it occur?
- How could it have been prevented?
- What needs to be done to prevent a reoccurrence?
- What can be learned and shared?

5.1.6.7 In carrying out the investigation the following should be considered:

- Managerial factors – risk assessments, responsibilities, safe systems of work, preventative measures, supervision and resources.
- Occupational factors – plant and equipment, hazardous substances and work activity.
- Environmental factors – the work/public area, lighting, noise, weather etc.
- Personal factors – personal behaviour, substance abuse, violation of procedures, age and experience.

5.1.6.8 Where investigations conclude that there are shortcomings in the policies and procedures, amendments to the control measures will be made and all employees and contractors informed.

5.1.7 Review

5.1.7.1 Pye Homes will review all reports of accidents, incidents and near misses on a periodic basis to ensure investigations are adequately closed out and to share the outcomes of investigations throughout the business.

5.1.7.2 Reviews will be carried out at monthly site meetings for local incidents, and companywide incidents at the bi-monthly Pye Homes management meeting.

5.1.7.3 Where appropriate the Health and Safety Advisor will prepare a Safety Alert for company and site issue.

5.1.7.4 The Pye Homes Health and Safety Advisor will record and review accident / incident data to identify trends in the data and recommend any further changes to control measures for consideration.

5.1.8 RIDDOR Reportable Accident and Incidents

5.1.8.1 The RIDDOR Regulations require specified accidents, diseases and incidents to be reported to the Health & Safety Executive (HSE) on form F2508 (F2508A to report a case of disease), known as a 'reportable incident'.

5.1.8.2 Form F2508 and F2508A are online forms set by the HSE which need to be filled in online by going to the following address: <http://www.hse.gov.uk/riddor/report.htm> or searching 'RIDDOR' on the HSE website.

5.1.8.3 In absence of any internet access, Pye Homes Health and Safety advisor should be contacted to complete the required form on behalf of Pye Homes

- 5.1.8.4 Where there is a reportable incident this will be notified to the HSE within the timescales specified within the regulations.
- 5.1.8.5 RIDDOR requires any occupational injury that leads to a worker being away from work or incapacitated for more than 3 consecutive days is recorded but NOT reported.
- 5.1.8.6 Occupational diseases can take years to discover / be diagnosed, for this reason the reporting must be done as soon as Pye Homes are made aware of the occupational disease.
- 5.1.8.7 The following are indicative reportable incidents which may occur during construction work / be as a result of construction work:
- a) Fatalities - Where any person dies as a result of a work related accident.
 - b) Non-fatal Injuries:
 - Bone fracture other than finger, thumb or toe.
 - Amputation.
 - Blindness or reduction to site of one or both eyes.
 - Crush injury to head or torso causing damage to the brain or internal organs.
 - Severe burns (including scalding) covering more than 10% of the body or causing significant damage to the eyes respiratory system or other vital organs.
 - Any degree of scalping requiring hospital treatment.
 - Loss of consciousness caused by head injury or asphyxia.
 - Any injury arising from working in an enclosed space which leads to hypothermia or heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
 - Any period of absence of seven consecutive days (not including the day of the injury) resulting from a work related injury.
 - Any member of the public requiring hospital treatment for any injury received.
 - c) Dangerous Occurrence
 - *Lifting Equipment* – Collapse, overturning or failure of any load bearing part of any lifting equipment other than an accessory for lifting.
 - *Pressure Systems* – Failure of any closed vessel or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000, where that failure could cause the death of any person.
 - *Overhead Electric Lines* – Any plant or equipment unintentionally coming into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts or close proximity with such an electric line such that it causes an electrical discharge.
 - *Electrical Incidents Causing Explosion or Fire* – Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either results in the stoppage of the plant involved for more than 24 hours or causes a significant risk of death.
 - *Collapse of Scaffolding* – The complete or partial collapse (including falling, buckling or overturning) of a substantial part of any scaffolding more than 5 meters in height, any supporting part of any slung or suspended scaffolding which causes a working platform to fall (whether or not in use), or any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.
 - *Structural Collapse* – The unintentional collapse or partial collapse of any structure which involves a fall of more than 5 tonnes of material, or any floor or wall of any place of work, arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground. The unintentional collapse or partial collapse of any falsework.

- *Explosion or Fire* – Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises for more than 24 hours.
 - *Hazardous Escapes of Substances* – The unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases or severe human infection or illness through the release or escape of biological agent.
- d) Occupational Diseases – Occupational diseases that are likely to have been caused or made worse by their work and include:
- Carpal tunnel syndrome – Where the persons work involves regular use of percussive or vibrating tools.
 - Cramp of the hand or forearm – Where the persons work involves prolonged periods of repetitive movement of the fingers, hand or arm.
 - Occupational Dermatitis – Where the persons work involves significant or regular exposure to a known sensitiser or irritant.
 - Hand Arm Vibration Syndrome – Where the persons work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration.
 - Occupational Asthma – Where the persons work involves significant or regular exposure to a known sensitiser.
 - Tendonitis or tenosynovitis – In the hand or forearm, where the persons work is physically demanding and involves frequent, repetitive movements.
 - Occupational cancers – Where there is an established causal link between the type of cancer diagnosed, and the hazards to which the person has been exposed through work. (these hazards include all known human carcinogens and mutagens, including ionising radiation)
 - Any disease or acute illness needing medical treatment, caused by an occupational exposure to a biological agent.

6.0 SITE SHE DOCUMENTATION LIST OF DOCUMENTS

