



Newgate
Construction Ltd

Site Safety Handbook:

Revision – 2016

This Book Belongs To:

Name:

Telephone No:

In Case of Emergency:

Name:

Doctor:

Telephone No:

Special Medical Information:

Blood Group:

Allergies:

Other Information:
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1) Introduction:

- The purpose of this safety handbook is to assist you in maintaining safe working practices whilst at work and will act as a reminder of the essential safety precautions which are necessary for site working.
- Each section details the actions necessary to ensure safety whilst working in particular situations. It is not a finite list and in specific instances.
- Remember to think about safety before accidents happen.
- Work safely and if you do not understand instructions given – do ask!
- We are also able to use our Safety Advisors on (01432) 343626 do ask!

2) Your Responsibilities:

- You have a legal responsibility to work safely at all times.
- You can be prosecuted for working in a manner that is unsafe and could cause an accident

Protect others when you leave site by:

- Securing all machines and equipment.
- Locking away small tools and equipment.
- Removing ladders or placing boards over them.
- You must conform to site induction rules.

3) Accident Reporting:

- Report all accidents and dangerous occurrences, however small, immediately to your supervisor or the Site Manager.
- If you witness a serious accident, get help, and do not put yourself at risk.

Whilst waiting for the medical services to arrive:

- Make the person warm and comfortable.
- Do not move them, unless in a dangerous place.
- Consider the injured have been taken away make sure the detail is recorded in the Statutory Accident Book
- If it is a reportable or serious injury RIDDOR Regulations 2013 will apply and the Site Supervisor/Employers will report it to the HSE and get an INCIDENT NUMBER

4) Safe Practices and Site Tidiness:

- DO not take risks and short cuts, this causes accidents.
- DO ensure you are in good physical condition before you commence work.
- DO not work whilst under the influence of drugs or alcohol.
- DO stack and secure all materials safely.

When leaving a site or roof:

- DO tie down or secure tools and materials.
- DO remove trade waste and debris on a regular basis carefully to site skips or designated areas to maintain safe access/egress and help provide a safer place of work.
- DO if you see any damaged equipment, do not use it, but report it immediately to your supervisor or the Site Manager.
- DO respect the welfare facilities provided and leave them tidy.
- DO use the drying room for clothes only.
- DON'T use any damaged or faulty equipment.
- DON'T leave work areas, materials or equipment in an unsafe manner or condition.

5) Protective Clothing:

- Wear your safety helmet properly and replace if defective.
- Obey all safety signs indicating you are entering e.g. a 'hard hat area', ear protection zone.

Wear suitable protective clothing for work e.g. goggles, safety footwear and clothing:

- For adverse weather conditions
- With hazardous substances
- When exposed to lead
- When using particular cutting machinery
- When heavy equipment is involved which could lead to crushing of feet and/or toes
- When using hand or powered tools, be aware of Vibration at Work Regulations
- Look after this protective wear.
- As required by a Risk Assessment

When working in dirty areas:

- Hand protection will be available

- Observe the arrangements for cleaning, maintenance and storage on site and leave these areas in a clean and safe condition.

6) Vehicles and Plant:

Only competent/trained personnel and persons are:

- Authorised to drive or operate items of plant, vehicles or equipment for which they have been trained and authorised to do so.
- Observe any safety notices in or on the plant
- Carry out daily routine checks as required and maintain inspection registers
- Do not reverse vehicles without for example a banksman to watch for blind spots and warn others.
- Be aware of vehicles and plant movements on site, and in particular pedestrian's.

Driver/Operator's responsibilities:

- If any defects arise STOP and report immediately to the Site Manager or Supervisor
- Familiarise yourself with site layout and in particular underground and overhead services and obstructions.
- High visibility vests, jackets, leggings should be worn
- Do not operate plant when your all round visibility is obscured by dirty or damaged windscreens, or if mirrors are broken. Clean it, Replace it.
- At the end of the working day always ensure the machine is parked in a safe and secure location. Make sure it cannot be easily started or moved.
- Be aware of your duties where plant has a Quick hitch system for changing buckets, e.g. ensure safety pin and retaining clip is in place at ALL times.
- Buckets should only be changed in designated 'Bucket Changing Areas'

7) Electrical Tools and Equipment:

Do not operate electric tools or equipment if there is no indication of an up to date Portable Appliance Test (PAT) or:

- You have not been trained to use tools or equipment
- The tool or equipment is damaged or not working correctly
- The guards are not in place

Only fully competent/trained persons should:

- Carry out electrical installations or repairs
- Fit abrasive cutting discs
- Inspect equipment regularly for damage or deterioration

Check:

- Disconnect the power supply of a machine or tool when cleaning, adjusting or repairing
- The voltage of equipment is 110v
- Sockets and plugs are undamaged
- The equipment is correctly wired and earthed
- That automatic cut-out switches have not been interfered with
- Report all defects to the Site Manager/Supervisor and take it out of use.
- Where necessary is RCD/Breaker is fitted to the power supply

8) Noise:

- If shouting is necessary to be heard at a distance of 2 meters, wear ear protectors.
- Keep compressor covers closed.
- Ensure breaker mufflers are securely fitted.
- Ensure machinery panels do not rattle.
- Do not keep machinery running unnecessarily.
- Be thoughtful of hours of work and any restrictions.
- Ask for the Noise Assessment detail.
- A Risk Assessment has been completed for tools, equipment that cause Hand, Arm Vibration Injuries
- Be aware of use of tools, equipment, PPE that reduce the causes of Vibration White Finger (VWF)

9) Excavations:

- Read Risk Assessment and Method Statement, and consider your works.
- All trenches where there is a risk of a collapse must be supported.
- Fixed barriers or guard rails must be erected to prevent people falling into the excavations, or openings.
- Is a permit to dig required and has one been issued
- Ensure all excavations have been inspected prior to entry
- Do not place materials close to the edge of excavations.
- Vehicles approaching the edge of excavations must use stop-blocks, set well back from the unstable edge.
- Use ladders to climb in and out of the trenches.
- Use the proper access to cross a trench or gap.

10) **Confined Spaces:**

- You must be trained for carrying out any work in confined spaces.

Be careful on entering spaces you must always check for the following:

- For inadequate source of ventilation
- Deficiencies in oxygen
- Presence of methane

Before entering & Working in a confined space:

- Be sure you are trained in rescue procedures and in the use of emergency breathing apparatus and this is available at the place of work
- Do not enter unless you are trained and authorised to
- Make sure you know all the details in the Method Statement/Risk Assessment
- Avoid the use of hazardous substances and ensure good ventilation
- Do not enter without an attendant. If you see someone in trouble do not enter yourself – summon assistance.
- Obtain entry permit from your supervisor before commencement of any work.

11) **Buried Services:**

- Do not start digging before you have been instructed to and you have been issued with a permit to dig by your supervisor or the Site Manager.
- Check before digging where, if any, the underground services are located using plans and cable locators. Use the “Plans”, “Scans” and “Hands” method. Existing services information should be available in the Site Services File in the Site Manager’s office.
- If in doubt DO NOT DIG.
- Do not use power tools within 0.5m of the indicated line of a cable where practicable, and never over the line of a cable. Assume all cables to be live.
- Dig carefully using spades or shovels rather than forks or picks.
- Do not work bare-chested. Normal work clothing will provide some protection from flash burns.
- Trial holes should be dug prior to mechanical digging for confirmation/location of buried services

If you break or damage a cable:

- Inform your supervisor or the Site Manager immediately.
- If you damage a gas pipe, keep everyone away,
- Warn occupants of any building serviced by a pipe.
- Repairs may be costly but you cannot put a price on safety
- DO NOT EVER backfill or cover over a site of damage

12) **Scaffolds:**

- Must be inspected before use, after any incident, alternation or inclement weather?
- Regularly at max 7 days intervals and recorded in the register by a competent person
- Only trained and authorised personnel should erect and dismantle access and tower scaffolds.
- Never remove scaffold ties, boards, guardrails or braces.
- Use the ladder/staircase access only.
- Do not ignore ‘SCAFFOLD INCOMPLETE’ signs.

Check:

- For overhead cables, distances, and sheathing?
- Working platforms are complete with good scaffold boards – no gaps
- Scaffolding platforms have double guard rails, toe boards, and if loaded out brick guards fitted
- Do not over load platforms

If there is a risk of materials falling:

- Ensure that brick guards, sheeting or netting is in place as directed by the Manager
- Use mechanical hoists, or rubbish chutes to dispose of materials DO NOT THROW MATERIALS, DEBRIS OFF SCAFFOLDS

If using pre-fabricated access towers:

- Consult the manufacturers instruction manual for the safe height of the tower
- If using tub & fittings access tower built to TG20:13 the height must not exceed
- 3 X the minimum base dimension when outside
- 3 .5 X the minimum base dimension when inside

Before using a tower scaffold:

- Would a MEWP be reasonably practicable to use?

- Who is trained and competent to erect it?
- Are you authorised to use it?
- Check the scaffolding is vertical and is footed on firm level ground
- That the wheel brakes are on
- The feet are properly supported, preferably on sole boards
- Are outriggers required and if so are they fitted and extended onto the ground giving added stability

The tower must be rigidly secured to prevent it overturning, but especially:

- When loaded with heavy materials – DO NOT OVERLOAD TOWER
- When exposed to high winds (DO NOT WORK IN THESE CONDITIONS)
- When used for awkward operations

When moving the tower check:

- There are no overhead power lines
- There are no overhead obstructions
- The ground conditions are stable, firm and there are opening in the ground to cause the tower to become unstable
- No one is to be the tower while it is being moved

13) Ladders:

- Ladders should not be used as a working platform, but as a means of access/egress only.
- Do not climb on make-shift arrangements – get a ladder.
- Make sure the ladders are fit for their purpose. – Class 1 or 2

Check it is identifiable and:

- There are no broken rungs, or treads, rot, corrosion or splits, etc.
- There are no cables or line which can catch when moving ladders
- The foot of the ladder/step ladder is on a firm level surface
- The ladder is secure at the top and/or bottom/and both stiles
- When this is not practicable, a second person must foot the ladder until you have returned to the bottom
- The top of the ladder is resting against a solid surface
- It extends at least 1 meter or 5 rungs above the top platform
- It is set at an angle of 75 degrees or 1 in 4
- Do not carry tools, materials or equipment up a ladder
- When using the ladder and maintain 3 points of contact hold and face the ladder and maintain a firm grip
- Use a small lifting appliance, hoist or pulley for small items or lightweight materials to move larger equipment or items get the fork lift and operator
- Over-reaching and over-balancing on ladders and stepladders can cause accidents
- Never stand on a stepladder top platform or in the danger zone of the top 3 treads
- Never use a ladder/stepladder without a Risk Assessment and there is no other safer means to carry out the work
- Work platforms such as podiums, towers, or MEWPs are always preferred

14) Hoists:

- Ensure copy of test certificate has been issued, received
- Operators of hoists must be trained and authorised.

Please note that there are two types of hoists:

- Lifting materials and equipment
- Lifting personnel
- Do not ride on those made for materials.
- Take care when loading hoists that weight is evenly distributed.
- Check the safety gates are shut when the platform is not at the level at which the gate is installed.
- That SWL notice is displayed.
- All hoists must be inspected/recorded by a competent person every 7 days

15) Roof Work:

- Ensure there is a Method Statement/Risk Assessment is in place and that you comply with their requirements
- Ensure you are trained in Roof Work/Work at Height, know the dangers and how to avoid them. If in doubt STOP.
- **NEVER** throw materials from a roof, instead use an appropriate hoist or rubbish chute or tub provided.
- Walkways should be constructed over open joists 600mm minimum width with guard rails.
- Access to a Fragile Roof/Fragile Areas requires a WORK PERMIT. DO NOT ACCESS WITHOUT PERMIT
- All open edges are to have edge protection fitted to prevent a fall from height

Where you need to approach the roof edge or openings:

- Ensure there are guard rails and toe boards in place to prevent a fall

- Openings are covered up secured and clearly marked
- Use anchored roof ladders, crawling boards or timber battens to climb sloping or across fragile areas. **DO NOT MAKE AD HOC ITEMS ON SITE**
- Gutters and roof capping should not be used to support roof ladders, or as access routes
- Ensure proper safe access/egress is provided from roof areas
- Collective safe guards are in place to protect all e.g. nets, safety decking?
- A competent person has inspected "IT" before you access

16) Safe Manual Handling:

- Use lifting equipment, avoid manual handling where possible.
- Receive Manual Handling training

When using fork lift trucks make sure they are:

- Suitable for the terrain
- Not overloaded
- Driven by a competent and qualified driver

When handling materials make sure:

- There are no obstructions in your path
- You keep away from roof edges and openings where there is a risk of a fall
- Always lift materials carefully, bend your legs not your back.
- For awkward or heavy loads – get help.

Use the following process:

- **Assess the Task required**
- **Assess the Individual strength**
- **Assess the Load to be lifted**
- **Assess the Environment around**
- **Assess the Other factors**

17) Hazardous Substances:

- Control of Substances Hazardous to Health (COSHH) is intended to prevent exposure to hazardous substances and exceeding of their Work Exposure Limit.
- Follow the necessary precautions for hazardous substances as described on the data sheet issued by the supplier and stored together with the COSHH Assessment Files.
- COSHH Assessment is the document which your management has produced in-order for you to use/apply, and work safely with the substance without risk to your health or that of others.
- If reliance on PPE is indicated ensure you know how to use it correctly e.g. face fit respirators and test them.
- Check your PPE is adequate for what you are using. If in doubt stop work, and get advice from management.

18) ASBESTOS:

- Do not expose yourself to any type of asbestos or asbestos containing material.
- If you suspect that asbestos is present – STOP work immediately and report to the Site Manager, seal off the area.

Asbestos is to be found in many materials e.g.:

- in insulating or coating material
- in insulating board
- in cement or cladding

Trained Licenced Personnel MUST be used to:

- Analyse asbestos when it is unclear what the material is
- Remove asbestos
- Erect access systems to allow for asbestos removal
- Carry out **work** with asbestos or asbestos containing materials

- All persons **SHOULD** have had adequate asbestos awareness training and refresher training every 12 months

19) Dust:

- Risks to health can be caused by the inhalation of dusts from work activities such as cutting, drilling, cleaning or during demolition.
- Before you start any work that may cause dust to be generated and cause breathing difficulties check if a COSHH and or a Risk Assessment has been completed for the work to be carried out safely. **IF NOT REQUEST ONE.**
- A dust suppression system such as a waterfed system, vacuum of dust at source or local ventilation is in place before you start work.
- Suitable and correct PPE is provided and worn as necessary e.g. overalls, gloves, ear/eye protection.
- Respiratory Protective Equipment (RPE) must be provided. This can be in the form of an FFP3 type dust mask for general use. More specific respiratory equipment will be required for vapour, fumes or asbestos. **CHECK BEFORE YOU START WORK.**

- Those involved in dusty operations must receive a "Face Fit Test" for the type of mask they are to wear or any other respiratory equipment they are expected to wear and use.
- You must be also be trained in the use and maintenance of equipment being used.

20) Hand, Arm Vibration Syndrome (HAVS):

- Prolonged work with vibrating tools and equipment can cause long term painful damage to your hands and fingers such as Vibration White Finger. HAVS is preventable, but once damage has been done, **IT IS PERMANENT.**

Early Symptoms:

- Tingling and numbness in the fingers;
- Not being able to feel things properly;
- Loss of strength in the hands;
- Fingers going white, becoming red and painful on recovery.

Tool selection can make a substantial difference to the vibration level. The tool must be suitable for the task and used correctly. Before using the tool or work equipment ask:

- What is the Daily Exposure Action Value (EAV)
- Will you be exposed above the Daily Exposure Limit Value (ELA)?

To reduce the risks of HAVS:

- Look at alternative work methods to reduce exposure to vibration;
- Select the correct tool/equipment for the task;
- Reduce the period of exposure time (finger on trigger time);
- Read the Vibration Risk Assessment/Ready Reckoner to reduce the working time on the tool/equipment;
- Use of gloves, warm clothing will help reduce the risks of HAVS;
- Seek information and advice from manufacturers, suppliers as to the best tool/equipment to be used with reduced vibration.

21) Fire Extinguishers/Fire Procedures:

- There are four types of fire extinguishing agents: water, dry powder, foam, carbon dioxide.
- It is your responsibility to know the location and type of extinguishers on site.
- When extinguishing a fire, always aim the extinguisher at the base of the flames.
- Remove the heat source to prevent re-ignition.

Extinguisher Type:

Action and Suitability:

AFFF Cream cylinder

For general purpose fires

Water Red cylinder

For ordinary building materials. NOT to be used on electrical equipment.

Dry Powder Blue label cylinder

For flammable liquids and fires in solid materials. Can be used on electrics.

Foam Pale cream label

For overheated liquids. NOT to be used on electrical equipment.

Carbon Dioxide Black label

For flammable liquids, e.g. petrol. Can be used on electrics.

N.B. Whilst every effort should be made to control an outbreak of fire, your first responsibility should always be to raise the alarm – only then should an attempt be made to tackle a fire, and only if it does not put you at risk.

N.B. All fire extinguishers cylinders will be red in colour but the label or neck will be colour coded.

If a fire alarm is given always report in at the assembly point, DO NOT GO FROM SITE, others may risk their lives looking for you!

You need to be aware of the Emergency Fire Procedures for the site:-

- **Smoking only in designated areas/none smoking sites**
- **Exit Routes**
- **Assembly Points**
- **Alarm System**

22) Use of Gas Cylinders:

- When using a cylinder, secure it at your place of work, e.g. chained upright in a trolley and a fire extinguisher also with trolley:

When transporting cylinders:

- Keep them in an upright position and secured position
- Do not drop them or roll them on their sides along the ground
- Move cylinders on a hand truck or roll them on the bottom edge
- Ensure Flash Back Arrestors are fitted

- Check the hose and pressure regulator prior to and after using a cylinder.
- Turn off the gas supply at the cylinder as well as at the appliances.
- Use soapy water to check if a cylinder is leaking.
- If a leak cannot be stopped, remove it to a safe place in the open air and ensure the supplier is informed immediately.
- When not in use, all cylinders should be kept in a secure ventilated store/cage.

23) Hot Working:

- Ensure you have a permit before beginning 'hot working' e.g. welding, soldering, metal cutting.
- Check there is a fire extinguisher adjacent to work being carried out.
- Check for smouldering embers after you have finished work.
- Re-check one hour after ceasing work or before you leave the site.
- The hot work permit is 'signed off' on completion of the works and at the end of the working day

24) Site Safety Plan:

The Company produces a Site Safety Plan for all its developments. This details the individual site safety arrangements, Planning and Risk Assessments made prior to and during the construction process on site. A copy of the Site Safety Plan is held in the Site Manager's office, and can be viewed on request

25) Site Rules:

All Employees and Sub-contractors MUST:

- Fully observe the rules of the Company Safety Policy and Site Safety Handbook.
- Report all safety hazards noticed on site or malfunction of any item of tool or plant immediately to the Site Manager
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others. Adhere to the requirement of the Risk Assessments/Method Statements
- Be sensibly and safely dressed for their particular working environment.
- Provide and wear safety helmets unless formally directed otherwise.
- Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.
- Use all safety equipment and all protective clothing as may be provided or required as per the Risk Assessment.
- Avoid any improvisation of any form, which could create an unnecessary risk to their personal safety and to the safety of others.
- Maintain all tools and equipment in good condition and report defects to the Site Manager immediately they occur.
- Report all accidents to the Site Manager, whether injury is sustained or not.
- Attend any training designed to further the needs of Health & Safety.
- Become aware of the fire evacuation procedure and the position of fire alarms and fire equipment.
- In liaison with the immediate supervisor, ensure that all reasonable steps are taken to protect the general public against any hazards, which may be created by the site or workplace activities.

In addition to the above responsibilities the Health and Safety at Work, Etc. Act 1974 places legal duties and statutory responsibilities on all employees.

Section 7 of the Health and Safety at Work Etc. Act 1974 states that employees and sub-contractors MUST:

- Take all reasonable care for the health of himself and of persons who may be affected by his acts or omissions whilst at work.
- Co-operate with his employer to enable the employer to carry out his legal duties or any requirement as may be imposed

Section 8 of the Health and Safety at Work Etc. Act 1974 states that:

- "No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety or welfare".

The Site Rules and Requirements will be copied and displayed in the site office facility and all persons attending site will abide by them. Failure to comply will result in the Company issuing an Unsafe Site Action notice as a form of written warning any further failure to comply may entail other disciplinary action to be taken against the individual/s.

26) Environmental/Waste Management:

- Good waste management on site tends to lead to a reduction to overall waste. Well controlled sites tend to have:
- Dedicated lay down areas for individual trade contractors, clarifying the responsibility for tidiness and stock control and minimising the risk of accidental damage and poor materials controls.
- Covered storage for sensitive materials that could be damaged by rain, wind, sunlight, or careless handling.
- Secure storage for valuable materials.
- Appropriate storage for regulated materials, for example, fuels and oils to minimise loss and spillage and avoid the creation of contaminated materials which has to be disposed of, or the disposal of clean up materials.

Legislation:

In this Site Safety Handbook we have purposefully not listed statute, and Regulations, although all we have said comes from this source.

If you are unhappy about any item do ask!

If you want more information we have provided the main statutes to site for you.

On some sites and specific works possibly for Clients such as Railtrack or similar you will have to conform to their Rule Book. In which case detail will be provided at Site Induction.

We need your co-operation and assistance to ensure a safe place of work is provide for the benefit of all.



Signed:

Managing Director

Dated:

January - 2016

Review Date:

January - 2017