



**SITE SAFETY, HEALTH AND
ENVIRONMENTAL
RULES FOR CONTRACTORS**

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SAFETY & HEALTH

SECTION 1 - INTRODUCTION

1. The following site safety rules have been prepared to ensure, so far as is reasonably practicable, the safety of all persons working on Pochin Construction Ltd. (hereinafter referred to as Pochin) sites and of any other person who may be affected by the operations.
2. It is the responsibility of every contractor to ensure that his site supervisor receives a copy of these rules and that his employees are informed of those rules which affect them.
3. Nothing in these rules relieves contractors of any contractual or statutory obligation.
4. Any complaints about unsafe or unhealthy working conditions or about unsafe working practices by other trades must be referred to the Pochin Site Agent / Project Manager who is responsible for implementing safety rules on the site.
5. Pochin management reserve the right to inspect contractors' work areas, plant and equipment and site temporary accommodation and to require defects affecting health and safety to be rectified.
6. Contractors must comply with all relevant current safety legislation and approved Codes of Practice. Contractors must also take any other safety precautions deemed necessary by Pochin's Safety, Health and Environmental (S.H.E.) Department or Management.

SECTION 2 - GENERAL

1. Every person working on any Pochin site must receive safety, health and environmental induction training before working on that site. This training will be carried out by a member of the Pochin Site Management team. Each contractor must instruct employees about to work on a Pochin site to report to the Pochin Site Agent / Project Manager for induction training. Individual sites may allocate a set time for daily inductions and these times must be strictly adhered to, as necessary.
2. If a person who does not speak / understand the English language fluently is required to work on a Pochin site, it is the responsibility of the employer to provide an interpreter who can ensure that the person understands the induction training, the site safety rules and any instructions given during their presence on the site. If an interpreter is not provided the person will not be allowed to work on the site. As a general "rule of thumb" there should be a minimum of 1 interpreter to every 5 non-English speaking persons.
3. After receipt of induction training, each person will receive a set of health and safety and environmental rules specific to that site; it is the responsibility of each individual to read those rules. All will be required to sign a form to declare that they have received induction training and a copy of the site rules.
4. Each worker on the site will receive a Pochin Site Safety, Health and Environmental handbook. The receipt must be completed legibly, detached from the booklet and handed to the Pochin Site Management.
5. It is the responsibility of every contractor to ensure that its employees are briefed on, and understand, their risk assessment and method statement (see Section 16) for the job.

6. Pochin operates a disciplinary procedure for contractor's employees who breach safety, health and environmental rules. Points will be allocated according to the severity of the offence. Any person who accumulates a total of 3 disciplinary points in a period of 3 months will be forbidden from working on Pochin sites for a period of 3 months and until the employer can show that the employee has received adequate relevant training.
7. A copy of the disciplinary notice, declaring the offence(s) and the points allocated will be handed to the offender with a copy sent to the employer.
8. Pochin operates a no smoking policy in all enclosed areas at offices and sites, in accordance with The Health Act 2006. Additional smoking restrictions may apply on some sites.
9. A form will be issued to each contractor, usually at the contract letting meeting, requesting information for the Project Health and Safety File. It is essential that this information is supplied to the Pochin Site Agent / Project Manager by the date stated on the form, in accordance with the subcontract order.
10. Contractors who have a design input within their contract must forward their design risk assessments to the Pochin Site Agent / Project Manager and the project's CDM Co-ordinator before their work commences. They must also provide a copy of their Professional Indemnity Insurances during the letting meeting.
11. All proposed design changes must be submitted to the Pochin Site Agent / Project Manager for approval and the CDM Co-ordinator will be notified. Design risk assessments must be revised, as necessary.
12. Contractors must ensure that their employees receive sufficient information, training and instruction to enable them to work without danger to themselves or others. Adequate supervision, site-based and named in writing, must be provided to ensure that employees act in a safe and responsible manner.
13. It is a requirement of health and safety law that all employees are adequately trained to do their job. Pochin requires that all workers on their sites have a skills qualification in accordance with the Construction Industry Training Board Construction Skills Certification Scheme (CSCS) / Construction Plant Certification Scheme (CPCS) and affiliated schemes.
14. Safety helmets, safety boots, high visibility clothing and suitable gloves must be worn on Pochin sites at all times except in the welfare facilities. It is the responsibility of all contractors to ensure that sufficient personal protective equipment is provided for the use of their employees and to ensure that it is worn.
15. All necessary personal protective equipment for contractors' employees must be provided by that contractor. It is not the responsibility of Pochin to supply the equipment. Shorts, sleeveless t-shirts and bare chests are not permitted, in any circumstances.
16. All employers have a legal duty to assess the first aid requirements for their employees. Contractors should appoint a person suitably trained in first aid for each group of workers on Pochin sites.
17. All accidents and near misses on the site must be notified to Pochin's Site Management immediately. Injury-related incidents must be recorded in the Pochin accident register which is kept in the site office. A written report of any incident or accident notifiable to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 must be forwarded forthwith to the Pochin S.H.E. Department.

18. Contractors must co-operate fully with Pochin management in their investigation of any accident, incident or dangerous occurrence. Contractors may be required to leave the area of a serious accident / incident undisturbed pending the completion of investigations.
19. Where shared facilities are not available on site, Contractors must make their own arrangements for office and welfare accommodation and first aid facilities to comply with the Construction (Design & Management Regulations) Regulations 2007 and the Health and Safety (First Aid) Regulations 1981.
20. In the interests of fire safety, a separation distance of at least 6m should be maintained between temporary accommodation buildings and existing buildings.
21. Contractors' employees are not permitted to sleep in temporary site accommodation overnight.
22. Contractors must ensure that adequate serviced fire extinguishers, in good working order, are positioned in their temporary buildings.
23. Open radiant fires must not be used to heat temporary site accommodation. Convector type heaters will be required, complete with guards.
24. Liquefied petroleum gas containers must be located outside and away from temporary buildings and be stored in a well-ventilated non-combustible structure as required by the Dangerous Substances and Explosive Atmospheres Regulations SI 2002/2776 and related ACOPs & guidance.
25. Contractors must satisfy Pochin Site Management that they have taken all reasonable steps to locate underground services before excavating or driving piles, posts, pins, etc. A permit to dig system operates on all Pochin sites; if your work involves the penetration of the surface of the ground a permit must be obtained from the Pochin Site Agent beforehand.
26. Contractors must ensure that their work areas are kept tidy on an ongoing basis. The removal of waste materials from the site is the responsibility of each contractor. The disposal of waste must comply with the Environmental Protection Act 1990, Duty of Care Code of Practice and must be accordance with The Site Waste Management Plan Regulations 2008.
27. Where any lead-based paint is to be used / stripped or where any lead-based article is to be burned, the Pochin S.H.E. Department must be notified prior to the commencement of work.
28. No radioactive source may be kept or used on any Pochin site unless written permission is obtained from the Pochin S.H.E. Department.
29. No explosives may be kept or used on any Pochin site unless prior written approval has been obtained from the S.H.E. Department.
30. Loads may not be suspended from any part of a building or structure, e.g. to hoist loads into position, unless approval has been given by Pochin Management.
31. Maximum permissible floor and working platform loadings must not be exceeded with stored materials, plant, etc. Information about floor loadings can be obtained from Pochin Site Management.
32. Manual handling tasks must be assessed in accordance with the Manual Handling Operations Regulations 1992 and risks either eliminated (e.g. by using mechanical aids) or, failing that, reduced to an acceptable level (e.g. by re-organising the work, splitting loads etc.) Operatives must receive appropriate manual handling training.

33. Fuel storage tanks must be bunded at all times and secured outside working hours. All bunds must be capable of holding 110% of the overall contents of the tank.
34. Contractors wishing to work outside the normal site working hours must make an application to the Pochin Site Agent / Project Manager, who will carry out a risk assessment of the activity. If the proposed works are low-risk and the Site Agent determines that work can be carried out, a permit to work out of hours, stating the conditions necessary for safe working, will be issued.
35. Young persons who have not reached the age of 16 are not permitted to work on Pochin's sites. Contractors are required to complete a risk assessment for employees between the ages of 16 and 18, ensuring that they have received adequate health and safety awareness training.
36. Mobile phones must not be used by any person whilst operating plant / machinery or whilst driving vehicles on site. Persons wishing to use mobile phones on site must ensure that they go to a safe place (e.g. away from traffic routes) and stand still. Walking around site whilst using a phone will increase the risk of trips and falls.
37. The use of radios and personal music devices e.g. iPods are prohibited on site.

SECTION 3 - ASBESTOS

1. All work with asbestos must be carried out in accordance with the relevant parts of the following:
 - Control of Asbestos Regulations SI 2006/2739
 - All current Approved Codes of Practice and HSE Guidance.
 - The Hazardous Waste (England and Wales) Regulations 2005.
2. When an existing building built before 2000 is being demolished or refurbished, a Type 3 asbestos (intrusive) survey will have been completed. A written report will be available on the site and all contractors should refer to it before commencing work on the site.
3. Generally, work with asbestos insulation, asbestos coatings and asbestos insulation board will be subject to the licensing requirements of the Control of Asbestos Regulations 2006 and may only be undertaken by licensed contractors. Work with other asbestos containing materials *may* require a licence depending on assessment by a competent person.
4. Where the licensing requirements of the Control of Asbestos Regulations 2006 apply, 14 days prior notice of the work must be given in writing to the appropriate enforcing authority.
5. Any scaffolding contractor whose employees erect, alter, maintain or dismantle scaffolding:
 - which will form the framework from which an enclosure will be built for the purpose of working with asbestos or
 - to provide access for work where it is foreseeable that asbestos is likely to be disturbedwill require a licence issued by the appropriate enforcing authority. Such contractors are known as ancillary licence holders. Any scaffolding components within an enclosure used for the removal of asbestos must be treated as contaminated and cleaned accordingly.
6. All asbestos waste must be disposed of in accordance with the Hazardous Waste (England and Wales) Regulations 2005.

7. Where applicable, Pochin Site Management will require copies of the following documents (please note that this list is not necessarily exhaustive):-
 - Relevant licences
 - Risk assessments and method statements
 - Notifications to relevant enforcing authorities
 - Asbestos survey reports
 - Air test results
 - Certificates of re-occupation
 - Documentation relating to the disposal of asbestos waste
8. The attention of roofing and demolition contractors is also drawn to the Pochin safety rules for roofing operations (see Section 17). The prevention of falls from and through the asbestos sheeting must be given the highest priority at all times and wherever possible work should be carried out from below using access platforms.
9. Where an existing asbestos product needs to be disturbed for other work to be carried out, the Pochin S.H.E. Department must be informed and a suitable safe method of work devised before work continues.
10. Where a contractor suspects that he has found asbestos materials not previously identified by survey, he must immediately stop work in that area and notify Pochin Construction Ltd site management.

SECTION 4 - CONFINED SPACES

1. All work in confined spaces must be carried out in accordance with the requirements of the Confined Spaces Regulations 1997.
2. Persons may only enter a confined space where it is not reasonably practicable to undertake the work from outside.
3. A safe method of work must be established when personnel have to enter confined spaces such as manholes, tanks, vessels, silos, hoppers, building ducts, etc. and one or more of the following hazards may exist :-
 - toxic, flammable or explosive atmospheres;
 - lack of oxygen or excess of oxygen;
 - excessive temperatures;
 - danger from related services, e.g. electricity supply to moving parts, inlet lines supplying hazardous chemicals, steam, etc.;
 - sludge deposits in vessels which may release hazardous gases when disturbed;
 - drowning.
4. Personnel entering confined spaces must have current training certificates for the type of confined space in question, e.g. vertical manhole shaft entry, sewer traversing, etc. The Pochin Site Agent will require proof of training before the work commences.
5. Emergency procedures should be established. Frequently, at the discretion of Pochin Site Management, a permit to enter / work will be required.

SECTION 5 - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

1. Contractors must comply at all times with the current Control of Substances Hazardous to Health Regulations 2002 [as amended].
2. All potentially hazardous substances to be used on the site must be identified and assessed for the risk to personnel when used on the site.
3. A safe substitute should be sought for any hazardous substance; only if there is no adequate safe substitute available should the hazardous substance be used.
4. Information on the potential risk to personnel using the hazardous substance and the precautions to be taken must be given clearly to them.
5. The precautions recommended in the assessment must be observed at all times.
6. Pochin require all contractors to submit to site management the C.O.S.H.H. assessments and health and safety data sheets for all substances used on site which may be hazardous to health. These will also be required for the Project Health and Safety File.

N.B. Material Safety Data Sheets (MSDS) and C.O.S.H.H. Assessments are not the same thing.

SECTION 6 - DEMOLITION

Demolition work should be planned and carried out in accordance with the Construction (Design and Management) Regulations 2007 and British Standard BS 6187: Code of Practice for Demolition. In particular, the contractor should note the following:

1. Six weeks' advance notice must be given to the Local Authority Building Control office, requesting permission for demolition in accordance with Section 80 of the Building Act 1984.
2. The health and safety file for the building, if one is available, must be consulted for the original construction methods used and for any potentially hazardous substance used.
3. The pre-construction health and safety information pack must be consulted for information which may affect health and safety during the demolition process.
4. Working at height should be minimised as far as possible, for example by using machines to demolish the structure.
5. Wherever possible, working platforms must be used rather than fall protection equipment such as safety harnesses, etc.
6. Contractors must check with Pochin Site Management before starting work whether an asbestos survey report exists for the building (See Section 3). Demolition must not proceed unless a Type 3 asbestos survey has been carried out and the subsequent report consulted. In most cases it will be necessary for any asbestos identified by the survey to be removed prior to demolition starting.
7. An adequate survey of the building or structure must be carried out to identify the particular hazards involved and use the information to produce a statement of safe working method.
8. Existing services must be dealt with in a safe manner. Written confirmation that services have been cut off must be obtained before demolition commences.
9. The demolition must be controlled at all stages.

10. The work should be fenced off and suitably signed to exclude unauthorised persons and be carried out in a manner which safeguards the health and safety of his employees and others at all times.
11. The barest minimum of disturbance through noise, vibration and dust should be caused to the occupants of adjacent buildings; any abatement notices must be complied with.
12. The disposal of demolition waste must comply with the Environmental Protection Act 1990 Duty of Care and other relevant current legislation.
13. Every mobile crusher must have an authorisation from the Local Authority in which its owner's business resides. Where an authorisation has not yet been granted, a photocopy of the application form can be acceptable.
14. When a crusher is moved out of the area where the authorisation has been issued, the owner must give notice to the Environmental Health Office of the area where it is to work. A copy of the authorisation and notice of movement of the crusher to another area, where appropriate, must be given to the Pochin Site Agent before the machine is used.
15. A dust suppression system must be fitted to the crusher and be working adequately to reduce dust to a minimum. When weather conditions are windy, wind boards should be fitted to the crusher to further reduce the risk of the spread of dust.
16. Where applicable a whole body vibration risk assessment (in accordance with Control of Vibration at Work Regulations 2005) must be carried out in respect of operators of mobile crushers.
17. Explosives may be used for demolition purposes only with the specific authorisation of the Pochin S.H.E. Department.

SECTION 7 - ELECTRICAL INSTALLATIONS

1. Arrangements must be made with Pochin's Site Management for a temporary electrical supply to site accommodation.
2. Temporary wiring by contractors must be installed and maintained in accordance with the current edition of British Standard: 7671: Requirements for electrical installations (the I.E.E. Wiring Regulations). Installations must be completed by suitably qualified competent electricians.
3. In accordance with the above British Standard, temporary installations by contractors must be tested and inspected by a competent electrician after installation and at least once in every subsequent period of 3 months. A copy of the test / inspection certificate must be supplied to the Pochin site agent.
4. All temporary site electrical equipment must conform to current British Standards recommended for the construction industry and be maintained in a safe condition.
5. Portable electrical tools and equipment must be PAT Tested at 3-monthly intervals and, where appropriate, regularly inspected. Copies of records may be requested.
6. Portable tools, equipment and lighting on site must operate at 110 volts maximum or at a lower voltage where specified by the client, the Health and Safety Executive or where site conditions dictate.

7. Portable equipment operating at more than 110v may only be used on site where a 110v supply is not practically available. The equipment must be fed via armoured cable and the supply protected by a 30mA circuit protection device. Authorisation must also be obtained from the Pochin Site Management, prior to proceeding with use.
8. The Electricity at Work Regulations 1989 prohibit work on live electrical equipment unless it is absolutely essential. In such cases, a detailed risk assessment and method statement must be submitted to Pochin's SHE Department and to the site in advance of the work. Works should not commence until approval has been received.
9. Where it is essential to work on live equipment, suitable protective equipment must be provided and used. This equipment may include rubber mats, gloves and insulated tools, etc.
10. Where a live system is shut down for work to be carried out on it, it must be isolated in a manner which prevents it from being switched on accidentally and must be **proved** dead before work commences. Such work must be controlled by a permit system.
11. Electricians working on live equipment must always be accompanied by a second person who has had training in emergency aid techniques.

SECTION 8 - ERECTION OF STEELWORK AND OTHER STRUCTURES

1. A lifting plan must be prepared by a competent person in accordance with British Standard 7121, Part 1, Code of practice for the safe use of cranes and the Lifting Operations and Lifting Equipment Regulations 1998. (see Section 11).
2. Work at height should be minimised by pre-fabrication, connecting components at ground level, etc., Roof and floor edge guard rails should be fitted to steelwork at ground level wherever possible.
3. Adequate measures must be taken to ensure the stability of the structure at all times during construction. Guys, temporary supports, etc., must be used as appropriate. Designers risk assessments should be consulted as part of this assessment process.
4. Access to any structural framework over 3 m. high for bolting-up and to make connections must be achieved by work platforms. Ladders may only be used where it is not possible to gain access with a working platform and must be footed or tied. The operative must maintain 3-point contact with the ladder at all times.
5. When a boom type mobile elevating work platform is used, the user must remain on the platform and wear a full-body safety harness c/w a restrictive lanyard that prevents access on to the guard-rails, clipped to a designed anchor point of the platform at all times.
6. The safety harness and lanyard must be inspected daily by the user and thoroughly examined by a competent person at least once in every 3 months.
7. A valid certificate of thorough examination or a European Union certificate of conformity, dated within the previous 6 months, must be provided to the Pochin Site Management for all mobile elevating work platforms before use on site.
8. All working platforms and mobile elevating work platforms must be inspected before first use and at least once in every 7 days thereafter. A written record of inspections must be made and a copy given to Pochin Site Management within 24 hours of the inspection.

9. All operators of mobile elevating work platforms must be in possession of a valid CPCS or IPAF card.
10. If it is essential for anyone to work on the framework of the building (justification for this must be agreed with Pochin management and referred to in the method statement), suitable full-body safety harnesses with lanyards must be provided and used to prevent persons from falling from the structure. A strategy must always be in place to rescue a person who falls and is suspended in a harness.
11. Suitable precautions must be taken to avoid danger to any persons working below.
12. The practice of walking along the flange of a steel beam is prohibited; generally, it should not be necessary for anyone to need access along a beam - access platforms should be used.
13. While cutting or burning operations are taking place, adequate precautions must be taken to prevent the ignition of flammable materials. Fire extinguishers must be provided where a potential fire hazard exists. The Company operates a hot work permit system (see Section 10).
14. Where pre-cast concrete floors or metal decking are being installed, the open edges of the building must be protected with guard-rails and, where appropriate, toe-boards.
15. The pre-cast floor or metal decking contractor is responsible for ensuring that a safe system is devised and installed to prevent erectors from falling from the leading edge area of the floor, for example safety netting, inflated air bags or crash decking.
16. The sequence of erection of pre-cast flooring units must be planned so that, in general, erectors will be working from the new floor and not from the open structure.
17. Metal decking sheets must be fixed progressively to the structure as they are laid to avoid accidental displacement.
18. Precautions to prevent the risk of fire must be taken while the stud welding of metal decking sheets is taking place (see Section 10).

SECTION 9 - EXCAVATIONS

1. A Permit to Dig must be obtained from the Pochin Site Agent / Project Manager before any work involving penetration of the ground is carried out.
2. Existing underground services drawings are displayed in the site office and canteen. Reference should always be made to these drawings before any excavation work, piling, the driving of pins, etc. **These drawings must not be treated as exhaustive - an unknown service may be present.**
3. A survey of the work area must always be carried out with an underground services detector before work commences.
4. It is the responsibility of contractors carrying out excavation work to ensure that barriers, adequate excavation supports and suitable access are provided, used and maintained in accordance with the Construction (Design & Management) Regulations 2007.
5. All excavation support systems must be installed in accordance with a pre-determined safe method of work by or under the direct supervision of a competent person experienced in that work.
6. In accordance with the Construction (Design & Management) Regulations 2007, contractors are responsible for the inspection of any excavation:

- before anyone carries out work at the start of every shift;
 - after any event likely to have affected the strength or stability of the excavation, e.g. severe weather conditions;
 - after any accidental fall of rock or earth or other material;
 - at least once in every period of 7 days.
7. Following each inspection, a written report on the condition of the excavation and its support system must be made and retained on the site. A supply of Pochin excavation report forms are available in the site office and contractors are encouraged to use them.
 8. Contractors are responsible for supplying and maintaining barriers, signs and lights for excavations carried out on or near the public highway in accordance with Chapter 8 of the Road Traffic Signs Manual. Before commencing such operations, contractors must ensure that the necessary permission has been granted by the Local Highways Authority and the Police.
 9. The New Roads and Streetworks Act 1991 requires any work which involves the breaking up of a street to be under the supervision of a competent person having a prescribed qualification as a supervisor. Furthermore an operative trained in accordance with the Act must be present on the site of the works at all times.

SECTION 10 - FIRE SAFETY

1. When appropriate, a fire risk assessment will be undertaken and a plan installed on the site. A copy of the plan will be issued to each employer's site Foreman / Supervisor. It will be their responsibility to ensure that the contents of the plan are communicated to persons under their control and that they are understood.
2. Smoking restrictions will apply in accordance with the law and the fire risk assessment.
3. Fire points will be established in the building under construction. All contractors must ensure that all persons under their control have received adequate training in the use of fire extinguishers.
4. Unauthorised interference with fire extinguishers is a serious disciplinary offence and individuals concerned will be removed from site.
5. Fire exits will be signed and a layout of the floor of each building will be displayed on notice-boards to show fire exits, escape corridors, escape staircases and fire points.
6. The use of welding, cutting and brazing equipment, plumbers' furnaces or other flame / spark producing apparatus may be used only by skilled operatives who must be made aware of the following:
 - A work permit must be obtained from the Pochin Site Agent before any 'hot' work is carried out. All conditions of the permit must be obeyed before the work proceeds.
 - All litter and combustible material must be removed from the vicinity of the hot work. If the combustible material is fixed, it must be protected with non-combustible material such as sheet metal, a fire blanket or a proprietary heat / flame-resistant covering.
 - Floor finishes and adjacent surfaces and services must be protected from the effects of the heat, flames and slag.

- Special care must be taken to prevent flame, heat, sparks or molten metal from reaching combustible material along or down ducts, channels, chases or open-ended pipes, or through holes in walls or floors. Non-combustible materials must be used to plug holes temporarily.
- The possibility of damage by heat which may be conducted by metalwork, e.g. through partitions, must be investigated and combustible material in contact with the metal removed.
- Flame or heat-producing apparatus must not be used on or near containers of flammable liquids or compressed gases.
- Apparatus must not be left alight when unattended.
- All oxy-fuel equipment must comply with the current British Compressed Gases Association code of practice.
- An adequate number of suitable fire-fighting appliances, e.g. fire extinguishers, fire blankets, etc., must be placed ready to hand until all possibility of an outbreak of fire has passed.
- Immediately after the completion of work and one hour after, the danger area must be examined to ensure that there is no smouldering or incipient fire.

N.B. The danger area may extend to cavities, voids, rooms, cupboards, ducts or other concealed spaces where, despite precautions, flame, hot sparks or conducted heat may have penetrated.

- 7 Where welding is carried out, screens must be provided and used to protect the eyesight of other people.
- 8 Contractors' employees must be trained in the selection and use of fire extinguishers or other means of fighting fires.
- 9 Floor protection materials must be non-flammable and comply with the relevant current standard (e.g. Loss Prevention Standard LPS 1207).
- 10 Temporary buildings should be separated from the building under construction preferably by at least 10m to form an adequate firebreak.
- 11 Where contractors provide their own temporary accommodation on site, they must ensure that a suitable fire risk assessment has been carried out and that a suitable number of the appropriate type of fire extinguishers are provided.
- 12 Contractors must keep the storage of flammable materials (e.g. timber) within buildings under construction to a minimum.
- 13 Flammable waste materials must not be allowed to accumulate on site.
- 14 As fires often start in waste skips these must be located well away from the building under construction and the site temporary accommodation to form an adequate fire break.
- 15 Compliance with the current edition of "The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation" is required on the Company's larger sites (original contract value in excess of £2.5m).

SECTION 11 - LIFTING OPERATIONS AND LIFTING EQUIPMENT

1. All lifting equipment, chains, ropes and lifting gear must be suitable for purpose, in good condition and must comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. Copies of current test certificates or European Union certificates of conformity and reports of thorough examination (where applicable) must be made available for inspection on site by Pochin management.
2. All lifting operations must be assessed and planned by a competent person in accordance with British Standard 7121, Part 1, Code of Practice for the safe use of Cranes and the Lifting Operations and Lifting Equipment Regulations 1998.
3. Ground conditions must be suitably assessed to determine if tests will be required to ensure the ground conditions will withstand the weight of the load to be imposed upon them.
4. The competent person planning the lifting operation must be the holder of a valid CPCS card for an Appointed Person (Lifting Operations).
5. A written plan of the lifting operation must be issued to the Pochin Site Agent; it should include
 - the risk assessment for the work;
 - the method statement for the work;
 - details of all the equipment to be used, including test certificates and reports of thorough examination as applicable;
 - copies of training certificates for all the personnel engaged in the work;
6. The plan for any lifting operation should address all the risks identified in the risk assessment, should identify the resources required, the procedures and responsibilities.
7. The lifting operation must be adequately supervised.
8. Pochin Site Management will issue a crane / lifting operation assessment form to contractors expected to be carrying out crane lifting operations. This must be returned to the Pochin Site Agent before the lifting operation commences. The completion of this form does not preclude the need to complete a plan for the lifting operation.
9. Where there is a risk of contact or arcing with overhead cables by lifting equipment, work may only be carried out if the requirements of the Health and Safety Executive Guidance Note GS6 are complied with.
10. The use of mechanical lifting devices must be considered to eliminate or reduce the number of manual handling operations. If it is still necessary to carry out manual lifting tasks, a risk assessment must be carried out and operatives should be trained in accordance with the Manual Handling Operations Regulations 1992.
11. In particular, the lifting of concrete kerbs weighing in excess of 20kgs must be done by mechanical means. Two-man lifting methods are not acceptable in this instance. Under no circumstances must concrete blocks weighing more than 20kgs be lifted / laid by one person.

SECTION 12 – NOISE AND VIBRATION

NOISE

Contractors are reminded of their duties under the Control of Noise at Work Regulations 2005 to limit the noise levels to which their employees are exposed and also of possible noise restrictions which may have been imposed on the site contractually or by the Local Authority under the Control of Pollution Act 1974.

As a rough guide, noise is likely to be hazardous if it is necessary to raise the voice to have a conversation with somebody 2m away.

The main requirements of the Noise at Work Regulations are summarised below:

1. A noise assessment must be carried out by a competent person and recorded where an operation is thought to be so noisy as to be hazardous to personnel.
2. Noise must be reduced at source as much as possible.
3. Where the average exposure for an eight hours day exceeds 80 decibels on the A weighted scale (dB A):
 - employees must be given information about the risks to their hearing;
 - hearing protectors must be issued on request.
4. Where the average exposure for an eight hours day is 85 dB A or above :
 - steps must be taken to reduce the noise level at source;
 - employees must be given information about the risks to their hearing;
 - hearing protectors must be issued and worn.
5. Hearing protection must be properly maintained.
6. The absolute maximum noise level must not exceed 140 dB A.
7. It may be necessary, following assessment, to set up hearing protection zones around noise sources.
8. Contractors should also comply with the requirements of British Standard 5228:- Noise Control on Construction and Open Sites.
9. It is generally better to reduce the noise levels at source rather than to wait for the second action level (85 dB A) to be triggered.
10. Contractors should always be looking for a quieter alternative to noisy work practices, e.g. silenced road breakers and compressors.

VIBRATION

Contractors are reminded of their duties as employers under the Control of Vibration at Work Regulations 2005 to limit the vibration levels to which their employees are exposed.

The key duties are summarised below:-

1. To assess the vibration risks to employees
2. Decide if they are likely to be exposed above the daily exposure action value (EAV) and if they are:

- Introduce a programme of controls to eliminate risk or reduce exposure to as low a level as is reasonably practicable, prioritising from high to low risk.
 - Provide health surveillance to those employees who continue to be regularly exposed above the action value or continue to be at risk.
 - Decide if they are likely to be exposed above the daily exposure limit value (ELV) and if they are, take immediate action to reduce their exposure below the limit value.
 - Provide information and training to employees on health risks and the actions being taken to control these risks.
 - Consult with the workforce or (their representatives) on your proposals to control risk and provide health surveillance.
 - Keep a record of your risk assessment and control actions.
 - Keep health records for employees under health surveillance.
 - Review and update your risk assessment regularly.
3. In controlling risks from vibration, contractors should consider:-
- other working methods;
 - choice of work equipment;
 - provision of auxiliary equipment which reduces the risk of injuries caused by vibration;
 - appropriate maintenance programmes for work equipment, the workplace and workplace systems;
 - design and layout of workplaces, work stations and rest facilities;
 - information and training for employees;
 - limiting the duration and magnitude of exposure to vibration;
 - work schedules and rest periods;
 - provision of clothing to protect employees from cold and damp.

Contractors will be required, where applicable, to identify and assess risks from vibration in their work and specify the control measures required to reduce / eliminate the risk. This information should be included in the risk overall assessment / method statement information submitted to Pochin Site Management for evaluation prior to work starting.

SECTION 13 - PILING OPERATIONS

1. All working platforms for piling activities are to be designed and installed to provide suitable hardstanding for the rig to be sited.
2. Ground conditions are to be tested usually by CBR (California Base Ratio) Plate Tests.
3. Piling Contractor to carry out regular visual inspections of the working platform.
4. The edge of the working platforms should be clearly defined.
5. All plant and equipment should hold suitable test certification, including Thorough Examination Tests Certificates, as appropriate.
6. A lifting plan should be developed for the activities.

SECTION 14 - PLANT, EQUIPMENT AND SITE VEHICLES

1. All items of plant and equipment must be maintained in good order at all times and must comply with the requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.

2. All items of plant and equipment to which the PUWER Regulations apply must be inspected weekly and a written record of the inspections must be made. All plant and equipment should be checked daily before use for defects.
3. All portable electrical equipment used on site must be PAT tested at a minimum of 3 monthly intervals.
4. Plant operators must be at least 18 years old.
5. It is the Pochin policy to adopt the Construction Plant Competence Scheme of certification of plant operators. Accordingly, all contractors are expected to employ only competent certified operators for the items of plant covered by the scheme. Pochin will require proof of certification.
6. Where the item of plant or equipment is not covered by the CPCS scheme, contractors must nevertheless ensure that operators / users are suitably trained and competent.
7. Passengers must not be allowed to ride on mechanically-propelled vehicles unless suitable provision is made for passengers.
8. All dangerous moving parts of machinery must be adequately guarded in accordance with the current British Standard for the safety of machinery.
9. It is strictly forbidden for contractors to use Pochin plant or equipment without the permission of the Pochin Site Management; contractors must not interfere in any way with Pochin plant and equipment.
10. Reports of thorough examination in respect of air receivers used on site must be made available to Pochin management.
11. Plant supplied or hired by contractors must be adequately and effectively immobilised when unattended.
12. Self-propelled plant and vehicles must only use authorised routes on site. Traffic management schemes are installed to protect personnel and must be observed at all times on the site.
13. Drivers of vehicles with a restricted rear view must have the assistance of a competent banksman when reversing unless an adequate mirror system or a CCTV camera is fitted.
14. Where seat belts are fitted to site vehicles or mobile plant these must be worn at all times.
15. Woodworking machinery, unless it is portable, must be secured down to its base, which should ideally be concrete.
16. The area around a fixed woodworking machine must be kept clear of debris which could cause a tripping / fire hazard.
17. Circular saw blades must be adequately guarded, both above and below the table. A suitable push-stick must be made available and used where necessary.
18. Woodworking machinery may be operated by persons under the age of 18 years **only** if they have received sufficient training in the safe use of that equipment **and** they are under close supervision.
19. Pipe-threading machines must be guarded in accordance with the Provision and Use of Work Equipment Regulations 1998.

SECTION 15 - POWER TOOLS

A. CARTRIDGE TOOLS

1. Only competent, trained operatives may use or service cartridge-operated tools on site.
2. All cartridge-operated fixing tools must be of the low velocity, captive piston type and must comply with the current British Standard specification.
3. Cartridge tools may only be operated by persons over the age of 18.
4. Safety devices must never be interfered with or by-passed.
5. Strict control must be maintained on the movement and whereabouts of live cartridges. The user must be made responsible for those cartridges required for immediate use and must ensure that any left over at the end of the day are returned to a suitable lockable storage container.
6. Cartridge-operated tools and live cartridges, when not in use, must be stored in a locked container on site.
7. Users of cartridge-operated tools must wear suitable eye and ear protection.

B. NAIL GUNS

1. Only competent, trained operatives may use or service nail guns on site. Training is generally available from the supplier / manufacturer.
2. Users of nail guns must wear suitable eye protection and, if shown to be necessary by risk assessment, hearing protection.
3. Safety devices must never be interfered with or by-passed.
4. When unattended, nail guns must be stored in a secure place.

C. ABRASIVE WHEELS

1. All abrasive wheels will be fitted to machines only by a competent person who has been adequately trained.
2. Pochin reserve the right to request the provision of proof of training.
3. Abrasive wheels must be stored in such a manner that they cannot be damaged accidentally.
4. All abrasive wheels must be used only for the purpose for which they were designed. Particular consideration must be given to the materials to be worked. Discs may not be suitable for materials of the same generic nature but with differing composition. The manufacturer of the discs should be contacted for advice.
5. Machines used in conjunction with abrasive wheels must be in safe working order; guards must be fitted and maintained in accordance with the Provision and Use of Work Equipment Regulations 1998.
6. Dust suppression must always be used when abrasive wheel machines are in use; this may be water suppression or dust extraction. Suitable personal respiratory protection may also be necessary but should never be the primary means of reducing exposure to dust.
7. Suitable eye protection must always be worn by users of abrasive wheel machines and depending on the outcome of risk assessment it may also be necessary for users of abrasive wheel machines to wear suitable ear defenders.

8. Users of abrasive wheel machines must work with due consideration for others, particularly in respect of dust and sparks.
9. Operations with abrasive wheels which generate sparks are subject to the issue of a hot work permit. See Section 13.
10. The area around fixed machines must be kept clear of debris & off-cuts etc.

D. ALL POWER TOOLS

1. Electric portable power tools must operate at a maximum of 110v
2. Guards must be fitted and maintained in accordance with the manufacturers' recommendations.
3. Users must be trained and competent.
4. In accordance with the Provision and Use of Work Equipment Regulations 1998, power tools must be maintained in a safe condition. All tools must be inspected at least weekly and a copy of the report of inspection given to Pochin Site Management.

SECTION 16 - RISK ASSESSMENTS AND METHOD STATEMENTS

1. The Management of Health and Safety at Work Regulations 1999 require that all work activities likely to give rise to risk of personal injury should be assessed for the extent of the risk. The risk assessment should be in writing together with the appropriate control measures necessary to eliminate or reduce the risk. The risk assessment should lead to the preparation of a safety method statement for the work.
2. Pochin require a written risk assessment and method statement from every contractor on the site to cover the work they are undertaking. It should demonstrate clearly how they propose to comply with the relevant health and safety regulations. The method statement must be specific to the contract in question and should include, as a minimum:
 - a. the scope of the work;
 - b. the programme / sequence of work;
 - c. supervision arrangements (the management team should be named);
 - d. the arrangements for monitoring safety standards;
 - e. current certificates of Employers and Public Liability Insurance;
 - f. a schedule of plant / equipment to be used;
 - g. arrangements for welfare and first aid;
 - h. Identification and assessment of risks, including risks to third parties. Where appropriate these must include occupational health risks;
 - i. proposals for eliminating / controlling risks;
 - j. assessments for hazardous substances to be used (C.O.S.H.H. Regulations);
 - k. a schedule of personal protective equipment to be used;
 - l. an environmental risk assessment and control measures;
 - m. the signature of the originator of the method statement.

3. Control measures must be in line with the following hierarchy:-
 - Eliminate the task
 - Redesign the task to eliminate the risk
 - Redesign the task to reduce the risk to an acceptable level
 - Limit the number of people at risk
 - Introduce engineering controls to eliminate the risk / reduce it to an acceptable level
 - Devise a safe system of work (including permit control where necessary)
 - Inform, instruct train & supervise
 - Personal protective equipment
 - Health surveillance
4. The contractor should refer to the designer's risk assessments before producing his risk assessment and method statement for the construction work.
5. Two copies of the risk assessment and method statement must be delivered to the Pochin Site Agent at least one week before the work is to commence. If, after evaluating the safe system of work, the Site Agent is not satisfied with it, he will request an amendment or addendum. **Work will not be allowed to commence until a satisfactory safe system of work has been received.**
6. In addition to copies of the safe system of work sent to Pochin, a copy must be held by the contractor's supervisor on the site. The supervisor will be required to brief the contractor's employees on the contents of all the related documents and retain proof that this has been undertaken.
7. Where work is sublet to another contractor, Pochin's first contractor is responsible for ensuring that risk assessments and method statements and any amendments thereto are satisfactory before they are passed on to Pochin's Site Management. The Pochin Site Management will then further review and approve, as necessary.
8. Risk assessments must be reviewed prior to the following significant changes:-
 - human behaviour, capabilities or other human factors as identified as a result of occupational health assessment;
 - hazards arising from outside the organisation (neighbours);
 - infrastructure, equipment and materials in the workplace;
 - the organisation, its activities or materials;
 - the OH & S management system;
 - applicable legal requirements;
 - the design of work areas and organisation;
9. Where changes in the planned method statement are necessary as the work progresses, the statement must be modified and a written revision issued. Work will not be allowed to continue until the revised method statement has been evaluated and approved by the Pochin Site Agent. Contractors' employees must be briefed on all method statement revisions and must sign the appropriate Pochin form to confirm this.

SECTION 17 - ROOFING AND CLADDING WORK

1. Where work is carried out on or from any roof, adequate edge barriers, crawling boards and all other safeguards must be used to prevent falls in accordance with the Construction (Design & Management) Regulations 2007 and the Work at Height Regulations 2005.
2. Roof edge guard rails must be erected by competent scaffolders working, wherever possible, from access platforms. The edge protection must conform to BS:13374.
3. The perimeter guard-rails to a roof must be inspected by a competent person before work is carried out on the roof and at least once in every 7 days thereafter. A written report of inspection must be handed to the Pochin Site Management within 24 hours of the inspection.
4. Particular care must be taken to prevent persons from working or walking on a fragile roof surface by the use of barriers, covers, etc.
5. Safe access to packs of roofing sheets stored on a roof must be designed and installed.
6. Roofing contractors must assess the risk of working on an existing roof when an extension to the building is being constructed. Their method statement must include specific precautions for such work. A full risk assessment and method statement must be completed by any contractor wishing to work on an existing roof. The method statement must be approved by a member of the Pochin SHE Dept, who will issue a Permit to Work on an Existing Roof when satisfied that the method statement is adequate.
7. On industrial roofs safety nets must be used wherever possible as a catchment protection for anyone falling from the roof. Wherever possible, they must be suspended no more than 600 mm. under the roof before any work proceeds on the roof.
8. Safety netting must be erected and maintained by FASET Trained operatives and the removed by adequately trained people.
9. The Company erecting safety netting must liaise with the steelwork designer in respect of the positioning of the safety netting ties.
10. Safety nets must have been thoroughly examined during the preceding 12 months and must be inspected before use and thereafter weekly by a competent person while in use; A hand-over certificate must be provided together with a written report of weekly inspection should be completed.
11. Materials must not be stored in the safety netting.
12. If anyone falls into a safety net, it must be inspected by a competent person before it is used again.
13. Roofing contractors must co-ordinate the erection of safety netting and the perimeter guard-rails so that safe access is available to both trades.
14. Measures must be taken to ensure that materials taken on to the roof are secured against accidental displacement until they are permanently fixed.
15. A lifting plan must be prepared by a competent person in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (see Section 11) before roofing or cladding materials are lifted on to the roof or a loading platform.

16. Care must be taken to ensure that materials loaded on to the roof do not overload that part of the structure. The designer of the steelwork must be consulted in respect of the loadings on the frame from the pre-loading of packs of roofing sheets on to the roof.
17. The National Federation of Roofing Contractors recommends that "all roof work must cease when the average wind speed reaches 23 mph. For materials longer than 5m work must cease when the mean wind speed reaches 17 mph."
18. The Federation also recommends that roofing contractors should have wind speed measuring equipment available to use at the level and location where the roofing work is taking place.
19. Scaffolding ties must not be removed to facilitate the fixing of cladding unless an alternative means of stabilising the scaffolding is provided, e.g. rakers, etc. All such work may only be done by qualified scaffolders. The designer must also be consulted, as appropriate.
20. Scaffolds and edge barriers supplied by Pochin must not be altered without permission and must only be done so by competent trained scaffolders.
21. When hot materials are used on the roof, the hoisting place and the area below the work must be cordoned off to prevent danger to other persons.
22. Liquefied petroleum gas containers must be sited at least 3 m. from asphalt or bitumen boilers. Adequate fire extinguishers, of an approved type, must be kept available adjacent to asphalt or bitumen boilers. (See also Section 10).
23. A Hot-work permit is required from Pochin Site Management before an asphalt or bitumen boiler is used (See Section. 10).
24. All debris from roofing operations must be removed progressively from the roof by carefully lowering it to the ground, by an agreed method; it must never be thrown down.
25. In general, mobile elevating work platforms should not be used as a means of gaining access onto a roof. Stair / ladder towers should be used instead.

SECTION 18 - TEMPORARY WORKS

1. All temporary works requiring design should be identified prior to commencement, where reasonably practicable.
2. Specialist / third party engineers to be consulted to determine the requirement for design.
3. Where required, design obtained prior to commencement and signed off following installation.
4. Always check suitability of ground conditions.
5. Ensure a specific method statement and risk assessment is available to cover temporary works.

SECTION 19 - TRANSPORT MANAGEMENT

1. Restrict parking to designated areas only.
2. Ensure all personnel keep to pedestrian routes to avoid collision.
3. Ensure signage is observed at all times.
4. Advise the Pochin Site Agent / Project Manager of any expected delivery. Unload in a segregated area, where possible.

5. Provisions for fall prevention / fall arrest from vehicles must be made prior to any unloading / loading activity commencing.
6. Where vision is restricted or reversing aids are not in place you must ensure reversing vehicles are supervised by a competent banksman.

SECTION 20 - VISITS FROM ENFORCING BODIES

1. Always ensure the Inspector feels welcome – roll out the red carpet.
2. Carry out introductions and try and let the Inspector know who does what.
3. Notify the Pochin Site Agent / Project Manager asap and introduce them.
4. If you see something on site whilst the inspector is there, deal with it rather than try and hope he doesn't notice.

SECTION 21 - WORKING AT HEIGHT

1. Wherever possible, working at height should be eliminated or minimised, for example by planning or by pre-fabrication.
2. Control measures for work at height risks must follow the hierarchy set out in the Work at Height Regulations 2005
3. Contractors are reminded of their duty to ensure that the scaffolding is safe before it is used by their employees.
4. All scaffolding, and access thereto, erected on Pochin sites shall comply with the following, as appropriate:
 - the Construction (Design & Management) Regulations 2007;
 - the Work at Height Regulations 2005
 - British Standard BS EN 12811 : Temporary works equipment. Scaffolds, performance requirements and general design;
 - P.A.S.M.A. code of practice for aluminium alloy towers;
 - The National Access and Scaffolding Confederation Technical Guidance TG20: Current Edition;
 - British Standard 5975:2008 Code of Practice for Falsework.
 - British Standard 13374 : Edge Protection
5. Scaffolds which fall outside the definition of "Standard Scaffolds" as defined in TG20: Current Edition (Volume 1) will require a design prepared by a competent person.
6. All scaffolds must be erected by trained competent persons.
7. In accordance with the Construction Industry Scaffolders Registration Scheme (CISRS), all access scaffolds over 5 m. high must be erected by a competent Basic or Advanced scaffolder (Blue or Gold card), as defined in the scheme. Trainee scaffolders must work under the direct supervision of a Basic or Advanced scaffolder.
8. Scaffolds erected in accordance with design drawings must only be erected by CISRS Advanced Scaffolder card holders.

9. Scaffolders must always wear a safety harness when erecting scaffolds; it must be clipped to a suitable anchor point when one is available at least 4m above ground level. When the scaffolder is able to work protected by a guard-rail, the harness may be unclipped. A system should be implemented during erection and dismantling, where reasonably practicable, for collective fall prevention i.e. an Advanced Guardrail System. Contractors should refer to the guidance produced by the National Access and Scaffolding Confederation (NASC) for further information on the prevention of falls to scaffolders (SG4: Appendix A). A rescue strategy must always be in place in case a scaffolder should fall and be suspended in a harness.
10. Scaffolds provided by Pochin must not be altered in any way except by qualified scaffolders and as directed and authorised by Pochin Management.
11. Scaffolding Contractors are responsible for inspecting their own scaffolding and completing a working platform inspection report form as required by the Work at Height Regulations 2005, i.e. :
 - before being taken into use for the first time;
 - after any substantial addition, dismantling or other alteration;
 - after any event likely to have affected its strength or stability, including adverse weather conditions;
 - at regular intervals not exceeding 7 days.
12. Copies of all working platform inspection reports completed by contractors must be supplied to Pochin Site Management for Principal Contractor records.
13. Scaffolds erected in accordance with a design drawing may only be inspected by a person suitably competent to do so i.e. an Advanced Scaffolder or a holder of the Advanced Scaffold Inspection Training Certificate.
14. When erecting guard-rails to the frame of a building, scaffolders are not permitted to stand on the open framework; all work must be completed from access platforms.
15. Tower scaffolds must be stable at all times:
 - when used internally, the ratio of the height of the platform to the smallest base dimension must not exceed 3.5 : 1;
 - when used externally, the ratio of the height of the platform to the smallest base dimension must not exceed 3 : 1;
 - outriggers may be used to increase the base dimensions and the free standing height of towers but, in the case of proprietary system towers, only in accordance with the manufacturer's guidance.
16. Mobile tower scaffolds must never be moved with personnel on the platform.
17. Mobile tower scaffolds must have an adequate locking arrangement on the castors both to lock the wheels and also to prevent the castors from dropping out if the tower is pushed over an opening. Locks must be in use at all times when the tower is in use.

18. Mobile access towers and podium towers must be registered with Pochin Site Management before first use on site. Pochin Site Management will issue a numbered tag which must be fixed to the tower so that it is uniquely identifiable. Platforms must be inspected by a competent person before first use, every seven days and after any alteration to the platform. Inspection reports must be completed and a copy issued to Pochin Site Management. Identification tags must be returned to Pochin's before the tower is removed from site.
19. Suitable access must be provided to the working platform. Climbing the external framework is prohibited and ladders must never be leaned against the side of an access tower.
20. Where a scaffold is constructed by a specialist scaffolding contractor this will not be accepted by the Pochin Site Management until a hand-over certificate has been received. Please refer to example certificate enclosed.
21. Step-ladders may only be used where it is **impossible** to use a working platform. An acceptable written risk assessment must be approved by the Pochin Site Management before the issue of a permit to work with stepladders. In any case, they may only be used for work where the operative's feet are no more than 1 m above ground level.
22. Step-ladders must be manufactured to an appropriate British Standard for industrial use.
23. Step-ladders must never be used in a position where an operative could fall over an existing guard-rail or through a window opening, etc.
24. Ladders are essentially for use as a means of access only and not generally as a working platform. An acceptable written risk assessment must be approved by the Pochin Site Management before the issue of a permit to work from a ladder will be undertaken. In any case, the work must be of very short duration and able to be done while a 3-point (i.e. hands and feet) contact is maintained with the ladder. All ladders should be suitably secured by footing / tying.

SAMPLE SCAFFOLD HANDOVER CERTIFICATE

Contractor Date

Site Time

Description of section handed over

.....

Drawing no. (where applicable)

Scaffolding, as described above, has now been completed and complies with the requirements of the Construction (Design & Management) Regulations 2007 and the Work at Height Regulations 2005. It is structurally sound and should be used and loaded in accordance with our quotation no.

If no quotation: a. use only for

b. loading to be working lifts with distributed load ofKn/m².

The requirements of the Regulations with regard to working platforms, guard-rails and toe-boards, have been complied with. Braces and ties have been installed as necessary.

This scaffolding must be inspected at intervals not exceeding 7 days since the last inspection (or following exposure to weather conditions likely to have affected its strength or stability, or following substantial addition, dismantling or other alteration) by the user, and the inspection recorded. This inspection is to confirm that the scaffolding complies with the Regulations.

It is the responsibility of every employer who uses the scaffold to ensure that the requirements of the Regulations are complied with.

N.B. Tarpaulin sheets (or other wind sails) must not be fixed to a scaffold unless it has been specifically designed to take them.

Scaffold contractorDepot

SECTION 22 - WORK OVER OR NEAR WATER / FLUIDS

Where work has to be carried out over or near water or any other expanse of fluids, e.g. effluent tanks or open fuel tanks, precautions must be taken to prevent the persons involved from falling in and drowning. It does not necessarily have to be deep water / fluid for a risk of drowning to exist.

As appropriate, it may be necessary to provide one or more of the following:-

1. Barriers to edges above water;
2. Lifebuoys;
3. Safety harnesses or nets (a rescue strategy must always be in place when safety harnesses are used);
4. Grab lines;
5. Safety rescue boat;
6. Life jackets.

Depending on the nature of the work and the location, a wide variety of regulations and bye-laws, administered, for example, by the Local Authority, the Port Authority and British Waterways, may apply. Before commencing work, contractors should check which regulations and bye-laws apply and comply as required.

Where it is reasonable to anticipate trespassers on site, especially children, it may be appropriate to adopt higher standards of safety to reduce the risk of drowning.

SECTION 23 - WORKER ENGAGEMENT

1. Good communication is a route to accident prevention and therefore we operate an "Open Door Policy" and everyone is encouraged to provide feedback / suggestions.
2. All contractors are encouraged to promote active engagement to suggest improvements etc.
3. Consultation meetings are held at frequent intervals on site. All contractors are requested to nominate at least one person as a representative to attend these meetings. In addition, attendance is recommended to all to ensure full participation / engagement from various levels.

SECTION 24 – WORKS ON EXISTING ROOFS

1. Where work or access to an existing roof is required an application is to be made to the Pochin SHE Department.
2. The application should be accompanied by a detailed method statement and risk assessment specific to the proposed works.
3. Once the SHE Department are satisfied with the proposed means of access and method of working then they will issue a Permit to Work on the roof. This permit must be adhered to, at all times.

ENVIRONMENTAL

SECTION 1 - INTRODUCTION

1. The construction sector has a particularly poor environmental record, being responsible for more pollution incidents than any other industry and generating an estimated 70 million⁺ tons of waste annually.
2. Most of the pollution incidents on sites are avoidable; careful planning can drastically reduce the risks. Most of the measures needed to prevent pollution cost very little especially if they are considered in advance. In contrast, the cost of cleaning up after a pollution incident can be very high as can the fines imposed following a successful prosecution. Clean-up costs, fines and the cost of disposing of waste are all increasing.
3. These rules are intended to ensure compliance with environmental legislation on Pochin sites, reduce the risk of pollution incidents occurring and minimise the overall impact of our projects on the environment.
4. Compliance with these rules is a condition of employment on all contracts. Where necessary, Pochin's Management and / or Pochin's Safety, Health and Environmental Department will assist in their interpretation.
5. Any site specific rules not covered within these general rules will be covered at site induction.

SECTION 2 - ACTION IN THE EVENT OF A POLLUTION INCIDENT

The most likely incident to occur will be contamination of drains, waterways, or land with one of the following:- silt, cement, grout, concrete, fuel, oil, chemicals or solvents.

1. If a spillage occurs contractors must immediately take all necessary steps to stop the escape of the substance. Prevent it from entering drains or watercourses by the use of spill kits or sand or by building a bund to contain it.
2. The incident must be reported to Pochin's Site Management immediately.
3. It may be necessary to excavate contaminated ground and dispose of it as hazardous waste. This will be at the contractors own expense.
4. Pollution of drains and watercourses is easily traced back to the source by the Environment Agency. Never ignore an incident – taking appropriate steps to limit the damage will reduce the chance of expensive fines and clean-up costs.

SECTION 3 - ARCHAEOLOGICAL FINDS

It is a legal requirement to notify the appropriate authorities if any items of archaeological or historical interest are found during excavation works on site.

1. If you discover any old coins, pottery, bones, foundations, etc., which may be of historical interest you should stop work and notify Pochin's Site Management.
2. After initial discovery you should not disturb any items unless authorised by Pochin's Site Management.

SECTION 4 - CEMENT AND CONCRETE

Wet cement and concrete are highly alkaline and contain suspended solids. For this reason they are harmful to aquatic life.

1. Never discharge surplus concrete where it can find its way into a drain or watercourse.
2. Never wash out mixers, concrete pumps, etc., where the run-off could enter drains or watercourses.
3. Wash-off water containing cement should be run to a safe area where it can be allowed to soak away. If in doubt consult Pochin's Site Management.

SECTION 5 - DUST AND FUMES

Dust and fumes from construction sites can be both harmful to health and damaging to the environment.

1. Operations that create dust must be damped down or screened off.
2. All mobile crushing plant must be fitted with effective dust suppression. A copy of the Local Authority authorisation for the crusher must be supplied to Pochin's Site Management.
3. Materials which could release dust when it is windy should be covered.
4. To reduce air pollution and noise, site vehicles and plant should not be left running unnecessarily.

Care must be taken to ensure that dust and fumes from site activities are not taken into the air conditioning systems of existing buildings.

SECTION 6 - FUELS, OILS AND HAZARDOUS MATERIALS.

SITE STORAGE

1. All fuels, oils, paints, chemicals, etc., must be properly stored in leak proof containers in a site store located either in the designated site compound or in an alternative place specified by Pochin's Site Management. Never store these materials next to drains or watercourses.
2. Fuel and oil storage tanks or containers must be suitably bunded. At present the law requires that bulk fuel tanks which are not self bunded are located within an impervious bund of capacity at least 110% of the tank volume. Individual 210 litre drums must be placed in a bund at least 25% of the drum volume. The stowage position for the hose and nozzle must, wherever possible, be within the bund.
3. A competent person must supervise all deliveries and procedures must be in place to deal with accidental spillages.
4. Many pollution incidents result from vandalism. Always ensure that storage facilities, nozzles, etc., are kept locked when unattended.
5. Always adhere to suppliers' or manufacturers' advice about conditions of storage for paints and chemicals, etc.
6. Only take the minimum quantities of materials required for immediate use from the storage location to other areas of the site.

7. At or before the completion of their work, contractors must remove from site all surplus fuels, oils and hazardous materials.

REFUELLING AND VEHICLE MAINTENANCE.

The risk of fuel and oil spillage is greatest during the refuelling and maintenance of vehicles and plant.

1. Whenever possible always refuel in a designated storage area or compound.
2. Never refuel near drains or watercourses.
3. Avoid spillages onto the ground when refuelling. Always use a funnel or nozzle – never pour directly from a drum or can.
4. Never allow vehicles or plant to be left unattended during refuelling and never jam delivery valves open.
5. Site vehicles and plant should, wherever possible, be serviced on hard-standing to prevent contamination of the ground.
6. Used oil and filters, etc., is “Hazardous” waste and must be disposed of accordingly. If there is no suitable disposal facility on site they must be removed from site for proper disposal elsewhere.
7. Leaks of fuel and oil from site vehicles and plant must be repaired as soon as possible.
8. Plant operators employed by contractors must carry a spill kit on their machines.

SECTION 7 - METHOD STATEMENTS

Contractors should include in their Health and Safety risk assessments and method statements relevant information about environmental risks and controls appropriate to their work on site.

SECTION 8 - NOISE

Excessive or unwanted noise is regarded as pollution. Noise can damage workers’ hearing, it can be a nuisance and a source of annoyance to neighbours and is often the cause of complaints. It can disturb wildlife. It is difficult to contain on site.

1. Contractors must establish before starting work on the site any restrictions on noise levels, working hours and delivery times.
2. All plant and equipment must be suitably silenced in line with current standards and guidance.
3. To reduce noise and air pollution, vehicles and plant should not be left running unnecessarily.
4. As far as circumstances permit, plant should be sited away from obvious noise sensitive areas.

SECTION 9 - SILT

Silt is best described as muddy or dirty water. It harms the environment if it enters rivers, streams etc. or surface water drains. Silt is responsible for many pollution incidents on construction sites. It may not seem particularly harmful but it is.

1. Never pump silty water into any drain or watercourse. It must be pumped to a suitable open area where it can soak away or it must pass through a settlement tank / lagoon before discharge as clean water.
2. Take appropriate measures to prevent water from entering excavations to reduce the need to pump it out.
3. Rainfall running off disturbed ground can carry large amounts of silt to drains and watercourses. Areas of bare soil should be kept to a minimum and run-off water should be channelled away to safe areas.
4. Site vehicles and plant should not be located in or driven through watercourses without prior permission from Pochin's Site Management.
5. Site vehicles and plant should not be washed off near drains and watercourses.
6. Any mud deposited on the highway by contractors' vehicles or plant must be cleaned up immediately as it is both polluting and a danger to traffic.

SECTION 10 - WASTE MANAGEMENT

Waste management on site is covered by the Environmental Protection Act 1991 (Duty of Care). Strict requirements are imposed on the storage, transport and disposal of waste and The Site Waste Management Plan Regulations 2008.

1. All persons who transport commercial waste must be licensed by The Environment Agency. Contractors who intend to carry waste from site or use a third party to do this for them must provide a copy of the carrier's licence to Pochin's Site Management.
2. All waste removed from Pochin's sites must go to a licensed recipient (landfill site, transfer station, recycling plant, etc.)
 - Where waste is removed from site by a subcontractor or by a waste carrier acting on his behalf the movement must be accompanied by Duty of Care Transfer Notices or Waste Consignment Notes and copies of these must be submitted to the Pochin's Site Management.
 - Where waste segregation is operating on site contractors must use the correct skips for the type of waste involved.
 - All contractors must provide estimated quantities of waste, using the standard form issued during the "letting" meeting, for incorporating into the site waste management plan.
 - Contractors are to make arrangements with their waste contractor, where appropriate, to provide information on the final designation of waste in the form of waste streams and quantities to enable the site waste management plan to be suitably evaluated.
 - Used engine oil, oil filters, grease cartridges, chemicals, paints, solvents etc are Hazardous Waste and must not be disposed of in general waste skips. Unless disposal facilities are provided on site contractors must make their own arrangements for the correct disposal of these materials. Asbestos is also classified as hazardous waste although this will almost always be dealt with by a licensed asbestos contractor.
 - Where contaminated excavation spoil is stockpiled prior to removal from site suitable measures must be taken to prevent contaminated run-off entering drains and watercourses. These measures may include placing the material on and covering it with polythene sheeting, e.g. Visqueen.

- ***Under no circumstances must surplus paints, solvents, chemicals etc ever be disposed of down any drain or into any watercourse.***
- Where contractors provide their own skips on site they must only be located as directed by Pochin's Site Management.
- Where necessary, skips should be covered to prevent the spread of wind blown litter about the site. Skips must always be properly netted before leaving site.
- Wagons carrying contaminated spoil from site must be sheeted to prevent the release of contaminants on to the highway.
- The burning of rubbish is not permitted on Pochin's sites.
- Excavation contractors who come across possible contaminants (as indicated by unusual smell or colour of the ground) must stop work and report this to Pochin's Site Management immediately.

SECTION 11 - WILDLIFE & VEGETATION

Dependent on the location of the site, construction activities can have a significant effect on the surrounding wildlife.

1. Harmful substances must not be released into the environment.
2. Windblown litter from open skips, etc., must be controlled.
3. Work should be carried out with minimum disturbance to any known bird nesting sites.
4. On some sites it may be necessary to report sightings of certain wildlife to Management. If this applies, it will be covered at site induction.
5. Contractors must not damage the vegetation in areas of the site which are to be retained at the end of the contract unless this is unavoidable and has been agreed with Pochin's Site Management.
6. Access to the site and work areas within the site must only be by the designated, authorised routes covered at site induction.

OCCUPATIONAL HEALTH

SECTION 1 - DRUGS AND ALCOHOL

1. No person is to enter site under the influence of illegal drugs or alcohol.
2. No person will be permitted to bring onto site, or consume on site, illegal drugs or alcohol.
3. If any person is taking prescription drugs then they are required to check with the GP of any side effects which could adversely affect their own / colleagues safety at work. Any such side effects should be reported to Pochin Site Management, on commencement.
4. The Pochin Site Management reserves the right to refuse entry onto site any person who he / she believes to be under the influence of drugs or alcohol. The site management may also request the person makes themselves available for drug / alcohol screening.
5. Any person found to have alcohol or drugs on their possession will be requested to leave site.
6. Any person should make themselves available for random drug or alcohol screening, if requested.
7. Should it be suspected that drugs or alcohol may be related to the cause of any accident / incident then the responsible person should make themselves available for drugs or alcohol screening, if requested.
8. Any drug or alcohol screening referred to about will be non-invasive. All related costs will be borne by the Contractor.

SECTION 2 – HEALTH SURVEILLANCE

1. A health surveillance programme must be in operation for all personnel.
2. When requested, records and / or details of health surveillance undertaken must be made available.

SECTION 3 – METHOD STATEMENTS / RISK ASSESSMENTS

Information regarding all occupational health hazards must be fully detailed within the method statement and risk assessments identified what provisions are to be implemented to minimise any associated risks.