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MANAGING HEALTH & SAFETY

Domestic New-build

HND Building Surveying

Thomas Duxbury

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Health & Safety Domestic New Build Swansea

1.0 Introduction

The following report is designed to cover all aspects of Health and Safety undertaken during the construction of a detached, two-storey, domestic new build in Swansea. The site is on greenfield land with direct access to the public highway via a short track. For the purpose of this assignment a fictitious company will be used to provide a detailed schedule of works, methodology statement and risk assessments will be carried out with reference to the legislation that will be adhered to during the construction of the build.

2.0 Schedule of Works – Gantt Chart

A gantt chart has been used to identify the schedule of works using excel software. A screen shot of the gantt chart is provided for the digital submission of the document a full print out of the schedule of works will be printed and included in the hard copy of the submission.

The purpose of the schedule of works is to communicate the range and sequence of work activities included in the construction of the build from start to finish. The schedule also indicates time allocated to each activity on site this, however, is subject to change, as the build progresses, due to outside factors. The schedule of works will be updated on a regular basis by the contract manager. Regular contact will be made with the site foreman via telephone and email and site visits will be made on a weekly basis between the contract manager and site foreman with the day and time to be confirmed in advance of the commencement of works. (*Appendix 1*)

3.0 Method Statement

Type of Construction	Domestic New Build – Detached two storey dwelling
Site Address	123 Wellington Road Swansea SA9 8JD
Company Name	A&J Builders 456 Stone Field Road Llanelli Tel: 01789 445223
Project dates	06/05/19-02/09/19 (18 weeks)
Client	UWTSD
Health & Safety Contact	Mr J Swan of A&J Builders
Date of Issue	28/02/19
Planning Application Number	CAM/23237001/19/DOM/123
HSE notification	F10 completed and submitted as the build will exceed 30 days

3.1 General Considerations and Environmental Issues

The construction is on a greenfield site and separate from any other building by approximately 50m either side of the site. The immediate area is a mixture of domestic dwellings and small business premises. The site leads directly onto a public highway and is not obstructing access to others, apart from pedestrians crossing the main pavement directly to the front of the property. Consideration will be made in relation to delivery times to ensure disruption to pedestrians' walkway's is minimal. Deliveries to site will enter directly into the site which will be clearly sign posted. Any vehicular movement on exit from the site will be assisted by trained banksmen on site to ensure vehicles exit safely back onto the main highway. Hours of work on site will be Mon to Fri 8am-4pm, Sat 8am-1pm, occasional Sunday work will be permitted later in the construction for indoor works, with plant and noisy machinery limited to works Mon-Sat. *(In accordance with the control of noise at work regulations 2005).*

Waste management on site will be recycled where possible. Designated areas will be communicated to all and clearly sign posted. Waste materials will be stored until the end of the project when they will be uplifted and removed from site. Particular attention will be given to timber, plasterboard, plastics and metals. Polystyrene packaging will be kept separate, with all other materials placed in a skip for uplift at the end of the build.

Mud and debris on the main pedestrian footpath will be cleared daily and any excessive mud will be washed away on a daily basis if required.

Although method statements are not required as part of CDM (Construction Design Management) legislation 2015, the HSE (Health & Safety Executive) say they satisfy requirements of regulations under the Health & Safety at work Act 1974. The act serves to provide further safety to those at work. The act is wide-reaching and covers not only employers but employee responsibility, making sure the working environment is as safe and protected as possible. Work in higher risk environments also have additional legislation attached to the 1974 Act that should, at all times, be recognised and adhered to. A full list of related legislation will be discussed later in the document.

Work on site will continue daily and weather conditions assessed accordingly by the site foreman as to which activities are acceptable in adverse weather conditions. No roofing work will be carried out in high winds or heavy rain.

Construction plans will be wall mounted in the site office.

Health and Safety notification will be completed, with the responsible person named, and mounted in the site office.

First Aiders on site will be identified and their names displayed in the site office. First aid box will be stored in the site office with the accident book.

3.2 Supervision & Management & Delivery of the project

3.2.1 First Aid – The site foreman will be the designated first aider on site with a second first aider being a member of the main construction team. In the event of accidents or ill-health the first aider will assess the situation and be responsible for calling emergency services or alternatively identify another person to assist the injured party to attend hospital.

3.2.2 Site training/induction – *All* staff working on site will be trained in basic health and safety procedures, this will be undertaken by watching a H&S video before any work commences. Site health and safety will be communicated throughout the construction phases and any personnel not adhering to the site conditions will be reprimanded (which could result in loss of work). Any issues relating to H&S on site must be conveyed through the site foreman. All staff are responsible for ensuring they are working in a safe environment. A number of HSE direct advice leaflets are available in the site office in relation to aspects of activities on site i.e. levels of dust created and how to minimise them. Staff operating any machinery creating dust must read the relevant leaflet before work commences.

3.2.3 Work Permits – All staff working on site will hold the relevant work permits and CISRS cards for their relevant trade or expertise, these will be checked prior to staff working on site to ensure they are current and have not lapsed in any way. Any

permits out of date will result in staff not being able to start work until they are brought up to date.

3.2.4 Scaffolding and Working platforms – All scaffolding and work platforms will be erected and dismantled by appropriately training and ticketed staff, at no time will unauthorised personnel remove or change any part of the scaffolding. Working platforms will only be operated by those trained to do so. Scaffolding will be checked on a regular basis after erection. A quick visual inspection is to be made daily in the morning before works commence to ensure equipment has not been tampered with and a more in-depth inspection weekly, the same applies to working platforms.

3.2.5 Site access – As stated above.

3.2.6 Materials – All materials on site will be designated a safe storage area appropriate to their requirements. All hazardous materials will be kept in locked storage in accordance with COSHH and only accessible by the site foreman. Staff using any hazardous materials will be required to confirm it's returned to the locked storage by signing appropriate paperwork (date, time and signature).

3.2.7 Construction plant & small power tools – Shut down procedures will be the same throughout the week, with all large plant ignition keys being handed to the site foreman and appropriate paperwork signed, dated and timed. All smaller power tools, generators etc. will be stored in a security container and locked with keys being stored in a key safe within the site foreman's office. Only appropriately trained personnel will be allowed to access keys for any plant or small power tools.

3.2.8 Emergency procedures – All emergency procedures should be followed as directed by the site foreman, in the absence of the site foreman staff will follow instructions from the second named first aider. All accidents, slips, trips or near misses must be recorded by the affected party, the site foreman is the responsible manager to complete and review the completed forms. Any notifications to HSE or RIDDOR must be done within the specific time scales by the site foreman and followed up by informing the client immediately. The accident book will be in the site office along with the construction paperwork, method statement and contractor public/indemnity insurance details.

3.2.9 Safeguarding & site Security - The site will be fully enclosed by hoarding boards and locked on a daily basis to ensure access to the general public is denied at all times. Small plant and tools will be stored overnight in a security container on site with access restricted to the site foreman.

3.2.10 Welfare facilities – Staff welfare facilities will be made available in terms of a site office and small accommodation to prepare a hot drink and have meals. WC facilities will be via 2 portable cubicles on site. Hot running water will be provided via the staff welfare facilities and heated via an onsite generator. Water will be available from the main water supply in the area with provision made to store water via a plastic water storage.

3.2.11 Health & Safety Risks – All work-related activities have been risk assessed and are contained within the hard copy of the method statement file, stored in the site office. Along with this paperwork are copies of all instruction manuals for all plant, machinery, power tools and any working platforms to be used. In addition to this three of the main activities to be under taken on site have been further risk assessed and are contained within this document for further scrutiny. All staff while working on site,

will wear the following provided PPE to further reduce the risk of any Health and Safety issues at all times. Hard hats, hi viz long-sleeved jackets, ear defenders, goggles and gloves will be stored in the staff welfare facilities and collected each morning and returned at the end of the day, PPE will be signed in and out daily. Staff found not wearing the safety equipment will be suspended from work until they comply. (*PPE Regulations, 1992*)

Hard hat (ensuring they are within date)

Hi-Viz long sleeved jackets

Safety boots (staff's own responsibility) No training shoes will be allowed on site at any time.

Ear defenders and goggles (when necessary)

Gloves (when necessary)

4.0 Schedule of work Activities - Details

4.1 Phase 1: Preparation of site, Foundations and sub-structure

Task 1 – Security of site, this will be carried out prior to any work or deliveries to site. The site will be closed off around its perimeter with solid OS boarding, locked at night, with padlock and chain. Company details and emergency contact numbers will be displayed on the hoarding for members of the public, for reporting of any emergencies or complaints regarding the site working.

Task 2 – All deliveries to site of plant, additional machinery and welfare facilities will be made on the Sunday prior to work commencing, this is to ensure the access road and area are at their quietest. A mobile truck-mounted crane will be used at this stage to off-load the site office/welfare mobile building and security container. The portable wc facilities can be positioned on site using the same crane facility. When trussed rafters are delivered to site for the roof structure, the same or similar crane will be used. Crane use at site will adhere to the *HSE L113 Lifting operations and lifting equipment 1998. (safe use of lifting equipment)*.

Task 3 – Ground work and service sleeving will be undertaken first with top soil being removed using a JCB, soil will remain on site and be moved to a suitable designated area that does not inhibit any works. During the ground works markers will be set out for the digging of foundations and main services to be connected below ground and the site identified for the septic tank. As the foundations are to be of strip foundation type, shoring up of the trenches will be done in accordance with the soil sampling results.

Task 4 - Deliveries to site for all other materials once work has commenced will be arranged in advance arriving within specific times and be overseen by the site foreman. All delivery drivers must report to the site office as soon as they arrive. They will be directed to where materials are to be unloaded and supervised throughout.

Task 5 – Foundations and Ground floor construction will be carried out by fully trained staff. Concrete will be delivered to site via a mixing vehicle and poured direct, a limited number of staff will carry out this task ensuring communication between the vehicle driver and ground operative staff is clear and fully understood at all times. A concrete

ready-mix will also be used for pouring of the ground floor structure prior to the cavity works commencing. Site foreman will over see the work for the duration.

4.2 Phase 2: Construction of super structure

Task 1: Cavity block work will be carried out by fully trained bricklayers in a team of 3, with an apprentice working between the three. Blockwork will be laid up to approximately 1.5m before the erection of scaffolding (independent of structure) takes place, this will allow for easier access for materials at the start of the construction free from further obstructions created by scaffolding. Trades working on the blockwork will ensure they use the powered barrow to move block from storage site to build site. Full training will be given to the apprentice to ensure they are proficient in using the power barrow.

Task 2: Erection of scaffolding will be carried out only by fully a trained and appropriate CISRS card holder, any trainee scaffolders will also have the appropriate CISRS trainee card and be supervised at all times. The scaffolding will be visually checked by the site foreman and trades utilising it daily to ensure tow boards, platform boards, stairs, hatches and supports are still in place. An appropriately CISRS cardholder will inspect the scaffolding every 7 days until the end of its use. Dismantling of the scaffold will be done in the same way, using only the appropriately trained staff to do so. Unloading and Loading the scaffolding will be done by the scaffolding operatives only and over seen by the site foreman. Site foreman will also confirm where any additional scaffolding, boards or equipment can be kept should it be needed during the construction of the dwelling.

Task 3: Timber work – joists & flooring to ceiling height at first floor will be carried out by fully trained and time-served joiners along with apprentices who will be supervised at all times during the work on site. Quality control of all works will be overseen by the site foreman. All timber will be delivered to site and follow the same procedures set out under ***Deliveries to site***. Joiners/carpenters will be responsible for acknowledging the correct materials have been delivered to enable them to carry out the work specified. Larger timbers will be lifted into place using mobile lifting apparatus (operated by competently trained staff). Any working at height will be done using mobile working platforms, again operated only once training has been given on how to use appropriately and safely. Dust created during timber work should be cleared up using a vacuum cleaning device, not a brush, to limit the dust particles in the working environment and PPE should be used throughout. (*PPE Regulations 1992*)

Task 4: Installation of doors and windows. All doors and windows will be delivered to site by the manufacturer and installed by their own staff. Delivery to site will be in accordance with site protocol and staff visiting the site to carryout this function will be site inducted first and supplied with the appropriate safety PPE whilst working on the site. Work will be overseen by the site foreman and quality control of the fitting will also be the site foreman's responsibility. At this stage the client will be invited to site at the end of the working day to inspect the window and doors to ensure they are happy with the product before they are signed off as acceptable.

4.3 Phase 3: Make building wind and water tight

Task 1: Installation of trussed rafters and finished roof of natural slate. Trussed rafters will be delivered to site on a flat bed lorry and crane lifted into position. Only trades working with the delivery and positioning will be on site during this procedure to limit the risks. All the work will be supervised and overseen by the site foreman. Flat bed vehicle and crane will be guided from site to ensure they are doing so safely as it is likely both vehicles will be required to reverse off site, therefore additional help from site staff to do this safely is required.

Task 2: Roofing work to completion. Work will be carried out by a team of 3 roofers, two fully trained and one an apprentice. All materials used, including the breathable membrane and slate, will be moved from storage area to work area by the roofers and apprentice. Additional help will be available if needed to move slate to the bottom of the scaffold. Taking the slate to roof area will be done by roofers, with the main roofer responsible for the safe methods of winching materials up to roof height. Safe systems of work will be incorporated into the roof works with working platforms in use at all times the roof is being slated. (*working at height regulations, 2005*)

Task 3: Installation of windows and external doors will be carried out as stated above in phase 2 task 4.

Task 4: Water, Sewerage/septic tank and gas mains to be laid while the ground round the house is still disturbed by the completion of the foundation/ground works. Off-site contractors will be responsible for this. Welsh water suppliers will provide own staff to lay the pipe work then return to site for final connection. All off site staff will be required to go through site induction and wear appropriate PPE supplied by site office. By supplying the basic PPE, quality is controlled, and items checked fit for purpose.

Task 5 Gas and Electricity main pipes and cables to meter will be carried out by off-site staff, the same applies to these staff as all other off-site staff.

4.4 Phase 4 Internal works and first & second fixes

Task 1: Timber floors to be laid ground, first and second floor. Ground floor is a floating timber floor with the upper 1st floor of tongue and groove softwood and the attic floor chipboard. On site joiners and carpenters will carry out all woodwork in the same way as stated earlier in the statement.

Task 2: Internal timber partitioning throughout the build to be erected ready for the first fix of gas, electrics and plumbing.

Task 3: First fix of gas combination boiler and pipes to be carried out by a fully trained gas engineer with current certification and insurance. Plumbing and electrical work to be carried out by a fully training and insured plumber and electrician. Any apprentice working on site will be under the supervision of the relevant tradesman but overseen by the site foreman to ensure all site conditions are adhered to at all times.

Task 4: Plasterboarding, taping and finished plaster works. Doors and internal cill details to be undertaken by joiners. Taping and plastering to be undertaken by off-site plasterers, adhering to the site conditions. Plasterers will be expected to ensure they are using masks and have safe methods of removing plaster dust from the

environment once finished. This should be done by using an electrical suction i.e. vacuum. No brushes should be used on site to reduce the risk of dust particles circulating in the air.

Task 5: Second fix plumbing and electricity to be carried out, including installation of bathroom furniture.

Task 6: Installation of kitchen units & worktops to be carried out by off-site manufacturer/contractor. Same procedure as other off-site contractors apply, all undertaking the site health and safety induction. Work will be overseen by the site foreman and the client will make a site visit once installation is complete to check appearance and sign off on the quality.

Task 7: Tiling of walls and floors in kitchen, main bathroom, en-suite and downstairs WC. Off site contractors have been employed to carry out this activity and will supply their own team. All will be checked for compliance in respect of CISRS cards and insurances. Any apprentice on site will be the responsibility of the tradesman in charge of this work activity but adherence to the site conditions and health and safety will be overseen by the site foreman. Two or more site visits will be made by the client towards the end of the day to liaise with the tiling contractors. Any work-related issue will be addressed directly between the client and the contractor in respect of dissatisfaction.

4.5 Phase 5: Finished External works, clear site and Landscape

Task 1: Fit all rainwater good externally, inspection of works whilst scaffolding is still in place. Site foreman to sign off the work as complete and satisfactory. (*Working at height regulations 2005*)

Task 2: Dismantle scaffold and remove from site. Activity to be undertaken by fully qualified scaffolder. Dismantling process to be undertaken at the end of the working day when most other staff have left site. Site foreman will supervise the dismantling and removal from site. All scaffolding and fixtures to be fully removed from site before foreman signs off on the job complete.

Task 3: Site is to be cleaned up and all waste placed in designated area for uplift and removal from site.

Task 4]: Connection of all mains Water, gas & electricity will be carried out in accordance with off-site staff and overseen by site foreman.

Task 6: Landscaping will be carried out by external off-site staff. Site induction/training to be given prior to work commencing.

Task 5: All redundant plant uplifted from site, using the same safe methods used for delivery.

Task 6: Security removed from site and site hand over to client.

5.0 Risk Assessments

Three main activities taking place on the construction site have been further risk assessed using a traffic-light system and template. The risk assessment will be added to the report at the end as an appendix but printed in full for the hard submission copy.

5.1 Areas further risk assessed are Manual Handling, seen as a major activity on a construction site due to all staff engaging in some form of manual handling during their work throughout the day. ***According to Health and Safety Executive (HSE) statistics a third of all injuries in the workplace are due to manual handling.***

5.2 Vehicles on site – Reversing another work activity that carries a high fatality rate. According to HSE statistics nearly a quarter of fatalities on site are caused by reversing vehicles. As the site in question will have limited access for larger vehicles it is necessary to further risk assess the reversing manoeuvre separately.

5.3 Erection & Dismantling of Scaffolding The statistics shown by HSE do not identify Scaffold related incidents alone, however, they do show that falling from height was the main cause of fatalities in 2017-18. Scaffolding is a very specific and major activity on a construction site and failures and malfunctions can have a significant impact when things go wrong. (*Appendix 2*)

6.0 Legislation in construction

The main piece of Health and Safety legislation introduced into the work place was in 1974 with the Health and Safety at Work Act (1974). This piece of legislation clearly set out responsibilities placed on the employer and the employee in terms of safety at work. Employers responsibility in terms of providing a safe place of work for employees, the act also outlined employee responsibilities in terms of looking after their own health while at work. The act has evolved over the years and has been amended many times, with the introduction of more specific requirements that are required in a modern-day society.

The construction industry has one of the highest risk factors in keeping the workforce safe due to the hazardous conditions it can operate within, therefore, further measures have been put in place to help strengthen the existing legislation.

Construction (Design and Management) regulations 1994 introduced as a result of the European Union Directive outlining minimum standards. This set of regulations required all participating parties within the construction site to take responsibility for Health and Safety issues. (*CDM, 1999, Pat Perry*). By better planning, design and management of construction sites, the regulations intended to help reduce occupational health issues at the same time by making those responsible for creating the risk responsible for considering, controlling and monitoring through all stages of the project. Legislation for Construction Design Management was updated in 2007, then again in 2015. CDM 2015 fully refers to the law that applies to the whole construction process on all construction projects, from concept to completion. Within the latest amendment to the CDM, regulations identify four key roles: Client, Designer,

planning supervisor and contractor. Each role has a significant responsibility: (Perry, 2002)

Client – Is anyone for whom the project is carried out.

Designer – Is anyone who carries on a trade or develops design work in connection with the project, also anyone who works under the designer's control. Any specification in relation to the project will be the responsibility of the designer/team.

Planning Supervisor – Is the person responsible for overseeing all Health and Safety related aspects of the design and planning stage.

Contractor – Is responsible for all site-specific issues. This will include the workforce employed by the principle contractor and those working under sub-contracting and self-employment.

The introduction of the BIM (Building information Management) software system (legislation for public funded construction, 2016) further strengthens the relationship between the client, designer, contractor. Allowing all aspects of planning design, construction, cost, maintenance and whole life cycle of a building to be calculated before it even begins. The software system encompasses every minute detail to be recorded by multiple users, viewed and managed from a desk. The system allows 3D modelling of the build before the ground is dug. This system will help with all aspects of Health and Safety, contracts and clearly identify where responsibility lies. Although for this particular new-build it is unlikely such a sophisticated system would be employed.

Health and Safety legislation and regulations that would be observed and adhered to for this build include, but are not exhaustive of, the following:

Health and Safety at Work Act 1974.

Lifting Operations & Lifting equipment Regulations 1998 – In relation to (LOLER) but also encompasses the Provision and use of work Equipment Regulations (PUWER)

Health and Safety (Consultation with Employees) Regulations 1996 – In relation to recognising trade unions.

Management of Health and Safety at work Regulations 1999 – Reinforces 1974 Act.

Provision of use of work equipment Regulations 1998.

PPE (Personal Protective Equipment) Regulations 1992 – (following revocation of construction head protection regulations 1989).

Working at Height Regulations 2005 – This also covers falls that occur underground.

Control of Noise at work regulations 2005 – Excessive noise and period of time workforce should be subject. Appropriate ear defenders are identified dependant on the noise measured in decibels.

Control of vibration at work 2005 – Identifies how long the workforce should work with machinery that vibrates.

Each of the highlighted regulations serve to reduce the number of occupational ill health claims recorded yearly.

Employer Liability (compulsory Insurance) Act 1969 – By law employers are required to insure against liability for disease or injury occurred by their workforce while attending their place of work.

COSHH regulations 2002 (control of substances hazardous to health).

RIDDOR regulations 2013 (reporting of injuries, disease and dangerous occurrences).

Employment law is vast and covers all aspects of employment that would have a bearing on an employee and their health for example: minimum wages; fit for work and sickness payments along with annual leave. One of the biggest changes in legislation for employees was the Equality Act 2010, which outlined a number of significant changes affecting workforce issues.

7.0 Appendices

7.1 Gantt Chart

7.2 Risk Assessments

8.0 **Bibliography & Referencing**

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Health and safety policy

This is the statement of general policy and arrangements for:		A&J Builders	
Mr J Swan	has overall and final responsibility for health and safety		
Mr D Thom (Site foreman)	has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	D Thom Site foreman	Follow company procedures, ensure procedures are communicated to all staff/workforce that work on site.	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	D Thom Site foreman	All staff/workforce on site whether permanent staff or sub-contractors will get a site induction	
Engage and consult with employees on day-to-day health and safety conditions	D Thom Site foreman	Site foreman will communicate daily with staff/workforce on any health and safety issues. PPE will be issued daily and returned at the end of each shift. Staff will sign for equipment. Restricted access to hazardous materials, which will be signed out by staff when in use.	
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	D Thom Site foreman T Baker (Joiner)	Site foreman will have overall responsibility for emergency procedures. In the absence of the named staff (First Aider) will assume responsibility for coordinating emergency procedures	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	D Thom Site foreman	Will take overall and daily responsibility for maintaining plant and machinery and the storage of all hazardous materials in accordance with COSHH. Restricted access to all.	
Signed: * A&J Builders		A&J Builders	Date: 28/02/19
You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.			
Health and safety law poster is displayed at (location)	Wall mounted in the site office		
First-aid box is located:	Site office with the accident book		
Accident book is located:	Site office		

Risk assessment

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

**Company name: A&J Builders
Erection/Dismantle Scaffolding**

Date of risk assessment: 28/02/91

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Collapse of Scaffold	Anyone working or visiting site could be hit by scaffolding if it collapses. Anyone working on scaffold at the time could be killed or seriously injured. Any person who has unlawfully accessed site.	All site staff/workforce and visitors to the site will be inducted in site procedures relating to H&S. Only fully trained and currently ticketed scaffolders will erect, change or modify, dismantle scaffolding. Scaffolding will be fitted with all protruding tubes & fittings with hi visibility tape to lower the risk of injury. Site foreman will contact Scaffolding company immediately, staff will not be allowed to access until scaffold has been checked and reinstated	Daily visual inspections carried out by the site foreman prior to scaffolding being used. Weekly inspection of the scaffold by fully trained appropriate scaffolder to ensure its safety.	All Staff and site foreman to take further action	From 06/05/19	To 02/19

Access to building, issues for other trades due to obstructions	Anyone working or visiting site could be affected if access is restricted. Anyone working on scaffold at the time could sustain an injury if trying to carry out work from the scaffold in a restricted area or with obstructions.	All site staff/workforce and visitors to the site will be inducted in site procedures relating to H&S. Only fully trained and currently ticketed scaffolders will erect, change or modify, dismantle scaffolding. Scaffolding will be fitted with all protruding tubes & fittings with hi visibility tape to lower the risk of injury. Daily visual inspections carried out by the site foreman prior to scaffolding being used. Any staff/workforce should speak to site foreman if access is restricting workflow.	Weekly inspection of the scaffold by fully trained appropriate scaffolder to ensure its safety.	Site foreman will contact scaffolding company to attend site and make any necessary adjustments to the system to allow greater access.	All Staff and site foreman to take further action	From 06/05/19	To 02/
Unstable scaffold/due to collision	Anyone working or visiting site could be hit by scaffolding if it collapses or moves due to the out rigors not being used correctly. Or being hit by moving vehicle. Anyone working on scaffold at the time could be killed or seriously injured. Any person who has unlawfully accessed site.	All out rigors will be checked for stability before scaffold is used. Daily visual inspections carried out by the site foreman prior to scaffolding being used. In the event of the scaffolding becoming unstable due to any type of collision Site foreman will contact Scaffolding company immediately, staff will not be allowed to access until scaffold has been checked.	Weekly inspection of the scaffold by fully trained appropriate scaffolder to ensure its safety.		All Staff and site foreman to take further action	From 06/05/19	To 02/

Untrained staff/workforce building scaffold	Due to incompetence of untrained staff erecting the scaffold. Anyone working or visiting site could be hit by scaffolding if it collapses. Anyone working on scaffold at the time could be killed or seriously injured. If scaffolding does not comply with current health and safety requirements staff could be injured due to trip hazards, falling objects due to lack of tow boards and platform boards. Protruding tubes not clearly identified or too positioned too low. Any person who has unlawfully accessed site.	Only fully trained and currently ticketed scaffolders will erect, change or modify, dismantle scaffolding. Under no circumstances will any untrained staff undertake any changes to the scaffolding system.	Weekly inspection of the scaffold by fully trained appropriate scaffolder to ensure its safety.	All Staff and site foreman to take further action	From 06/05/19	To 02/
Inappropriate use of scaffold system/Adverse weather conditions	Any staff/workforce working or using the scaffolding system. Any person who has unlawfully accessed site.	All site staff/workforce and visitors accessing scaffolding system on site will be made aware of the Working at Height Regulations 2005. All will be expected to adhere to these regulations at all times when working on the scaffold system at any height. All staff/workforce will at all times wear the appropriate PPE when working on the scaffold. All staff will use the scaffold in the correct manner. Using internal stairs, hand rails. Only site staff/workforce who need to use scaffolding will do so. Access to the scaffold will be via the correct route using internal stairs. Any staff/workforce using scaffolding system inappropriately will be suspended from work with loss of pay. Scaffolding system will not be used under any circumstances in a thunder storm threatening lightning.	Site foreman will make decision daily on whether the scaffolding is used especially in adverse weather conditions	All Staff and site foreman to take further action	From 06/05/19	To 02/

Delivery and unloading of scaffold	Vehicle access and off loading of materials could affect anyone working or visiting the site, this could result in any number of accidents from being struck by a vehicle or piece of scaffolding tube, to tripping over materials left on the ground.	Trained banksmen will always be on site to assist with any reversing maneuvers. Trained banksmen and vehicle drivers will have a clear method of communication. Banksmen will be wearing Hi-Viz jacket and hardhat on site, so they are easily identified. Workforce will only manually handle to a maximum weight of 25kg if able. Hand trucks and wheelbarrows will be available to move heavier weights	Erection and Dismantling of the scaffolding system to be done at the quietest time on site. Dismantling of the scaffold will be arranged for a weekend when no other operatives are around apart from the site foreman. Foreman will arrange access and over see the work. He will also be a banksman should the vehicle uplifting scaffolding require to reverse onto the main highway.	All Staff and site foreman to take further action	From 06/05/19	To 02

Health and safety policy

This is the statement of general policy and arrangements for:		A&J Builders	
Mr J Swan	has overall and final responsibility for health and safety		
Mr D Thom (Site foreman)	has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	D Thom Site foreman	Follow company procedures, ensure procedures are communicated to all staff/workforce that work on site.	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	D Thom Site foreman	All staff/workforce on site whether permanent staff or sub-contractors will get a site induction	
Engage and consult with employees on day-to-day health and safety conditions	D Thom Site foreman	Site foreman will communicate daily with staff/workforce on any health and safety issues. PPE will be issued daily and returned at the end of each shift. Staff will sign for equipment. Restricted access to hazardous materials, which will be signed out by staff when in use.	
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	D Thom Site foreman T Baker (Joiner)	Site foreman will have overall responsibility for emergency procedures. In the absence of the named staff (First Aider) will assume responsibility for coordinating emergency procedures	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	D Thom Site foreman	Will take overall and daily responsibility for maintaining plant and machinery and the storage of all hazardous materials in accordance with COSHH. Restricted access to all.	
Signed: * A&J Builders		A&J Builders	Date: 28/02/19
You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.			
Health and safety law poster is displayed at (location)	Wall mounted in the site office		
First-aid box is located:	Site office with the accident book		
Accident book is located:	Site office		

Risk assessment

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

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Company name: A&J Builders

Date of risk assessment: 28/02/91

Manual Handling

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Strained and pulled muscles. Injury to self	All staff/workforce involved in any type of manual handling throughout work activities. Lifting objects that are too heavy, from awkward positions. Lifting from places to high or too low.	All staff will be site inducted in terms of H&S and will undertake a safe manual handling course before work on site commences. All staff/workforce will wear appropriate PPE on site throughout the day	Ensure the area around stored materials are cleaned regularly and materials are stored appropriately where possible to avoid over reaching or continuous bending.	All Staff and site foreman to take further action	From 06/05/19	To 02/19
Trapped fingers	All staff/workforce involved in any type of manual handling throughout work activities. Tying to lift objects that are too heavy from a restricted access.	All staff will be site inducted in terms of H&S and will undertake a safe manual handling course before work on site commences. Gloves are provided as part of PPE for work related activities	Request that staff/workforce working on site should not wear wedding rings.	All Staff and site foreman to take further action	From 06/05/19	To 02/19
Items too Heavy	All staff/workforce involved in any type of manual handling throughout work activities. Injury to body parts if object is dropped or too heavy strains and long-term health issues involving back injuries	All staff will be site inducted in terms of H&S and will undertake a safe manual handling course before work on site commences. Workforce will only manually handle to a maximum weight of 25kg if able. Hand trucks and wheelbarrows will be available to move heavier weights.	Powered barrow will be available for use. Only those appropriately trained in operating will do so. Ignition keys are restricted, and access is only via site foreman.	All Staff and site foreman to take further action	From 06/05/19	To 02/19
		All staff/workforce to wear suitable footwear on site in the form of protective. No training shoes will be allowed on site at any time.				

Distance to move/untidy site	All staff/workforce involved in any type of manual handling throughout work activities. Moving long distances when manual handling can result in any number of strained injuries or crush injury if dropped. Objects could be dropped if staff trips, slip or fall over site materials, uneven wet ground If material/object is to be taken up steps or onto another surface trip can happen.	All staff will be site inducted in terms of H&S and will undertake a safe manual handling course before work on site commences. No excessive distance will be covered when carrying materials in person. Wheel barrows manual and powered barrows should be used. Or alternatively pallets and trucks. All staff/workforce to wear suitable footwear on site in the form of protective. No training shoes will be allowed on site at any time.	Storage of materials will be assessed prior to delivery to ensure large bulk deliveries are as close to the work as possible but without causing further obstruction to other site workers Uneven ground/steps should be ramped to allow access easier from one area to another.	All Staff and site foreman to take further action	From 06/05/19	To 02/
Shape of objects to be moved	All staff/workforce involved in any type of manual handling throughout work activities. Poor visibility if the object is too big. This could result in a collision with another person, building or scaffolding tube. Injury to person carrying could result in any impact injury. If the object is difficult to hold due to packaging or coating it could slip strain finders, hit toes, legs feet	All staff will be site inducted in terms of H&S and will undertake a safe manual handling course before work on site commences. PPE will be worn on site, access to alternative methods of moving large, heavy or awkward objects will be moved using barrows, pallet trucks or in twos. All staff/workforce to wear suitable footwear on site in the form of protective. No training shoes will be allowed on site at any time.	All unusual shaped objects require two staff to move.	All Staff and site foreman to take further action	From 06/05/19	To 02/
Slips trips and falls	All staff/workforce involved in any type of manual handling throughout work activities. Sites are hazardous in terms of ground levels, uneven, slipping down holes, trenches, falling over materials or unseen objects. Hitting heads off scaffolding	All staff will be site inducted in terms of H&S and will undertake a safe manual handling course before work on site commences. All staff/workforce will wear appropriate PPE on site throughout the day. All staff/workforce to wear suitable footwear on site in the form of protective. No training shoes will be allowed on site at any time.	Ensure the area around stored materials are cleaned regularly, no build up of rubbish or trip hazards. Daily Designated staff will remove any rubbish items to waste disposal area	All Staff and site foreman to take further action	From 06/05/19	To 02/

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Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	D Thom Site foreman	Follow company procedures, ensure procedures are communicated to all staff/workforce that work on site.	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	D Thom Site foreman	All staff/workforce on site whether permanent staff or sub-contractors will get a site induction	
Engage and consult with employees on day-to-day health and safety conditions	D Thom Site foreman	Site foreman will communicate daily with staff/workforce on any health and safety issues. PPE will be issued daily and returned at the end of each shift. Staff will sign for equipment. Restricted access to hazardous materials, which will be signed out by staff when in use.	
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	D Thom Site foreman T Baker (Joiner)	Site foreman will have overall responsibility for emergency procedures. In the absence of the named staff (First Aider) will assume responsibility for coordinating emergency procedures	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	D Thom Site foreman	Will take overall and daily responsibility for maintaining plant and machinery and the storage of all hazardous materials in accordance with COSHH. Restricted access to all.	
Signed: * A&J Builders		A&J Builders	Date: 28/02/19
You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.			
Health and safety law poster is displayed at (location)	Wall mounted in the site office		
First-aid box is located:	Site office with the accident book		
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Risk assessment

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Company name: **A&J Builders**
Vehicles on Site - Reversing

Date of risk assessment: **28/02/91**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Restricted access to site	All workforce on site or visitors to site that are working within the vicinity of the moving vehicle. Any staff that might be using ear defenders that is not aware of the vehicle or activity. Death of impact from moving vehicle or parts from vehicle. Serious body injury from vehicle or materials/objects falling from the vehicle.	All staff/workforce will be inducted in terms of H&S on site procedures. Only staff/workforce appropriately trained with relevant paperwork will operate any moving vehicle. All visitors/deliveries to site will report immediately to the site office to await further instructions. Trained banksmen will always be on site to assist with any reversing maneuvers. Trained banksmen and vehicle drivers will have a clear method of communication. Banksmen will be wearing Hi-Viz jacket and hardhat on site, so they are easily identified.	Ensure all vehicles are fitted with an audio alarm when reversing. All visiting vehicles to site are fitted with both audio and light safety features Assess access for each individual vehicle on site or visiting site can get access area required with the minimum of obstructions. Ensure only relevant staff/workforce are in the area of the vehicle while maneuvering	All Staff and site foreman to take further action	From 06/05/19	To 02/19

Noisy/busy site	All workforce on site or visitors to site that are working within the vicinity of the moving vehicle. Any staff that might be using ear defenders that is not aware of the vehicle or activity. Death of impact from moving vehicle or parts from vehicle. Serious body injury from vehicle or materials/objects falling from the vehicle.	All staff/workforce will be inducted in terms of H&S on site procedures. Only staff/workforce appropriately trained with relevant paperwork will operate any moving vehicle. All visitors/deliveries to site will report immediately to the site office to await further instructions. Trained banksmen will always be on site to assist with any reversing maneuvers. Trained banksmen and vehicle drivers will have a clear method of communication. Banksmen will be wearing Hi-Viz jacket and hardhat on site, so they are easily identified.	Staff/workforce and visitors to site will be issued with PPE, this will include hard hat, Hi-Viz long sleeved jacket, gloves and googles & ear defenders if required.	All Staff and site foreman to take further action	From 06/05/19	To 02/
Over turning on unsafe/unstable ground	All workforce on site or visitors to site that are working within the vicinity of the moving vehicle. Any staff that might be using ear defenders that is not aware of the vehicle or activity. Death of impact from moving vehicle or parts from vehicle. Serious body injury from vehicle or materials/objects falling from the vehicle.	All staff/workforce will be inducted in terms of H&S on site procedures. Only staff/workforce appropriately trained with relevant paperwork will operate any moving vehicle. All visitors/deliveries to site will report immediately to the site office to await further instructions. Trained banksmen will always be on site to assist with any reversing maneuvers. Trained banksmen and vehicle drivers will have a clear method of communication. Banksmen will be wearing Hi-Viz jacket and hardhat on site, so they are easily identified.	Ensure the access to site and activity has stable ground. Ensure all vehicles do not exceed any maneuvers beyond vehicle capabilities.	All Staff and site foreman to take further action	From 06/05/19	To 02/

Restricted view/sight	Road traffic accident if reversing onto main highway from site. Injury to member of public if reversing off site across main pedestrian walkway	All staff/workforce will be inducted in terms of H&S on site procedures. Only staff/workforce appropriately trained with relevant paperwork will operate any moving vehicle. All visitors/deliveries to site will report immediately to the site office to await further instructions. Trained banksmen will always be on site to assist with any reversing maneuvers. Trained banksmen and vehicle drivers will have a clear method of communication. Banksmen will be wearing Hi-Viz jacket and hardhat on site, so they are easily identified. When assisting vehicles reversing onto main highway an additional member of staff will use a stop sign to alert other drivers.	For any area with particularly difficult view additional mirrors could be installed to help assist reversing maneuvers.	All Staff and site foreman to take further action	From 06/05/19	To 02/
Malfunctioning machinery, chains, straps, materials	All workforce on site or visitors to site that are working within the vicinity of the moving vehicle. Any staff that might be using ear defenders that is not aware of the vehicle or activity. Death of impact from moving vehicle or parts from vehicle. Serious body injury from vehicle or materials/objects falling from the vehicle.	All staff/workforce will be inducted in terms of H&S on site procedures. Only staff/workforce appropriately trained with relevant paperwork will operate any moving vehicle. All visitors/deliveries to site will report immediately to the site office to await further instructions. Trained banksmen will always be on site to assist with any reversing maneuvers	Ensure vehicles attending site have had the appropriate equipment checks within the last 6 months.	All Staff and site foreman to take further action	From 06/05/19	To 02/
Collision with other vehicles, buildings or stored materials on site	All workforce on site or visitors to site that are working within the vicinity of the moving vehicle. Any staff that might be using ear defenders that is not aware of the vehicle or activity. Death of impact from moving vehicle or parts from vehicle. Serious body injury from vehicle or materials/objects falling from the vehicle.	All staff/workforce will be inducted in terms of H&S on site procedures. Only staff/workforce appropriately trained with relevant paperwork will operate any moving vehicle. All visitors/deliveries to site will report immediately to the site office to await further instructions. Trained banksmen will always be on site to assist with any reversing maneuvers	Identify any corners or area of storage/buildings that are within a restricted area with some additional Hi-Viz tape to draw attention.	All Staff and site foreman to take further action	From 06/05/19	To 02/