

## Arriving on Site

### All employees, visitors and operatives must:

- Work within the permitted<sup>1</sup> site hours being, Usually Monday to Friday 7.30 am to 5pm and 8am to 2pm Saturday. These are adjusted to suit each planning conditions. See H&S Noticeboard.
- Complete either a Construction or Visitor Induction **before** leaving the Project Office and entering the construction area for the first time via our online portal at <https://induction.getonsitefast.com/> (please speak to the Site Manager for the appropriate site code for access)
- Park all vehicles considerately in the designated car parking areas in accordance with the site Traffic Management Plan. Please note no responsibility for damage or theft to any vehicle will be accepted.
- Comply and familiarise yourself with the Construction Phase Plan, Traffic Management Plan, Fire Plan and any Hazards noted on the Hazard/Information Board(s).
- Use the designated routes for vehicular and pedestrian access as laid out in the site boundaries and do not remove or alter any barriers or signage without written authority of the Site Project Team.
- Complete and sign the Daily Record of Persons on Site, or use the biometric fingerprint scanner **immediately** on upon arrival and when leaving.
- Provide original CSCS (or equivalent) certification card or documents at time of induction.
- Provide any training certificates applicable to their role i.e. SMSTS, SSSTS, First Aid, Fire Marshal and/or Fire Extinguisher, Face Fit Test, Asbestos Awareness.
- Request a Permit to Work for the following operations: **Temporary Works, Digging, Hot Works, Work in Confined Spaces, Work on High Voltage and Work in Restricted Areas permit**. A permit holders vest/arm band must be worn at all times by the person holding the permit, this must be returned along with the permit when the works have been completed or the permit has expired.
- Provide original CPCS Red (or equivalent)/IPAF certification card & have seek permission from the Site Project Team to operate any necessary plant, tools, equipment or machinery including, required certificates for, erecting of towers and access equipment.
- Report any accident or near miss, however minor to a member of the Site Project Team in order that it can be assessed and be recorded in the Accident Book.

## Whilst on Site

### All employees, visitors and operatives must:

- Wear a safety helmet [EN 397], protective footwear [EN 345], high visibility clothing [EN 471] and suitable work clothing whilst on Site in all areas outside of designated safe areas and routes.
- Wear the appropriate additional personal protective equipment as required by their employer for specific tasks, including, but may not be limited to, glasses [EN 166], protective gloves [EN 388], ear defenders [EN 352], harnesses [EN 365], face masks [EN 149] etc, where deemed necessary for the task.
- Wear only the correct proprietary hard hat comforters for thermal protection, no hoodies or baseball caps.
- Report any defects or unsafe items/practices to the Site Project Team immediately.
- Comply with any Notices served by the Site Project Team.
- Only use mobile phones where it is safe to do so and not while operating any plant, tools, machinery or whilst on scaffold, towers or ladders.
- No radios to be used on site including the use of earphones.
- Only consume food and drink within the canteen facilities provided.
- Speak respectfully to others, especially visitors and residents.
- Only use the site toilets and leave them in a clean and sanitary condition.

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<sup>1</sup> Working outside these permitted hours can only be authorised by the Project Manager or Development Director

## In addition, all employees and operatives must:

- Attend Health & Safety Meetings as requested and attend regular Toolbox Talks as required by their employer and by the Site Project Team.
- Follow all procedures and instructions as set out in the Site Specific Site Induction, risk assessments and method statements
- Ensure they are familiar with the Emergency, Fire and Accident Procedures, Traffic Management Plan, First Aiders and the location of the First Aid Box and Assembly Point, at each subsequent visit.
- Take care when carrying out any activity requiring manual handling ensuring at all times that they are working in consideration of their ability and line with their employer's manual handling risk assessment and method statement.
- Regularly check, test, service, repair and record the actions taken for all electrical items within their responsibility. All leads and appliances must have a valid PAT test label attached.
- Only use 110 volt temporary electricity and power tools or battery operated tools.
- Clear all debris from their workplace to the skips provided, on a daily basis.
- Where reasonable Practicable ensure that measures are taken to control and minimise the amount of dust created by their site activities.
- Keep access routes free of any obstruction at all times to all exits, fire alarm boxes, fire extinguishing equipment, and any other emergency equipment. **Free access means clear of all obstructions.**
- Comply with the Site Waste Management Plan, segregating waste as necessary.
- Regularly check, service and record the actions taken for all construction plant, machinery, tools and equipment within their responsibility.
- Notify their employer and the Site Project Team at the site induction if they have any medical condition or are taking medication that may impact or affect their ability to fulfill their role or their ability to use plant or equipment.

## All employees, visitors and operatives must **NOT**:

- Tamper with any scaffolding – only qualified and contracted scaffolders can erect or adapt scaffolding.
- Carry materials up ladders.
- Drive in excess of 10 mph while on site .
- Burn rubbish on site.
- Smoke on the construction site, except in the designated areas.
- Perforate through fire walls, alteration or perforations of fire protection without the written consent of the Site Project Team.
- Dispose of rubbish anywhere other than the correct bins and skips provided.
- Throw any materials / items such as old slates, tiles etc. from the roof or scaffold.
- Move or tamper with any Fire or Intruder protection systems.

## Actions that may result in Penalty Fines

It is mandatory to sign in and out when on site to ensure an accurate head count can be undertaken in case of an emergency. Not following the correct procedure will result in a **£60 fine**.

City & County operate a Yellow/Red card system in regard to health & safety breaches, should a yellow card be issued there will a **£60** administration fee, should a Red card be issued there will be a **£150** administration fee.

For any Service Strikes a **£1000** fee will be applied plus management time and repair costs.

## Actions that will result in Instant Removal from Site

- Acting in a manner that has endangered or potentially could endanger the Health, Safety and Welfare of yourself or others on site.
- Being, or appearing to be, under the influence of alcohol or drugs.
- Any act of vandalism and/or graffiti.
- Any abuse or misuse of the fire-fighting equipment, safety sign or safety item.
- Any abuse or misuse of the Welfare Facilities.<sup>i</sup>

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<sup>i</sup> As work progresses on site these rules will be updated / amended to suit site conditions