

COMPANY HANDBOOK



Site Work Consulting Ltd

'From start to finish, we help get the job done'

NEW STARTER CHECKLIST



‘WHEREVER POSSIBLE PLEASE DIRECT NEW STARTERS TO OUR WEBSITE TO PROVIDE THIS INFO – ITS MORE SECURE & THEY CAN UPLOAD ANY TICKETS / I.D.’

NEW STARTER CHECKLIST	<p><i>Congratulations on securing a position with Site Work Consulting Ltd.</i></p> <p><i>Please note: We require you to complete this form in full and return to us in order to set up your payments, therefore any delay in providing this information may result in delayed payment.</i></p>
Name: (in full)	
Phone Number:	
Email Address:	
Address: (inc postcode)	
National Insurance Number:	
UTR:	
Bank Details:	<p><i>Account No:</i></p> <p><i>Sort Code:</i></p> <p><i>Name of account holder:</i></p>
Relevant Qualifications:	<i>Please list:</i>
Next of Kin: (name & phone number & relationship to you)	
<p><i>Please supply us with supporting evidence of CSCS Card, Qualifications where necessary & Driving License. These can be emailed to info@siteworkconsulting.co.uk with this form, or photos of documents can also be sent by MMS to 07454 742906.</i></p>	

For office use only:

Description	Evidence	Notes
CSCS CARD:		
DVG LIC:		
QUALS:		
UTR:		
NAT INS NO:		

SWC LTD RAMS



Site Work Consulting Ltd - RAMS
General site based activities

I, (print name), am signing this document
to acknowledge that I have read and understood the RAMS listed below.

- 001 Abrasive Wheels and Disc Cutting Machines
- 002 Block and Beaming
- 003 Confined Spaces
- 004 Excavations for Drainage
- 005 Excavations and Concrete Infill for Foundations
- 006 Working Near Underground Services
- 007 Use of 360 Excavators
- 008 Use of Dumpers and Ride on Rollers
- 009 Whacker Plates and Pneumatic Breakers
- 010 Manual Handling Activities
- 011 Noise at Work
- 012 Control of Substances Hazardous to Health

If there are any questions or concerns I have regarding Site Work Consulting Policy or RAMS, I understand I can contact Mrs Tracey Vasko, Director, who will provide me with further information.

I also understand that I have duties placed on me as an employee by the Health and Safety at Work Act 1974 and they are:-

Section 7 - It shall be the duty of every employee while at work to take reasonable care of the health and safety of himself and of other persons who may be affected by his acts or omissions at work.

and

As regard to any duty placed on his employer, the employee is to cooperate with the employer in discharging the duty that needs to be complied with.

Section 8 - No person shall intentionally or recklessly interfere or misuse anything provided in the interests of health, safety or welfare.

Signed:

Date:



ABRASIVE WHEELS AND DISC CUTTING MACHINES RAMS-001

This Health & Safety document sets out the methods to be used by operatives on site for the above activity. This will include the mounting of the cutting disc, and the safe use of the machine whilst cutting materials such as curbs, slabs and pipes, in order to ensure that the safe practices are used on client construction sites and where no other guidance or legislation exists, that best practice is identified and adhered to. All Site Work Consulting Ltd. Operatives are to strictly follow the methods set out in this document so as not to put themselves or others at risk. They are also to be fully aware of and adhere to the following:

- The construction Phase Health and Safety Plan
- Site Rules
- Other trades or operations around them
- Relevant Site Work Consulting Ltd. Hazard and Risk Assessments

Objectives

The initial objective of this Method Statement is to set out an informative procedure for site operatives so as to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all persons who may be affected by the operation being carried out. The secondary objective of this Health and Safety Method Statement is to minimise damage to plant or materials and achieve the optimum production whilst being proactive towards health and safety.

Legislative References

The following legal and Policy requirements are to be adhered to (but is not restricted to) as a minimum:

- The Health and Safety at Work Act 1974
- The Construction Design and Management Regulations 2015
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 1994
- Site Work Consulting Ltd. Health and Safety Hazard and Risk Assessments

Supervision and Responsibilities

All Supervisors are to be aware of their responsibilities as set out in the Site Work Consulting Ltd Health and Safety Policy, especially in planning and organising work to the required standard.

All operatives are to be aware of their responsibilities as set out in the Site Work Consulting Ltd Health and Safety Policy, especially the use of Personal Protective Equipment.

Personal Protective Equipment

The following Personal Protective Equipment (PPE) is to be used by all operatives for this task:

- Hard Hats
- Safety Footwear with toe and mid sole protection
- High Viz jacket or vest
- Safety Goggles
- FFP3 face mask RPE
- Hearing Protection



Site Work Consulting Ltd - RAMS For Groundwork site work activities

Plant and Equipment

The plant normally associated with this operation is a petrol driven machine, which must be inspected by the operator before use to ensure the guards are secure and the machine is in good working order.

The following checks must be carried out:

- The cutting blade fitted is the correct blade for the material being cut, stone or steel.
- The cutting blade is secure and free from any defects.
- The speed of the machine's revolutions does not exceed the speed of the blade.
- The wheel or cutting disc runs freely.
- The correct eye protection is available for use
- The correct hearing protection is available for use
- The correct FFP3 RPE is available for use
- Every machine must have a dust suppression measure fitted without fail.

Working Area

Ensure that the working area is clear so as to allow you to work safely and, so far as is reasonably practicable, keep all persons away from the area and free from any dust which may be generated from the process. All materials should be delivered to the work area and stored as close as practicable to the area and all persons not involved in the operation are warned of the task or moved from the area. Exhaust gasses from the machine must not be permitted to build up in unventilated areas.

Personnel

Only persons who have been trained should be allowed to mount abrasive cutting discs.

Fuelling of Petrol Engine Machines

All petrol containers should be of good condition, leak proof and have secure caps. Plastic containers must comply with statutory requirements. No smoking should be permitted within 20m of the fuelling point or storage area.

Using the Machine and Cutting:

- **Starting:** Before starting, ensure you know how to stop the machine and also ensure other persons are kept well clear, in particular that nobody stands directly in front of the machine. Apply the choke (if starting from cold). Lock the throttle safety catch. Place one foot on the rear of the handle and one hand on the front of the handle. Pull the string cord and release it.
- **After starting:** Push in the choke and open the throttle to release the safety catch and allow the engine to warm up.
- **Working posture:** Always work with a straight back and knees bent. Brace the engine against the leg keeping your body above the cut-off wheel in order to obtain optimum control of the machine.
- **Before starting to cut any material,** ensure that the disc is revolving at top speed.
- **Cutting steel:** Cutting steel will always generate sparks. Ensure you have a Hot Work Permit from the client and a water or powder fire extinguisher available.
- **Cutting Concrete:** This creates dust so water suppression must be used together with a suitable mask. Ensure that pressure is not put on the side of the disc as this can cause it to break.



Site Work Consulting Ltd - RAMS
For Groundwork site work activities

Stop Work If:

- Someone attempts to walk in front of the work.
- Any unauthorised person interferes with the process.
- Any person is trying to get your attention or talk to you.
- You suspect something is wrong with the machine or disc.
- The engine is revving excessively high (this may be due to the machine running out of fuel).
- Anyone gets injured

Emergency Procedure

In the event of any emergency, stop work, attempt to remove any danger or person from danger and inform the Site Manager immediately.

Site Address:	Date:	Comments:
Postcode:		

Activity	Hazard	Risk	Who	Controls	Risk
Use of a disc cutter	Contact with the disc when in use causing severe injury	Med	Operator Other Persons	Only trained operatives are to use disc cutters Ensure guard is fitted and other persons are kept away from the area	Low Low
Use of a disc cutter	Blade shatters causing severe injury	Med	Operator Other Persons	Trained operatives to mount the correct disc for the material being cut Disc speed rating is higher than the machine revs Machine is inspected before use	Low Low Low
Use of a disc cutter	Flying debris causing severe injury	Med	Operator Other Persons	Facemask or goggles to be worn by operator Keep other persons away from the works	Low Low
Use of an electrically powered disc cutter	All of the above plus electric shock due to cable damage causing severe injury, heart defibrillation, burns and even death	Med	Operator Other Persons	Inspect all electrical cables and always use reduced voltage at 110V using a step down transformer Keep trailing cables to a minimum and unplug when not in use Inspect machine casing before use for damage	Low Low Low

Print Name:	Signature:	Date:



BLOCK AND BEAMING RAMS-002

This Health & Safety document sets out the methods to be used by operatives on site for the above activity. This will include the slinging, manual handling, laying and setting out of concrete and the laying of infill block, in order to ensure that the safe practices are used on client construction sites and where no other guidance or legislation exists, that best practice is identified and adhered to. All Site Work Consulting Ltd. Operatives are to strictly follow the methods set out in this document so as not to put themselves or others at risk. They are also to be fully aware of and adhere to the following:

- The construction Phase Health and Safety Plan
- Site Rules
- Other trades or operations around them
- Relevant Site Work Consulting Ltd. Hazard and Risk Assessments.

Objectives

The initial objective of this Method Statement is to set out an informative procedure for site operatives so as to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all persons who may be affected by the operation being carried out.

The secondary objective of this Health and Safety Method Statement is to minimise damage to plant or materials and achieve the optimum production whilst being proactive towards health and safety.

Legislative References

The following legal and Policy requirements are to be adhered to (but is not restricted to) as a minimum:

- The Health and Safety at Work Act 1974
- The Construction Design and Management Regulations 2015
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 1994
- Site Work Consulting Ltd, Health and Safety Hazard and Risk Assessments

Supervision and Responsibilities

All Supervisors are to be aware of their responsibilities as set out in the Site Work Consulting Ltd Health and Safety Policy, especially in planning and organising work to the required standard.

All operatives are to be aware of their responsibilities as set out in the Site Work Consulting Ltd Health and Safety Policy, especially the use of Personal Protective Equipment.

Personal Protective Equipment

The following Personal Protective Equipment (PPE) is to be used by all operatives for this task:

- Hard Hats
- Safety Footwear with toe and mid sole protection
- High Viz jacket or vest
- Safety Goggles
- FFP3 face mask RPE
- Hearing Protection



Plant and Equipment

The following plant and equipment is to be used where floor beams are too large to be safely lifted into place by manual handling:

Forklift/ Telehandler Truck or 360° Excavator with the correct lifting attachments

Note:

1. The Plant Operators must have CPCS, NPORS, NOTLS or a current National Plant Operators Certificate or equivalent accreditation.
2. The plant must have been inspected, tested and free from operational defect. All plant is to be inspected daily before use and weekly service reports are to be recorded and retained.
3. A banksman is to be used who is easily identifiable and competent to carry out the duties.

Suitable lifting gear, chains or webbing slings

Note:

All lifting equipment is to have a certificate of conformity or a certificate of thorough examination within the previous six months. The banksman is to carry out his own visual check of the lifting equipment prior to work commencing.

Working Area

Ensure that the working area is clear so as to allow persons to work safely and, so far as is reasonably practicable, free from tripping hazards. All materials should be delivered to the work area and stored as close as practicable to the installation area, but not next to any excavation to prevent falls from height or trench collapse. All persons not involved in the operation are to be excluded from the area.

Personnel

One person is to take charge of the whole operation and is to ensure that all persons involved with the operation are aware of this procedure and the individual task they are expected to carry out. A Banksman is to be appointed (where required) and all persons are to be checked for the correct PPE. The person in charge is to decide which beams can be lifted by manual handling and which beams are to be lifted by mechanical means. If beams are to be lifted manually, an adequate number of persons must be in the team to allow lifting to be carried out safely. Persons are to lift using kinetic means, using their leg muscles and keeping a straight back so as to prevent back injury.

Installation by Manual Handling

Where beams are small enough to be installed by manual means, or it is not practicable to use a mechanical device then the following procedure is to be followed.

- Insert spacer block to allow the beam to be seated on the bearing block at the correct distance.
- Ensure the access and area to where persons are carrying the beam is clear of debris.
- Adequate persons are to be used for the lift, and gloves shall be worn.
- One person is to take charge, and the lift is to be made by all persons at the same time by use of good manual handling techniques maintaining a straight back.
- Transport the beam to its location in a controlled manner and lower into position upon the command of the person in charge of the lift, keeping fingers well away from the bearing point.



- Infill with blocks or composite lightweight materials.
- If at any time an operative feels any discomfort during lifting or lowering, then the operation is to stop and a supervisor informed.

Note: it is strongly recommended to keep manual handling to a minimum

Installation Using Plant and Lifting Equipment

- A person must be nominated to take charge of the operation
- Identify the plant to be used, and any banksman
- The plant is to be checked for serviceability by the operator
- Any lifting gear is to be identified
- Ensure the area is clear of persons not involved with the operation
- Ensure that the lifting gear is capable for the load, and is attached to the lifting appliance by the correct method, i.e. 'D' Shackle or Hook.
- Use two legs of slings to cradle the beam, then lift into position and lower onto the bearing block, keeping hands and fingers away from the bearing area of the beam.
- Release the lifting gear and inch the beam up to the spacer block.
- Hard hats to be worn around plant and during lifting operations.

Stop Work if:

- The lifting method appears to be unsafe.
- Any unauthorised person interferes with the process.
- Any equipment gets damaged.
- Anyone appears not to understand his duties.
- Anyone appears to be in distress whilst manual handling.
- Anyone gets injured.

Emergency Procedure

In the event of any emergency, stop work, attempt to remove any danger or person from any danger and inform the Site Manager immediately.

Site Address:	Date:	Comments:
Postcode:		

Activity	Hazard	Risk	Who	Controls	Risk
Use of a 360 or FLT to move beams	Collisions of vehicles with site operatives causing severe injury and even death	Med	Operators Other persons	All persons involved in the operation will wear Hi-Vis clothing and will never put themselves in a position of danger.	Low
				The plant will have in date certification for use. The daily check will be performed before use and the plant will be free from defect.	Low
				Thumbs up signalling between the driver	Low



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				and the operatives will be used. The supervisor will control all people and vehicle movements	Low
Lifting equipment including chains, shackles and slings	Failure of lifting equipment resulting in fall of materials causing severe injury	Med	Operators Other persons	All Chains, slings and shackles will be in date for thorough inspection and will be inspected by the supervisor prior to use. Any lifting equipment with any defect will not be used under any circumstance	Low Low
Lifting equipment	Dropped loads due to instability or securement causing severe injury	Med	Operators	The supervisor will only use suitable equipment for the load being lifted	Low
Manual Handling	Heavy blocks and beams being transported by hand causing back strain, cuts, trapping, crushes and life changing injuries in extreme cases	Med	Operators carrying out lifting activities	The HSE recommended safe method of works for manual handling activities will be employed which take into consideration, the task, the Individual, the load and the environment. All operatives will have a manual handling toolbox talk before the operation takes place The task will be clearly defined by the supervisor to the operatives. The individuals involved will be capable of performing the manual handling task and if a person has a valid reason not to be taking part, they must advise the supervisor of the reason before any lifting takes place. The load will be known to the operatives in respect to actual weight, rigidity, sharp edges, stability, good lifting points and any other unique features. The environment the lift is to take place in should be free from trip hazards and any excavations covered. The route should be as short as possible and be adequately lit with enough space to carry out the task safely.	Low Low Low Low

Print Name:	Signature:	Date:



CONFINED SPACES RAMS-003

This Health & Safety document sets out the methods to be used by operatives on site for the above activity. This will include working in deep excavations and deep manholes, in order to ensure that safe practices are used on client construction sites and where no other guidance or legislation exists, that best practice is identified and adhered to.

All Site Work Consulting Ltd. Operatives are to strictly follow the methods set out in this document so as not to put themselves or others at risk. They are also to be fully aware of and adhere to the following:

- The construction Phase Health and Safety Plan
- Site Rules
- Other trades or operations around them
- Relevant Site Work Consulting Ltd. Hazard and Risk Assessments.

Objectives

The initial objective of this Method Statement is to set out an informative procedure for site operatives so as to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all persons who may be affected by the operation being carried out.

The secondary objective of this Health and Safety Method Statement is to minimise damage to plant or materials and achieve the optimum production whilst being proactive towards health and safety.

Legislative References

The following legal and Policy requirements are to be adhered to (but is not restricted to) as a minimum:

- The Health and Safety at Work Act 1974
- The Construction Design and Management Regulations 2015
- The Provision and Use of Work Equipment Regulations 1998
- The Confined Spaces Regulations 1997
- Site Work Consulting Health and Safety Hazard and Risk Assessments

Supervision and Responsibilities

All Supervisors are to be aware of their responsibilities as set out in the Site Work Consulting Health and Safety Policy, especially in planning and organising work to the required standard.

All operatives are to be aware of their responsibilities as set out in the Site Work Consulting Health and Safety Policy, especially the use of Personal Protective Equipment.

Personal Protective Equipment

The following Personal Protective Equipment (PPE) is to be used by all operatives for this task:

- Hard Hats
- Safety Footwear with toe and mid sole protection
- High Viz jacket or vest
- Safety Goggles
- FFP3 face mask RPE
- Hearing Protection

Specified Risk

Within the Confines Spaces Regulations, the term 'specified risk' means a risk of serious injury to a person arising out of one or more of the following:



- Fire or explosion.
- Loss of consciousness due to an increase in body temperature.
- Asphyxiation by gases or lack of oxygen.
- Entrapment by a person by substances so as to render the person unable to reach a safe place

Work Areas containing Specified Risks

The following are areas that Site Work Consulting operations have specified risks:

- Manhole chambers
- Deep excavations

Personnel Selection

Persons who are expected to work in confined spaces must be physically and mentally fit and ideally between the ages of 18 and 50 years.

Anybody with any of the following health problems should NOT work within confined spaces:

- A history of fits or black-outs/fainting attacks.
- A history of heart disorders.
- High blood pressure.
- Asthma, bronchitis or shortness of breath.
- Deafness
- Any illness causing loss of balance.
- Claustrophobia.
- Back pain or joint disorder limiting movement.
- Chronic skin disease.
- Defective eye sight or smelling senses.

Working within the Confined Space of Deep Excavations

In excavations over 3 metres deep there can be a lack of oxygen due to low atmospheric pressures or a build-up of gases, e.g. carbon dioxide, which has permeated through chalk and limestone. If this is the case, the following procedures will be followed:

- Monitor the air by lowering a triple gas detector by rope from the surface and keep monitoring during the whole of the works by leaving the detector in the excavation.
- Ensure that a good ladder access/egress is maintained for emergencies.
- Never leave a person working alone within the excavation without someone in attendance on the surface.
- If the alarm on the detector sounds, evacuate the excavation and prevent anyone entering until measures are taken to investigate the problem and the all clear is given by the Supervisor.

Working within the Confined Space of Manhole Chambers

All work within manhole chambers is normally carried out before the manhole cover and frame is fitted and prior to the flow of any materials such as water or sewage is allowed. The works at this stage is free from any specified risk. However, there are times when remedial works are often required after the system has been made live or the manhole frame and lid have been installed.

When this is the case there can be specified risks to persons who carry out the remedial works. In this instance the following procedures must be follows:



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- Remove any lid or cover and allow the chamber to self-ventilate for at least one hour.
- Appoint a suitable person to enter the manhole and a top man for the duration of the works.
- After the one hour ventilation period, lower a triple gas detector down the manhole using a rope which is long enough to reach the bottom and leave it resting or hanging at the bottom allowing continuous monitoring.
- Check that there is safe access and egress down the manhole. If the manhole is over 3m deep a Tripod and Harness designed for this specific task will be required.
- When the person working in the manhole has the harness fitted, at ensure the device is working by lowering him a short way and then raise the device before lowering into the shaft.
- At all times the top man must remain in contact with the operative inside.
- Set up an alarm system with other operatives on site and agree a rescue procedure with them so that the person working in the shaft can be hauled out in an emergency.
- Ensure that any tools or materials are safely lowered into the manhole by rope and that they do not impede any emergency rescue.

Stop Work if:

- The gas detector or safety equipment appears faulty.
- Any method appears to be unsafe.
- Any unauthorised person interferes with the process.
- Any equipment gets damaged.
- Anyone appears not to understand their duties.
- Anyone appears to be in distress whilst in the manhole.
- Anyone gets injured.

Emergency Procedure

In the event of any emergency, stop work, attempt to remove the person from the manhole whilst alerting the rescue team. Inform the Site Manager immediately

Do not allow the operative to remain in the manhole if the gas detector alarm sounds, even if the operative in the manhole insists that he feels alright.

Site Address:	Date:	Comments:
Postcode:		

Activity	Hazard	Risk	Who	Controls	Risk
Entering a confined space as defined by the Confined Space Regulations 1997	Asphyxiation due to toxic gas presence	Med	Operators	Only persons who have current confined space training will be allowed to enter a confined space	Low
				A Confined space entry permit is to be in place with all of the documented controls identified	Low
				A triple gas monitor should be lowered into the space to check for toxic gases and the space should be ventilated by natural draft for at least one hour before an entry is made operated by the safety number.	Low
				A safety number is to be 100% present at	Low



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				the surface who is in verbal contact with the entry person. The safety number must never enter the CS	Low
Entering a confined space as defined by the Confined Space Regulations 1997	Foul or storm water entering the confined space at speed	Med	Operators	Tripod and harness to be set up on the surface tested and operated by the safety number. Plugging of likely water entry points Dewatering by other means.	Low Low
Entering a confined space as defined by the Confined Space Regulations 1997	Entrapment due to the size of the space	Med	Operators	The supervisor is to communicate a rescue plan to all site operatives. Emergency services 999	Low Low

Print Name:	Signature:	Date:



EXCAVATIONS FOR DRAINAGE RAMS-004

This Health & Safety document sets out the methods to be used by operatives on site for the above activity. This will include CAT scanning, the excavation of trenches and pits, the laying of pipes and the use of 360 and dumper plant, in order to ensure that safe practices are used on client construction sites and where no other guidance or legislation exists, that best practice is identified and adhered to.

All Site Work Consulting Ltd. Operatives are to strictly follow the methods set out in this document so as not to put themselves or others at risk. They are also to be fully aware of and adhere to the following:

- The construction Phase Health and Safety Plan
- Site Rules
- Other trades or operations around them
- Relevant Site Work Consulting Ltd. Hazard and Risk Assessments.

Objectives

The initial objective of this Method Statement is to set out an informative procedure for site operatives so as to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all persons who may be affected by the operation being carried out.

The secondary objective of this Health and Safety Method Statement is to minimise damage to plant or materials and achieve the optimum production whilst being proactive towards health and safety.

Legislative References

The following legal and Policy requirements are to be adhered to (but is not restricted to) as a minimum:

- The Health and Safety at Work Act 1974
- The Construction Design and Management Regulations 2015
- The Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Site Work Consulting Health and Safety Hazard and Risk Assessments

Supervision and Responsibilities

All Supervisors are to be aware of their responsibilities as set out in the Site Work Consulting Health and Safety Policy, especially in planning and organising work to the required standard.

All operatives are to be aware of their responsibilities as set out in the Site Work Consulting Health and Safety Policy, especially the use of Personal Protective Equipment.

Personal Protective Equipment

The following Personal Protective Equipment (PPE) is to be used by all operatives for this task:

- Hard Hats
- Safety Footwear with toe and mid sole protection
- High Viz jacket or vest
- Safety Goggles
- FFP3 face mask RPE
- Hearing Protection

Plant and Equipment



The following plant and equipment is to be used:

360 degree Excavator

1. The Plant operators must have a current CPCS, NPORS, NOTLS or equivalent National Plant Operators Certificate or accreditation.
 2. The plant must have been inspected, tested and free from operational defect. All plant is to be inspected daily before use and weekly reports are to be recorded and retained.
 3. A Banksman is to be used who is easily identifiable and competent to carry out the duties required.
- A Cat Scan where there are any suspected or unknown buried services.
 - Suitable Lifting Gear, Chains or Webbing Slings
1. All lifting gear is to have a certificate of conformity or a certificate of thorough examination within the previous six months.
 2. The Banksman is to carry out his own visual check of the lifting gear.

Working Area

Ensure that the working area is clear so as to allow persons to work safely and, so far as is reasonably practicable, free from tripping hazards.

All materials should be delivered to the work area and stored as close as practicable to the installation area, but not next to any excavation to prevent any trench collapse. All persons not involved in the operation are to be warned or moved from the area.

Personnel

One person is to take charge of the whole operation and is to ensure that all persons involved with the operation is aware of this procedure and the individual task he is expected to carry out.

A Banksman is to be appointed (where required) and all persons are to be checked for the correct PPE.

If any pipes are to be lifted manually, adequate persons should be in the team to allow lifting to be carried out safely. Persons are to lift using kinetic lifting technique, using their leg muscles and keeping a straight back so as to prevent back injury.

Excavating for deep drainage

Before excavating for drainage the depth of the excavations will have already been established and the method of any support must be established. Adequate support materials are to be available on site to carry out the works safely.

The following checklist is to be used for excavating:

- Have all services been located marked and hand dug with insulated hand tools to expose them to ensure that any excavator does not come into contact with or damage them?
- If any services are crossing the excavation, ensure that they are supported or are able to support themselves.
- Only excavate enough ground to allow the drainage to be installed safely along its length and deposit spoil at least 1 m away to prevent spoil increasing the depth of the excavation sides or increasing the load on the sides.



- Depth of excavations must be checked from the surface and not by persons inside the excavation.

Note: Nobody is to enter the excavation until support systems are in place

Supporting the Sides of the Excavation

- A person must be nominated to take charge of the operation.
- Identify the plant and method to be used and any Banksman.
- The plant is to be checked for serviceability by the operator.
- Any lifting gear is to be identified for lifting trench boxes etc.
- Ensure the area is clear of persons not involved with the operation and any structure within the location that may be affected is adequately supported.
- Ensure the lifting gear is capable for the load and is attached to the lifting appliance by the correct method, i.e. 'D' Shackle or Hook.
- Install the support system and inspect it, ensuring the support system comes to the top of the excavation so no material can fall in.
- Install a ladder and secure it to allow for safe access and egress.
- Shoring must be inspected each day before work commences.
- Hard hats to be worn around plant and lifting operations.

Stop work if:

- Any part of the excavation appears to be unsafe.
- Any unauthorised person interferes with the process.
- Any equipment gets damaged.
- Anyone appears not to understand their duties.
- Anyone gets injured.

Any of the above situations must be reported to the Site Manager

Installation of Drainage Pipes

The size of drainage pipes to be installed can vary, however the principles for the installation will remain the same.

The following procedures must be followed:

- Ensure that safe access and egress is in place at all times and is within the area of the support system.
- Persons working inside the excavation are to wear gloves when handling pipes.
- Pipes installed by lifting appliances are to be slung by a trained Banksman.
- All materials tipped into the excavation by dumpers are to use stop blocks to prevent the over run of the dumper into the excavation.
- Any excavation that is left open overnight is to have a physical barrier around it to prevent persons from falling in.

Nobody is to go outside of the shored part of the excavation under any circumstances Emergency Procedure

In the event of any emergency, stop work, attempt to remove any danger or person from any danger and inform the Site Manager immediately.



Site Address:	Date:	Comments:
Postcode:		

Activity	Hazard	Risk	Who	Controls	Risk
Excavation works	Buried service strikes	Med	Operators	Permit to dig must be obtained from the client	Low
				Site drawings to be checked	Low
				CAT scan to be carried out	Low
				No mechanical digging within 1 Mtr of known services	Low
Excavation works	Working at height at ground level	Med	Operators Other Persons	Fence off the area or place chapter 8 barrier at excavation edges	Low
				Place warning signs	Low
				Appropriate means of access into and out of the excavation	Low
Excavation works	Trench collapse	Med	Operators	Deep excavations must be battered or shored	Low
				No spoil to be accumulated within 1 Mtr of the edge	Low
Excavation works	Flooding	Med	Operators	Dewatering system to be in place	Low
				Excavation inspected before entry after wet weather	Low
Laying of pipework runs	Manual handling	Med	Operators	Toolbox talk on kinetic lifting to be given prior to works	Low
				Refer to Manual handling risk assessment RAMS 012	Low
Laying of pipework runs	Mechanical lifting	Med	Operators	All lifting equipment and plant to be inspected prior to use	Low
				Lifting equipment to have valid in date certificates of test and only competent persons are to sling loads	Low
				360 drivers will not slew or manoeuvre loads above the heads of those other persons involved in the work	Low
Laying of pipework runs	Confined space work	Med	Operators	Only persons trained and competent in confined space entry are to perform this works	Low
				Refer to Confined Space RAMS 003	Low
Use of dumpers and excavators	Noise	Med	Operators	Hearing protection to be available	Low



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Use of dumpers and excavators	Whole body vibration	Med	Operators Drivers	Check machine rating for HAVS. Most machines allow for 8 hours use	Low
Use of dumpers and excavators	Contact with other persons	Med	Operators and other persons	<p>No unauthorised persons are to in the vicinity of the works</p> <p>Only trained and licensed operators will use plant</p> <p>Daily checks carried out by the operator including horn, mirrors.</p> <p>All persons in the vicinity will wear Hi-Vis clothing and will have been briefed on plant use and thumbs up signalling</p> <p>No plant is to be left running if not in use and keys will be removed by the driver Excavator drivers will ensure the dumper driver is dismounted before loading operations</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
Use of dumpers and excavators	Rolling and tipping	Med	Operators and other persons	<p>Only trained and licensed operators will use site plant</p> <p>Plant will operate away from the edges of excavations and pits</p> <p>Sufficient barriers are to be in place at the edges of excavations and pits</p> <p>Plant is not to track parallel to trenches and is to be at least 1 Mtr from excavation edges</p> <p>Dumper operators are to wear seat belts at all times and green light beacon must be operational</p> <p>Spoil heaps must be battered Low and not so steep as to affect plant stability</p> <p>Persons working in the Low excavation area to keep a check on ground conditions for deterioration</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
Use of dumpers and excavators	Contact with other site traffic and buildings	Med	Operators and other persons	<p>Only trained and licensed Low operators will use site plant</p> <p>Site speed limits will be Low obeyed</p> <p>All drivers are to ensure loads Low do not restrict their view of the works area</p> <p>No dumpers are to be operated on public roads unless all local authority documentation is in place</p> <p>Plant to use all recognised and agreed site routes only</p>	<p>Low</p> <p>Low</p> <p>Low</p>



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Use of dumpers and excavators	Fuelling and bucket changing	Med	Operators and other persons	No fuelling is to take place at the site of the excavation works Bucket changing will be performed only in the agreed and defined bucket change area of the site	Low Low
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Print Name:	Signature:	Date:



EXCAVATIONS AND CONCRETE INFILL FOR FOUNDATIONS RAMS-005

This Health & Safety document sets out the methods to be used by operatives on site for the above activity. This will include the excavating of foundations for residential housing and the mass infill with ready mixed concrete for footings, in order to ensure that the safe practices are used on client construction sites and where no other guidance or legislation exists, that best practice is identified and adhered to.

All Site Work Consulting Ltd. Operatives are to strictly follow the methods set out in this document so as not to put themselves or others at risk. They are also to be fully aware of and adhere to the following:

- The construction Phase Health and Safety Plan
- Site Rules
- Other trades or operations around them
- Relevant Site Work Consulting Ltd. Hazard and Risk Assessments.

Objectives

The initial objective of this Method Statement is to set out an informative procedure for site operatives so as to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all persons who may be affected by the operation being carried out.

The secondary objective of this Health and Safety Method Statement is to minimise damage to plant or materials and achieve the optimum production whilst being proactive towards health and safety.

Legislative References

The following legal and Policy requirements are to be adhered to (but is not restricted to) as a minimum:

- The Health and Safety at Work Act 1974
- The Construction Design and Management Regulations 2015
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 1994
- Site Work Consulting Ltd Health and Safety Hazard and Risk Assessments

Supervision and Responsibilities

All Supervisors are to be aware of their responsibilities as set out in the Site Work Consulting Ltd Health and Safety Policy, especially in planning and organising work to the required standard.

All operatives are to be aware of their responsibilities as set out in the Site Work Consulting Ltd Health and Safety Policy, especially the use of Personal Protective Equipment.

Personal Protective Equipment

The following Personal Protective Equipment (PPE) is to be used by all operatives for this task:

- Hard Hats
- Safety Footwear with toe and mid sole protection
- High Viz jacket or vest
- Safety Goggles
- FFP3 face mask RPE



- Hearing Protection

Plant and Equipment

The following plant and equipment is to be used:

- 360 degree Excavator with flat smooth edged bucket
- (a) The Plant operators must have CPCS, NPORS, NOTLS or a current National Plant Operators Certificate or accreditation.
 - (b) The plant must have been inspected, tested and be free from operational defect. All plant is to be inspected daily before use and weekly reports are to be recorded and retained.
 - (c) A Banksman is to be used, who is easily identifiable and competent to carry out the duties.

Working Area

Ensure that the working area is clear so as to allow persons to work safely and, so far as is reasonably practicable, free from tripping hazards.

Suitable access is to be maintained for concrete delivery vehicles.

Personnel

One person is to take charge of the whole operation and is to ensure that all persons involved with the operation is aware of this procedure and the individual tasks he is expected to carry out.

A Banksman is to be appointed to reverse vehicles (where required) and all persons are to be checked for the correct PPE, including the delivery driver.

Excavating the Foundation

The excavation will be carried out using a smooth blade excavator bucket to enable the bottom of the excavation to be clean so that persons do not have to enter the excavation to bottom out.

All levels should be taken from the surface and spoil removed by dumper truck.

Note: Nobody is to go inside the excavation

Mass Fill Foundation

- A person must be nominated to take charge of the operation.
- Identify the Banksman to guide the Concrete mixer lorry into place so that the chute is able to deliver the material as close as practicable into the excavation.
- Ensure the area is clear of persons not involved in the operation.
- Level and vibration pack the concrete out from the surface

Stop Work if:

- The method appears to be unsafe.
- Any unauthorised person interferes with the process.
- Any equipment gets damaged.
- Anybody appears not to understand their duties.
- Anyone gets injured.

Any of the above situations must be reported to the Site Manager.



Emergency Procedure

In the event of an emergency, stop work and attempt to remove any danger or person from any danger. If anybody gets RMC on their skin, wash it off with clean water immediately. If there are any abnormal incidents, inform the Site Manager immediately.

Site Address:	Date:	Comments:
Postcode:		

Activity	Hazard	Risk	Who	Controls	Risk
Foundation excavation works	Working at height at ground level	Med	Operators Other persons	Fence of the area or place chapter eight barrier at foundation edges leaving a route in for the concrete mixer lorry.	Low
				Place warning signs	Low
Foundation excavation works	Flooding	Med	Operators	Dewatering system to be available.	Low
				Foundation inspected before any form of works after wet weather	Low
Use of dumpers and excavators	Noise	Med	Operators	Hearing protection to be available	Low
Use of dumpers and excavators	Whole body vibration	Med	Operators Drivers	Check machine rating for HAVS. Most machines allow for 8 hours use	
Use of dumpers and excavators and ready mix concrete mixer lorries	Contact with other persons	Med	Operators Other persons	No unauthorised persons are to in the vicinity of the works.	Low
				Only trained and licensed operators will use plant.	Low
				Daily checks carried out by the operator including horn, mirrors.	Low
				All persons in the vicinity will wear Hi-Vis clothing and will have been briefed on plant use and thumbs up signalling.	Low
				No plant is to be left running if Low not in use and keys will be removed by the driver.	Low
Concrete mixer lorries will be guided into position using a banksman.	Low				
Use of dumpers and excavators and ready mix concrete mixer lorries	Contact with other site traffic	Med	Operators Other persons	Concrete mixer lorry's will be guided into position using a banksman to ensure no other site traffic is in the vicinity of the operation	Low
Dumpers and excavators	Fuelling and bucket changing	Med	Operators Other persons	No fuelling is to take place at the site of the foundation works.	Low



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			Buildings	Bucket changing will be Low performed only in the agreed and defined bucket change area of the site	Low
Pouring concrete into the foundation	Engulfment	Med	Operators	No operator will be directly in line with the concrete chute or ever be in the foundation. The driver of the concrete mixer lorry will be the only person to operate the mixer delivery controls under the instruction of the person taking charge of the operation	Low Low

Print Name:	Signature:	Date:



WORKING UNDER OR AROUND OVERHEAD CABLES RAMS-006

This Health & Safety document sets out the methods to be used by operatives on site for the above activity. This will include driving site plant below, or using site plant below, overhead electricity cables to ensure that the safe practices are used on client construction sites and where no other guidance or legislation exists, that best practice is identified and adhered to.

All Site Work Consulting Ltd. Operatives are to strictly follow the methods set out in this document so as not to put themselves or others at risk. They are also to be fully aware of and adhere to the following:

- The construction Phase Health and Safety Plan
- Site Rules
- Other trades or operations around them
- Relevant Site Work Consulting Ltd. Hazard and Risk Assessments.

Objectives

The initial objective of this Method Statement is to set out an informative procedure for site operatives so as to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all persons who may be affected by the operation being carried out.

The secondary objective of this Health and Safety Method Statement is to minimise damage to plant or materials and achieve the optimum production whilst being proactive towards health and safety.

Legislative References

The following legal and Policy requirements are to be adhered to (but is not restricted to) as a minimum:

- The Health and Safety at Work Act 1974
- The Construction Design and Management Regulations 2015
- HSE Guidance GS6
- Site Work Consulting Ltd Health and Safety Hazard and Risk Assessments

Supervision and Responsibilities

All Supervisors are to be aware of their responsibilities as set out in the Site Work Consulting Ltd Health and Safety Policy, especially in planning and organising work to the required standard.

All operatives are to be aware of their responsibilities as set out in the Site Work Consulting Ltd Health and Safety Policy, especially the use of Personal Protective Equipment.

Personal Protective Equipment

The following Personal Protective Equipment (PPE) is to be used by all operatives for this task:

- Hard Hats
- Safety Footwear with toe and mid sole protection
- High Viz jacket or vest
- Safety Goggles
- FFP3 face mask RPE
- Hearing Protection

Where Work has to be carried out near Overhead Power Lines

This method is to be used where work is carried out near to overhead electric power lines but not directly below, nor plant does not have to pass under them.



- Barriers should be erected parallel to the overhead line and be not less than 6m in distance from it.
- The possibility of mobile crane booms, telehandler booms etc. encroaching on the minimum distance must be taken into account and, where necessary, the 6m distance increased to take account of boom lengths.
- These distances are subject to agreement with the local electricity supplier and may be dependent upon the voltage of the overhead line.
- Agreement from the Electricity Supplier must be obtained prior to works commencing.
- The barriers should be surmounted by coloured bunting which forms an additional warning. If access is only possible from one side, a barrier on that side will be sufficient.

Where Plant has to pass below Overhead Power Lines

If it is necessary for plant to travel under overhead lines, the areas where they may pass should be as small as possible and not more than 1 Om wide. This passageway should be clearly defined by the use of fencing barriers and goalposts should be in position across the width of the passageway. The goalposts should be of rigid construction and of a non-conducting material, distinctly marked in order that they may be clearly identified.

Warning notices should be provided on each side of the passageway advising people of the hazard and giving the cross bar clearance in order that drivers realise that they must lower their jibs etc. To give crane drivers sufficient time to lower the jib before reaching the goalposts, it is advisable to position advance warning notices as far from the goalposts as is required by the length of the jib on the machine.

Areas where work has to be carried out below Overhead Power Lines

If it is essential for work to be carried out beneath the overhead lines and they cannot be diverted or made dead, it will be necessary to take precautions in addition to those noted above. Both the Electricity Supplier and the Health and Safety Executive should be consulted for advice on what additional precautions will be required (see HSE Guidance GS6).

Access for plant and material and working of plant should be under the direct supervision of a responsible person appointed to ensure that safety precautions are observed.

Plant, equipment or tools that could reach beyond the safe clearance limit should never be allowed to work under the line. Plant such as cranes and excavators should be modified by the addition of suitable physical restraints or other effective means which will prevent so that they cannot reach beyond the safe clearance limit.

Maintaining Barriers

If any barriers are damaged they must be rectified before any further operations.

Stop Work if:

- The method appears to be unsafe.
- Any unauthorised person interferes with the process.
- Any barriers get damaged.
- Anyone appears not to understand their duties.
- Anyone gets injured during the erection of barriers.

Any of the above situations must be reported to the Site Manager



Emergency Procedure

In the event of any emergency, stop work, attempt to remove any danger or person from any danger and inform the Site Manager immediately.

Site Address:	Date:	Comments:
Postcode:		

Activity	Hazard	Risk	Who	Controls	Risk
Working near to overhead power lines	Electric shock resulting in death	Med	Operators subcontractors	Full risk assessment in conjunction with the electricity supplier	Low
				Observation and installation of barrier and warning methods produced in HSG guidance GS6 and the electricity supplier	Low
				Trained operatives or sub-contracted works	Low
Passing below overhead power lines in site plant	Electric shock resulting in death	Med	Operators subcontractors	Full risk assessment in conjunction with the electricity supplier	Low
				Observation and installation of barrier and warning methods produced in HSG guidance GS6 and the electricity supplier	Low
				Trained operatives or sub contracted work.	Low
Works directly below overhead power lines	Electric shock resulting in death	Med	Operators subcontractors	Full risk assessment in conjunction with the electricity supplier	Low
				Observation and installation of barrier and warning methods produced in HSG guidance GS6 and the electricity supplier	Low
				Trained operatives or sub contracted work.	Low

Print Name:	Signature:	Date:



WORKING NEAR UNDERGROUND SERVICES RAMS-007

This Health & Safety document sets out the methods to be used by operatives on site for the above activity. This will include the use of mechanical excavators and mechanical breakers and close hand digging techniques to ensure that safe practices are used on client construction sites and where no other guidance or legislation exists, that best practice is identified and adhered to.

All Site Work Consulting Ltd. Operatives are to strictly follow the methods set out in this document so as not to put themselves or others at risk. They are also to be fully aware of and adhere to the following:

- The Construction Phase Health and Safety Plan
- Site Rules
- Other trades or operations around them
- HSE Guidance HSG47
- GTC Technical Guidelines for Electricity and Gas
- Relevant Site Work Consulting Ltd. Hazard and Risk Assessments

Objectives

The initial objective of this Method Statement is to set out an informative procedure for site operatives so as to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all persons who may be affected by the operation being carried out.

The secondary objective of this Health and Safety Method Statement is to minimise damage to plant or materials and achieve the optimum production whilst being proactive towards health and safety.

Legislative References

The following legal and Policy requirements are to be adhered to (but is not restricted to) as a minimum:

- The Health and Safety at Work Act 1974
- The Construction Design and Management Regulations 2015
- The Provision and Use of Work Equipment Regulations 1998
- Site Work Consulting Ltd Health and Safety Hazard and Risk Assessments

Supervision and Responsibilities

All Supervisors are to be aware of their responsibilities as set out in the Site Work Consulting Ltd Health and Safety Policy, especially in planning and organising work to the required standard.

All operatives are to be aware of their responsibilities as set out in the Site Work Consulting Ltd Health and Safety Policy, especially the use of Personal Protective Equipment.

Personal Protective Equipment

The following Personal Protective Equipment (PPE) is to be used by all operatives for this task:

- Hard Hats
- Safety Footwear with toe and mid sole protection
- High Viz jacket or vest
- Safety Goggles
- FFP3 face mask RPE
- Hearing Protection

Plant and Equipment

The following plant should be used:



- Cat Scan and Generator - must be calibrated and have an in date certificate
- Hand shovel - insulated
- Hand pick
- Up to date service plans and drawings
- Mechanical breakers and Disc cutters may be required by ground type

Working Area

Ensure that the working area is clear so as to allow persons to work safely and always check with the Site Manager and the Construction Phase and Pre Construction Information reference services. If drawings are available check to see if they identify any underground services on them.

Personnel

One person is to take charge of the whole operation and is to ensure that all persons involved with the operation are aware of this procedure and the individual task he is expected to carry out. Ensure that they know what services are in the area and, if available, at approximately what depth.

Exposing Services

Consult the latest service plans and drawings and, if required, call out the Service Company Manager.

Use a Cat Scan to identify where the services are accurately.

Always expose the services by hand digging with insulated tools to one side of the services so as not to strike them. Dig to one side and go carefully with the digging implement until you reach the depth that they are expected to be at. Dig in a sideways manor carefully until you reach the services and expose them.

Note: Do not rely on the accuracy of Drawings

Marking the Services

Mark exposed services with wooden pegs and hazard tape and always use a Banksman if any excavator is to dig near them.

Standard gas marker tape must be laid on gas services whether or not in a duct for both Gas Mains and to private plots. (Legislative requirement).

Standard electricity marker tape must be laid on electricity mains (Legislative requirement).

Electricity marker tape must also be laid to private plots where required by the PC.

Stop Work if:

- The digging method appears to be unsafe.
- Any unauthorised person interferes with the process.
- Any equipment gets damaged
- Anybody appears not to understand their duties
- Any services are struck by machinery
- Anyone gets injured

Any of the above situations must be reported to the Site Manager

Emergency Procedure

In the event of any emergency, stop work, attempt to remove any danger or person from any danger and inform the Site Manager immediately.

Site Address:	Date:	Comments:



Postcode:		
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Activity	Hazard	Risk	Who	Controls	Risk
Exposing underground services	Hazard Contact with electrical services resulting in electric shock, burns or fire	Med	Operators	Site supervisor to check service drawings CAT scan of the area made before mechanical or hand digging commences Mechanical digging must be kept to 1 Mtr away from known or identified services Use wooden pegs only. NO metal spikes are to be used as markers	Low Low Low Low
Exposing underground services	Contact with gas services resulting in fires and burns	Med	Operators	Site supervisor to check service drawings Mechanical digging must be kept to 1 Mtr away from known or identified services Fire extinguisher available	Low Low Low
Exposing underground services	Contact with water and foul water services	Med	Operators	Site supervisor to check service drawings Mechanical digging must be kept to 1 Mtr away from known or identified services Appropriate PPE for foul water services	Low Low Low
Use of a mechanical breaker	Noise and HAVS resulting in accumulated deafness and vibration syndromes	Med	Operators	Use of anti-vibration equipment and appropriate PPE such as gloves and ear protection Rotation of work with other operatives to reduce exposure Toolbox talk to operatives before works commence on noise and HAVS	Low Low Low
Use of a mechanical breaker	Nuisance dust and flying debris resulting in injury and lung damage	Med	Operators Other persons	Appropriate PPE such as Low gloves goggles and FFP3 face masks Keep non-essential persons Low away from the works	Low Low
Excavators, dumpers		Med	Operators Other persons	Please see individual risk Low assessments for:	Low
Disc cutters and abrasive wheels		Med	Operators Other persons	Excavators RAMS-008 Dumpers and ride on rollers RAMS-009 Abrasive wheels and disc cutting machines RAMS-001	Low

Print Name:	Signature:	Date:



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USE OF 360° EXCAVATORS RAMS-008

This Health & Safety document sets out the methods to be used by operatives on site for the above activity. This will include the use and working of all 360 degree type excavators used on site to ensure that the safe practices are used on client construction sites and where no other guidance or legislation exists, that best practice is identified and adhered to.

All Site Work Consulting Ltd. Operatives are to strictly follow the methods set out in this document so as not to put themselves or others at risk. They are also to be fully aware of and adhere to the following:

- The construction Phase Health and Safety Plan
- Site Rules
- Other trades or operations around them
- Relevant Site Work Consulting Ltd. Hazard and Risk Assessments.

Objectives

The initial objective of this Method Statement is to set out an informative procedure for site operatives so as to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all persons who may be affected by the operation being carried out.

The secondary objective of this Health and Safety Method Statement is to minimise damage to plant or materials and achieve the optimum production whilst being proactive towards health and safety.

Legislative References

The following legal and Policy requirements are to be adhered to (but is not restricted to) as a minimum:

- The Health and Safety at Work etc. Act 1974
- The Construction Design and Management Regulation 2015
- The Workplace (Health Safety and Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- Site Work Consulting Ltd Health and Safety Hazard and Risk Assessments

Supervision and Responsibilities

All Supervisors are to be aware of their responsibilities as set out in the Site Work Consulting Ltd Health and Safety Policy, especially in planning and organising work to the required standard.

All operatives are to be aware of their responsibilities as set out in the Site Work Consulting Ltd Health and Safety Policy, especially the use of Personal Protective Equipment.

Personal Protective Equipment

The following Personal Protective Equipment (PPE) is to be used by all operatives for this task:

- Hard Hats
- Safety Footwear with toe and mid sole protection
- High Viz jacket or vest
- Safety Goggles
- FFP3 face mask RPE
- Hearing Protection



Plant and Equipment

The following plant and equipment is to be used:

Any size of 360° Excavator

Note:

- (a) The Plant Operators must have CPCS, NPORS, NOTLS cards or a current National Plant Operators Certificate or accreditation that is accepted by the company.
 - (b) The plant must have been inspected, tested and be free from operational defect. All plant is to be inspected daily before use and weekly reports are to be recorded and retained.
 - (c) A Banksman is to be used who is easily identifiable and competent to carry out the duties.
- Suitable Lifting Gear, Chains or Webbing Slings

Note:

- (a) All lifting gear is to have a certificate of conformity or a certificate of thorough examination within the previous six months.
- (b) The Banksman is to carry out his own visual check on the lifting gear.

Please note the type of quick hitch the machine uses. This is to be displayed on the side of the arm of the machine with the respective manuals in the cab of the machine at all times.

Working Area

Ensure that the working area is clear so as to allow persons to work safely and, so far as is reasonably practicable, be free from collision and crushing hazards.

All Excavators should be delivered to the site on a low loader and off-loaded by the driver of the low loader and a Banksman. The area is to be flat and all persons not involved in the operation are to be warned or moved from the area.

Once the machine has been off-loaded, the operator is to check the machine over before use. If the machine is not to be used immediately, it must be locked and the keys given to a Supervisor or Site Manager.

Re-Fuelling

The machine may be re-fuelled by a mobile delivery vehicle or from a static tank. During this time there must be No Smoking within 10 metres of the machine.

Inspections and Servicing

The machines are to be serviced as per the manufacturer's instructions and a record retained. A twelve monthly thorough examination is to be carried out by a competent person (normally an insurance engineer) and the record of examination kept with the machine.

On a weekly basis an inspection of the machine is to be carried out by the operator and the results entered in the register for that purpose, which will either be kept in the machine or site office. An inspection of the machine is to be carried out by the operator before the start of works each day.



General Operating Rules

- Always work on ground that the machine is suited to.
- Be aware of persons or other plant around you.
- Never fill a Dumper whilst the Dumper operator is sitting on his machine.
- When lifting, never exceed the Safe Working Load.
- All lifting equipment, e.g. chains, must be suspended from the approved lifting point and not from the bucket.
- All excavator buckets must have any safety pins in place.
- A specific bucket changing area must be set up on site.
- When travelling up steep inclines, always keep the dipper arm downhill with the bucket as close to the ground as possible.
- Hard hats to be worn around plant and lifting operations.

Stop Work if:

- The lifting method appears to be unsafe
- Any unauthorised person interferes with the process
- Any equipment gets damaged
- Anyone appears not to understand their duties
- Anyone gets injured

Any of the above situations must be reported to the Site Manager

Emergency Procedure

In the event of an emergency, stop work, attempt to remove any danger or person from any danger and inform the Site Manager immediately.

Site Address:	Date:	Comments:
Postcode:		

Activity	Hazard	Risk	Who	Controls	Risk
Use of 360 excavators	Noise	Med	Operators	Hearing protection to be available	Low
Use of 360 excavators	Whole body vibration	Med	Operators Drivers	Check machine rating for HAVS. Most machines allow for 8 hours use	Low
Use of 360 excavators	Contact with other persons	Med	Operators Other persons	No unauthorised persons are to in the vicinity of the works	Low
				Only trained and licensed operators will use plant	Low
				Daily checks carried out by the operator including horn, mirrors	Low
				All persons in the vicinity will wear Hi-Vis clothing and will have been briefed on plant use and thumbs up signalling	Low



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				No plant is to be left running if not in use and keys will be removed by the driver	Low
				Excavator drivers will ensure dumper drivers are dismounted before loading operations.	Low
Use of 360 excavators	Tipping	Med	Operators Other persons	Only trained and licensed operators will use site 360's	Low
				360's will operate away from the edges of excavations and pits	Low
				Sufficient signs and barriers are to be in place at the edges of excavations and pits	Low
				360's are not to track parallel to trenches and are to be at least 1 Mtr from excavation edges	Low
				Spoil heaps must be battered and not so steep as to affect plant stability	Low
				When travelling up steep inclines, always keep the dipper arm downhill with the bucket as close to the ground as possible	Low
				Persons working in the excavation area to keep a check on ground conditions for deterioration to warn 360 operators	Low
Use of 360 excavators	Contact with other site traffic and buildings	Med	Operators Other persons buildings	Only trained and licensed operators will use site plant	Low
				Site speed limits will be obeyed	Low
				All drivers are to ensure loads do not restrict their view of the works area	Low
				No 360's are to be operated on public roads unless all local authority documentation is in place	Low
				Plant to use all recognised and agreed site routes only	Low
Use of 360 excavators	Fuelling and bucket changing	Med	Operators Other persons	No fuelling is to take place at Low the site of the excavation works	Low
				Bucket changing will be Low performed only in the agreed and defined bucket change area of the site	Low

Print Name:	Signature:	Date:



Site Work Consulting Ltd - RAMS



USE OF DUMPERS AND RIDE ON ROLLERS RAMS-009

This Health & Safety document sets out the methods to be used by operatives on site for the above activity. This will include the use of mechanical Dumper trucks, both rigid and articulated and ride on rollers both rigid and articulated, plus the vibrating version, to ensure that safe practices are used on client construction sites and where no other guidance or legislation exists, that best practice is identified and adhered to.

All Site Work Consulting Ltd. Operatives are to strictly follow the methods set out in this document so as not to put themselves or others at risk. They are also to be fully aware of and adhere to the following:

- The Construction Phase Health and Safety Plan
- Site Rules
- Other trades or operations around them
- HSE Guidance HSG47
- Relevant Site Work Consulting Ltd. Hazard and Risk Assessments

Objectives

The initial objective of this Method Statement is to set out an informative procedure for site operatives so as to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all persons who may be affected by the operation being carried out.

The secondary objective of this Health and Safety Method Statement is to minimise damage to plant or materials and achieve the optimum production whilst being proactive towards health and safety.

Legislative References

The following legal and Policy requirements are to be adhered to (but is not restricted to) as a minimum:

- The Health and Safety at Work Act 1974
- The Construction Design and Management Regulations 2015
- The Provision and Use of Work Equipment Regulations 1998
- Site Work Consulting Ltd Health and Safety Hazard and Risk Assessments

Supervision and Responsibilities

All Supervisors are to be aware of their responsibilities as set out in the Site Work Consulting Ltd Health and Safety Policy, especially in planning and organising work to the required standard.

All operatives are to be aware of their responsibilities as set out in the Site Work Consulting Ltd Health and Safety Policy, especially the use of Personal Protective Equipment.

Personal Protective Equipment

The following Personal Protective Equipment (PPE) is to be used by all operatives for this task:

- Hard Hats
- Safety Footwear with toe and mid sole protection
- High Viz jacket or vest
- Hearing Protection

Plant and Equipment



The following plant and equipment is to be used:

- Dumper Trucks both rigid and articulated
- Ride on Rollers both rigid, articulated and vibrating

Note:

- (a) The Plant Operators must have a current CPCS, NPORS, NOTLS or equivalent National Plant Operators Certificate or accreditation.
- (b) All plant is to be inspected daily before use and weekly reports to be recorded and retained.

Working Area

All Dumpers and Ride on Rollers should be delivered to the site on a low loader and off-loaded by the driver of the low loader and a Banksman. The area is to be flat and all persons not involved in the operations are to be warned or moved from the area.

Once any machine has been off-loaded, the operator is to check the machine over before use. If the machine is not to be used immediately, it must be switched off and the keys given to a Supervisor or the Site Manager.

Re-Fuelling

The machine may be re-fuelled by a mobile delivery vehicle or from a static tank. During this time there must be No Smoking within 10 metres of the machine.

Inspections and Servicing

The machines are to be serviced as per the manufacturer's instructions and a record retained.

An inspection of the machine is to be carried out by the operator on a weekly basis and the results entered in the register for that purpose which is to be retained. This register will either be kept with the machine or in the site office.

An inspection of the machine is to be carried out before the start of works each day.

General Operating Rules

- Never use a Dumper that is not fitted with Roll-Over Protection
- Always use the seat belt provided. This is linked with a green light on the ROP.
- Ensure that the flashing amber beacon is switched on.
- Always drive around site at the site a speed limit or at a speed that conditions safely allow.
- Be aware of persons or other plant around you.
- Never sit on the machine whilst it is being loaded or unloaded by an excavator machine.
- Never exceed its Safe Working Load.
- Never travel up or along inclines that exceed 1 in 4 or 75 degrees in angle.
- Always apply the handbrake when parked and do not park on slopes.
- When not in use, always remove the key.
- Hard hats to be worn around plant and lifting operations.

Stop Work If:

- The load appears to be unsafe.
- Any unauthorised person interferes with the process



- Any equipment gets damaged
- Anyone appears not to understand their duties
- Anyone gets injured

Site Address:	Date:	Comments:
Postcode:		

Activity	Hazard	Risk	Who	Controls	Risk
Use of Dumper trucks and ride on rollers	Noise	Med	Operators	Hearing protection to be available	Low
Use of Dumper trucks and ride on rollers	Whole body vibration	Med	Operators Drivers	Check machine rating for HAVS. Most machines allow for 8 hours use	Low
Use of Dumper trucks and ride on rollers	Contact with other persons	Med	Operators Other persons	No unauthorised persons are to in the vicinity of the works Only trained and licensed operators will use plant Daily checks carried out by the operator including horn, mirrors, All persons in the vicinity will wear Hi-Vis clothing and will have been briefed on plant use and thumbs up signalling No plant is to be left running if not in use and keys will be removed by the driver Dumper drivers are to be dismounted before loading operations using excavators	Low Low Low Low Low
Use of Dumper trucks and ride on rollers	Tipping and rolling	Med	Operators Other persons	Only trained and licensed operators will use site dumpers and rollers Dumpers will operate away from the edges of excavations and pits Sufficient signs and barriers are to be in place at the edges of excavations and pits Dumpers are not to drive parallel to trenches and are to be at least 1 Mtr from excavation edges Spoil heaps must be battered and not so steep, 1 in 4 or 75 degrees, as to affect plant stability Persons working in the excavation area	Low Low Low Low Low



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				to keep a check on ground conditions for deterioration to warn dumper operators	
Use of Dumper trucks and ride on rollers	Contact with other site traffic and buildings	Med	Operators Other persons Buildings	<p>Only trained and licensed operators will use site plant</p> <p>Site speed limits will be obeyed</p> <p>All drivers are to ensure loads do not restrict their view of the works area</p> <p>No dumpers are to be operated on public roads unless all local authority documentation is in place</p> <p>Plant to use all recognised and agreed site routes only</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
Use of Dumper trucks and ride on rollers	Fuelling	Med	Operators Other persons	No fuelling is to take place at the site of the excavation works	Low

Print Name:	Signature:	Date:



WHACKER PLATES AND PNEUMATIC BREAKERS RAMS (10)

This Health & Safety document sets out the methods to be used by operatives on site for the above activity'. This will include the transportation to place of use and the operation of whacker plates and pneumatic ground breakers in order to ensure that the safe practices are used on client construction sites and where no other guidance or legislation exists, that best practice is identified and adhered to.

All Site Work Consulting Ltd. Operatives are to strictly follow the methods set out in this document so as not to put themselves or others at risk. They are also to be fully aware of and adhere to the following:

- The construction Phase Health and Safety Plan Site Rules
- Other trades or operations around them
- Relevant Site Work Consulting Ltd. Hazard and Risk Assessments.

Objectives:

The initial objective of this Method Statement is to set out an informative procedure for site operatives so as to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all persons who may be affected by the operation being carried out.

The secondary objective of this Health and Safety Method Statement is to minimise damage to plant or materials and achieve the optimum production whilst being proactive towards health and safety.

Legislative References:

The following legal and Policy requirements are to be adhered to (but is not restricted to) as a minimum:

- The Health and Safety at Work Act 1974
- The Construction Design and Management Regulations 2015
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- Site Work Consulting LTD Health and Safety Hazard and Risk Assessments

Supervision and Responsibilities:



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All Supervisors are to be aware of their responsibilities as set out in the Site Work Consulting LTD Health and Safety Policy, especially in planning, organising and allocation of work to the required standard.

All operatives are to be aware of their responsibilities as set out in the Site Work Consulting Health and Safety Policy, especially the use of Personal Protective Equipment.

Personal Protective Equipment

The following Personal Protective Equipment (PPE) is to be used by all operatives for this task:

- Hard Hats.
- Safety Footwear with toe and mid sole protection.
- Hi-viz clothing, Vest, Jacket, overalls etc.
- Safety goggles.
- FFP3 face mask RPE.
- Hearing Protection.

Plant and Equipment:

The plant commonly associated with these operations are usually petrol driven whacker plates and, pneumatic compressed air breaker packs. These must be inspected by the operator before use to ensure the any guards are secure and the machine is in good working order.

The following checks **MUST** be carried out for whacker plates:

- The plate has a vibration rating label or plate that shows the percussive cycle generated.
- Any anti vibration safety feature is working.
- The general machine and all parts are in good condition.
- There are no leaks from the petrol tank.
- The correct eye and hand protection is available and being used.
- The correct hearing protection is available and being used.
- Any defects discovered are reported to the relevant personnel and remedied before use.

The following checks **MUST** be carried out for pneumatic breakers:

- The compressor is in date for pressure test
- covers on the compressor are secure to reduce the amount of noise generated



- All bayonet fittings are in good working order and hoses are not cracked or split e general machine and all parts are in good condition.
- The breaker is in good working condition and chisel ends are fit for purpose.
- The percussive cycle generated by the breaker is known.
- Any anti vibration safety feature is working.
- The correct FFP3 RPE is available for use.
- The correct eye and hand protection is available and being used.
- The correct hearing protection is available and being used.
- Any defects discovered are reported to the relevant personnel and remedied before use.

Working Area:

Supervisor/Operative must ensure the working area is safeguarded and secured with the appropriate barrier systems and signage ensuring the safety of the general public and non-essential work personnel, I.e. chapter 8 barriers or Harris panels and appropriate information and warning signs. And as far as is reasonably practicable, the working area is kept clear of debris, work equipment and materials used in the working process, to allow a safe working environment.

All equipment and materials, inc waste and spoil, should be taken to and from the work area by way of a fork lift truck and stored as close as practicable to the area of work. Compressors are normally towed equipment.

Personnel:

Where reasonably practicable every effort, with as much notice as possible, should be taken to inform all persons who are to be impacted by the working area and work being carried out, with relevant information such as; duration of work operation, daily start and finish times, noise generated, traffic management, safe pedestrian access, and any relevant health and safety information. Etc.

All persons not involved in the work operation should be moved away from the working area by way of barriers, walkways signage and banksman if possible.

All operatives **MUST** be competent and have the relevant training qualification to use whacker plates or breakers. All operatives **MUST** wear the appropriate PPE and must be aware of the hazards, and resulting accumulative effects of prolonged noise and vibration to the ears and body.

Fuelling of Petrol Engine Machines:

All petrol containers should be of good condition, leak proof and have secure caps. Plastic containers must comply with statutory requirements. And where reasonably practicable fuelling of plant should be carried out in designated areas with spill kits, and in accordance with COSHH 2002. No smoking should be permitted within 20m of the fuelling point or storage area. During plant



operations monitoring of exhaust gasses from the petrol plant/tools must be undertaken to prevent build up in unventilated areas.

Use the whacker plate:

- Start up; Qualified operator knows how to start the machine (inc cold start procedure) apply choke if necessary, pull string cord and release it as per manufacturer's instructions, and also stop procedure in case of an emergency, as per manufacturer's instructions. Area around the plant to be kept clear with adequate space paying particular attention that nobody stands directly adjacent to the machine when running.
- After successful start place choke in correct/appropriate position, open the throttle to release the safety catch and allow the engine to warm up.
- Working posture; Always try to operate plant with a straight back and keep up right. Use the whacker plate handle to obtain optimum control of the machine and do not allow it to run away causing damage to stone edgings or other persons in the area.

Using a Pneumatic Breaker:

- Operator **MUST** be competent and have the relevant training qualification.
- Position the breaker gun as close to works area as possible.
- Position the compressor as far away as possible from the works area to reduce noise levels to operators. Do not position the compressor close to other trades or the public.
- Ensure compressor is operated in a well-ventilated secured area.
- Secure the hose ends using steel rope and fixings to prevent whipping if they become disconnected and ensure hoses do not become a trip hazard to any party.
- Lift the breaker gun and attachments, using good manual handling techniques.
- During operation the breaker gun should be slightly leaning towards the operator to prevent interference of the chisel head (jamming) and aid smooth operation of equipment.
- Water suppression should be used if necessary, to prevent excess dust.
- Stop the compressor and release the hose pressure before changing chisel heads.
- Release the trigger of the breaker and ensure operation of plant has ceased before continuing to the next cut. Do not operate controls whilst manoeuvring between cuts and work areas.

Stop work in the event that:

- A chisel head has become stuck; Stop the compressor and release the hose pressure before changing chisel heads. Use new chisel head to break out trapped chisel head.
- Someone attempts to walk in front of the work.



- Any unauthorised person interferes with the process.
- Any person is trying to get your attention or talk to you.
- You suspect something is wrong with the machine.
- Any one gets injured.

Emergency Procedure:

In the event of any emergency, stop work immediately, raise the alarm with relevant persons I.e. site management/local authorities. If feasible and trained to do so, also not putting yourself in danger, attempt to remove any person from danger, consider summoning emergency services, crowd control inc evacuation, traffic management, incident control, liaising with emergency services and administering first aid.

Site Address:	Date:	Comments:
Postcode:		

Activity	Hazard	Risk	Who	Controls	Risk
Use of a whacker plate	Vibration	Med	Operators	Only trained operatives are to use whacker plates	Low
				Percussive cycle is known and time limit for use is established	Low
				Toolbox talk of vibration effects to the body	
				Use remote controlled whacker plate technology	Low
				Use of anti-vibration gloves Rotate operators to reduce noise exposure	Low
Use of a whacker plate	Noise	Med	Operators Other persons	Operative to wear suitable hearing protection and other persons in vicinity warned of noise issue	Low
				Use a machine with the lowest possible noise emission	Low
				Rotate operators to reduce noise exposure	Low
Hot Tarmac	Fumes and burns	Med	Operators	Facemask or goggles to be Worn by the operator	Low
				Keep other persons away from the works	Low



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Use of a Pneumatic Breaker	Vibration	Med	Operators	<p>Only trained operatives are to use pneumatic breakers</p> <p>Percussive cycle is known and time limit for use is established</p> <p>Toolbox talk of vibration effects to the body</p> <p>Use a 360-machine breaker adapter</p> <p>Use of anti-vibration loves</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
Use of a Pneumatic Breaker	Noise	Med	Operators Other persons	<p>Operative to wear suitable hearing protection and other persons in vicinity warned of noise issue</p> <p>Use a machine with the lowest possible noise emission</p> <p>Rotate operators to reduce noise exposure</p>	<p>Low</p> <p>Low</p> <p>Low</p>
Use of a Pneumatic Breaker	Ejected flying debris and dust	Med	Operators Other persons	<p>Appropriate eye protection for the operator and other persons kept away from works</p> <p>Appropriate dust mask protection for the operator.</p> <p>Water suppression for large dust amounts</p>	<p>Low</p> <p>Low</p> <p>Low</p>
Use of a Compressor and Compressed Air	Hose bursts, Hose whipping, HP air injection to the body and Noise	Med	Operators	<p>Compressor to be in good working order and in date for test and inspection</p> <p>Hoses and anti-whipping fixings checked prior to use</p> <p>Compressor as far away from other persons and the operator as possible to reduce noise exposure.</p> <p>Stop the compressor and relieve hose pressure before changing chisel heads and any time the breaker is not in use.</p> <p>Full body clothing and appropriate PPE to be worn b operators at all times</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>

Print Name:	Signature:	Date:



CONCRETE INFILL WORKS USING A CONCRETE PUMPING UNIT RAMS-011

This Health & Safety document sets out the methods to be used by operatives on site for the above activity. This will include the preparation of the works area for the mass infill with ready mixed concrete that is supplied via a hired pumping unit, in order to ensure that the safe practices are used on client construction sites and where no other guidance or legislation exists, that best practice is identified and adhered to.

All Site Work Consulting Ltd. Operatives are to strictly follow the methods set out in this document so as not to put themselves or others at risk. They are also to be fully aware of and adhere to the following:

- The construction Phase Health and Safety Plan
- Site Rules
- Other trades or operations around them
- Relevant Site Work Consulting Ltd. Hazard and Risk Assessments.

Objectives

The initial objective of this Method Statement is to set out an informative procedure for site operatives so as to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all persons who may be affected by the operation being carried out.

The secondary objective of this Health and Safety Method Statement is to minimise damage to plant or materials and achieve the optimum production whilst being proactive towards health and safety.

Legislative References

The following legal and Policy requirements are to be adhered to (but is not restricted to) as a minimum:

- The Health and Safety at Work Act 1974
- The Construction Design and Management Regulations 2015
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 1994
- Site Work Consulting Health and Safety Hazard and Risk Assessments

Supervision and Responsibilities

All Supervisors are to be aware of their responsibilities as set out in the Site Work Consulting Health and Safety Policy, especially in planning and organising work to the required standard.

All operatives are to be aware of their responsibilities as set out in the Site Work Consulting Health and Safety Policy, especially the use of Personal Protective Equipment.

Personal Protective Equipment

The following Personal Protective Equipment (PPE) is to be used by all operatives for this task:

- Hard Hats
- Safety Footwear with toe and mid sole protection
- High Viz jacket or vest
- Safety Goggles
- FFP3 face mask RPE
- Hearing Protection



Plant and Equipment

The supplier of the pumping unit will supply RAMS documents to Site Work Consulting site supervision and the supervisor must ensure that the details on the pumping RAMS is correct. Before pumping takes place, the driver operators must sign their copy of the RAMS.

Site Work Consulting Ltd operatives will be in the vicinity of the infill and will use mainly rakes and shovels to spread and level the poured concrete.

A smooth long straight edge will be used to ascertain that the concrete finished level is straight and smooth.

Working Area

Ensure that the working area where the concrete pumping vehicle is to be stationed is clear so as to allow persons to work safely and, so far as is reasonably practicable, free from tripping and crush hazards.

Suitable access is to be maintained for concrete delivery vehicles and a banksman employed to position the unit.

Suitable barriers should be employed around the pumping unit to deny entry to unauthorised persons and warning signs placed to indicate the hazards.

Check that no stabilising leg or ram is placed over any drain cover and that the driver uses spreader plates as described in his RAMS.

Check for overhead hazards that could come into contact with the pumping boom.

The infill area should also be clear of trip hazards and all operatives should be aware of the sequence of pumping events.

Personnel

One person is to take charge of the whole operation and is to ensure that all persons involved with the operation is aware of this procedure and the individual tasks he is expected to carry out.

A Banksman is to be appointed to reverse vehicles (where required) and all persons are to be checked for the correct PPE, including the delivery driver.

Concreting the mass fill area

The mass fill area will be clean so that persons do not have to enter the area for any other reason than levelling concrete using rakes and shovels.

If Rebar is being used, it should be cut to size and secured before the concrete pumping takes place. All levels should be taken from the surface edge and excess RMC removed by safe means.

Note: Nobody is to go inside the area where the pump chute is delivering RMC until the flow has stopped.



Stop Work if:

- The method appears to be unsafe.
- Any unauthorised person interferes with the process.
- Any equipment gets damaged.
- Anybody appears not to understand their duties.
- Anyone gets injured.

Site Address:	Date:	Comments:
Postcode:		

Activity	Hazard	Risk	Who	Controls	Risk
Mass concrete infill works	Working at height or at ground level	Med	Operators Other persons	Fence off the area or place chapter eight barrier at infill edges leaving a route in for the concrete mixer lorry or pumping unit	Low
				Place warning signs	Low
Mass concrete infill works	Tripping hazards	Med	Operators	Ensure the area of the Low concrete infill is clear from all	Low
				trip hazards and any Rebar is in place and tidy	Low
Use of concrete pumps	Noise	Med	Operators	Hearing protection to be available	Low
Use of ready mix concrete pump lorries	Contact with other persons	Med	Operators Other persons	No unauthorised persons are to in the vicinity of the works	Low
				Only trained and licensed operators will use plant	Low
				Daily checks carried out by the operator including horn, mirrors,	Low
				All persons in the vicinity will wear Hi-Vis clothing and will have been briefed on plant use and thumbs up signalling	Low
				No plant is to be left running if not in use and keys will be removed by the driver	Low
Use of ready mix concrete pump lorries	Contact with other site traffic	Med	Operators Other persons Buildings	Concrete mixer lorry's will be Low guided into position using a banksman	Low
				Concrete mixer lorries will be guided into position using a banksman to ensure no other site traffic is in the vicinity of the operation	Low
Pouring	Engulfment	Med	Operators	No operator will be directly in line with	Low



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concrete into the mass fill area				<p>the concrete chute or ever be in the immediate vicinity of the pour until the flow stops</p> <p>The driver of the concrete pump unit will operate the mixer delivery controls under the instruction of the person taking charge of the operation</p>	Low
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Print Name:	Signature:	Date:



MANUAL HANDLING ACTIVITIES - 012

This Health & Safety document sets out the methods to be used by operatives on site for the above activity. This will include the preparation of the works area for manual handling operations to be carried out, in order to ensure that the safe practices are used on client construction sites and where no other guidance or legislation exists, that best practice is identified and adhered to.

All Site Work Consulting Ltd. Operatives are to strictly follow the methods set out in this document so as not to put themselves or others at risk. They are also to be fully aware of and adhere to the following:

- The construction Phase Health and Safety Plan
- Site Rules
- Other trades or operations around them
- Relevant Site Work Consulting Ltd. Hazard and Risk Assessments.

Objectives

The initial objective of this Method Statement is to set out an informative procedure for site operatives so as to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all persons who may be affected by the operation being carried out.

The secondary objective of this Health and Safety Method Statement is to minimise damage to plant or materials and achieve the optimum production whilst being proactive towards health and safety.

Legislative References

The following legal and Policy requirements are to be adhered to (but is not restricted to) as a minimum:

Supervision and Responsibilities

All Supervisors are to be aware of their responsibilities as set out in the Site Work Consulting Health and Safety Policy, especially in planning and organising work to the required standard.

All operatives are to be aware of their responsibilities as set out in the Site Work Consulting Health and Safety Policy, especially the use of Personal Protective Equipment and mechanical aids.

Personal Protective Equipment

The following Personal Protective Equipment (PPE) is to be used by all operatives for this task:

- Hard Hats
- Safety Footwear with toe and mid sole protection
- High Viz jacket or vest

Plant and Equipment

In talking specifically about an individual manual handling, there would be no plant or equipment to consider however, in reality there are many mechanical aids available and they should be used to reduce the risk of injury from manual handling activities.

Mechanical Aids include:

- Wheelbarrows
- Kerb Lifters
- Sack Trucks and Trolleys



- Any other item that allows an individual to transport items in bulk. Remember, the mechanical aid you are using becomes an item you are manually handling moving loads from A to B

The HSE guidance document L23 defines manual handling as, "Any transporting or supporting of a load including, lifting, putting down, pushing, pulling, carrying or moving thereof by hand or bodily force", therefore, any item that has to be moved from A to B will probably have some form of manual handling activity associated with it.

The types of injury that are trying to be prevented are,

Cuts, bruises, strains to muscles, crushes of fingers and toes and bone breakages. In addition there are accumulative injuries that result in bad and weakened back muscles over a period of time.

The hazards are,

Slips, trips and falls, sharp edges, hot materials, weights, load sizes and load stability

When considering Manual Handling remember TILE. Tile stands for,

- Task
- Individual
- Load
- Environment

The task is any general moving, lifting or carrying of an object that due to weight, largeness, instability from A to B could cause an individual an acute or accumulative injury.

The individual is any single, pairs or groups of individuals who engage in a manual handling activity who must be physically able to perform the task.

The load is any item that is being physically moved from A to B whether heavy, solid, loose, unstable, bulky, sharp or having any other property.

The environment is the location in which the manual activity takes place which could be inside, outside, wet, slippery, uneven, at different levels, dimly lit and in hot or cold conditions.

Working Area

Ensure that the working area is clear so as to allow persons to work safely and, so far as is reasonably practicable, free from tripping and slipping hazards.

All materials that are to be manually moved should be delivered as close to the work area as possible to reduce the distance that needs covered. Establish a storage area and ensure that stacking is neat and tidy. Try to prevent persons having to pick items up from ground level.

Personnel

Only persons who are capable and physically fit should attempt to manually handle loads as described in this document.

Any person who has a pre-existing back condition whereby manual handling could exacerbate that condition should advise the site supervisor immediately.

Stop work if:

- The work method appears to be unsafe.
- Any unauthorised person interferes with the process.



- Any lifting equipment is or gets damaged.
- Anybody appears not to understand their role
- Anyone gets injured.

Emergency Procedure:

In the event of any emergency, stop work, attempt to remove any danger or person from danger and inform the Site Manager immediately.

Site Address:	Date:	Comments:
Postcode:		

Activity	Hazard	Risk	Who	Controls	Risk
Manual Handling	Any item being transported by hand causing back strain, cuts, trapping, crushes and life changing injuries in extreme cases	Med	Operators carrying out lifting activities	The HSE recommended safe method of works for manual handling activities will be employed which take into consideration, the task, the Individual, the load and the environment.	Low
				Employed which take into consideration, the task, the Individual, the load and the environment.	Low
				The task will be clearly defined by the supervisor to the operatives	Low
				The individuals involved will be capable of performing the manual handling task and if a person has a valid reason not to be taking part, they must advise the supervisor of the reason before any lifting takes place.	Low
				The load will be known to the operatives in respect to Low actual weight, rigidity, sharp edges, stability, good lifting points and any other unique features	Low
				The environment the lift is to take place in should be free from trip hazards and any excavations covered. The route should be as short as possible and be adequately lit with enough space to carry out the task safely.	Low
				The use of mechanical aids such as barrows, trolleys, kerb lifters etc	Low

Print Name:	Signature:	Date:



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TIMESHEET TEMPLATE



Client Name:

Week Ending:

TIME SHEET

Site / Date	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Total Hours
Site Name:								
Foreman name:								
Foreman signature:								
Operatives work on a TEMPORARY WORK basis at an agreed hourly rate.								

Notes:

All TIME SHEETS must be emailed by no later than the Sunday 3pm. Failure to do so will result in deferred payment. Payment will only be made on signed TIME SHEETS.

The SITE FOREMAN is responsible for ensuring that agreed hours have been worked, and work carried out is of a satisfactory standard in accordance with the supplying contract.

VEHICLE AGREEMENT



COMPANY VEHICLE POLICY

Provided that you hold a current full driving licence, the Company may supply you with a company vehicle of such make, model and value as is determined by the Company for your sole business use. Any vehicle provided to an employee will remain the property of the Company (or leasing company).

In the event that you are required and/or permitted to utilise a company vehicle the Company shall be responsible for payment of all reasonable standing and running costs of the company vehicle including insurance and MOT.

You must inform Jason Turner of any faults or problems with the company vehicle immediately as they arise to enable the Company to arrange for the company vehicle to be repaired without delay. Any cost or expense incurred as a result of your failure to comply with this requirement will be deducted from your salary.

Drivers of Company vehicles must drive responsibly and in adherence with the current legislation governing the highways. They must also comply with the provisions of this policy.

The employee shall:

- a) take good care of the vehicle and ensure that the provisions of the Company Vehicle Policy as amended from time to time are observed.
- b) ensure that the provisions of the Company's policy of insurance relating to the vehicle are observed. A copy of the policy of insurance is held within the company office;
- c) be responsible for payment of all fines incurred for traffic offences and parking fines, including any that may arrive after your employment has been terminated;
- d) not smoke whilst inside the company vehicle at any time
- e) notify the Company of any accidents involving the company vehicle (whether or not these take place while the employee is on Company business);
- f) immediately inform the Company if you are convicted of a driving offence or disqualified from driving; and
- g) return the company vehicle, its keys and all documents relating to it to the Company's registered office or such other place as the Company may reasonably stipulate immediately on the termination of the appointment howsoever arising or on the Employee becoming no longer legally entitled to drive.

The Company may replace the company vehicle from time to time.

The Company has the right to terminate employment without notice or payment in lieu of notice if the Employee is convicted of a serious driving offence or disqualified from driving.

The Company reserves the right to amend its procedures and regulations relating to company vehicles at any time.

Condition of Use

Company vehicles are primarily intended to facilitate Company business; as necessary transportation; to maintain contact with clients and client related businesses as business demands.

(a) Medical Examination

The Company reserves the right to ask an employee to attend a medical examination prior to issue of a Company vehicle. The cost of a medical examination will be met by the Company.

(b) Drivers Licence

A company vehicle can only be allocated to you if you possess a full clean UK drivers licence. It is the responsibility of the driver to update the Company of any changes to their licence. All drivers must co-operate

fully when asked to provide online access to their licence.

(c) Others drivers

You may occasionally be required to allow the company vehicle to be used by other employees in the company who hold a full licence. All such drivers are covered by the company's motor insurance policy.

(d) Alcohol and non-prescribed drugs

Drivers are not permitted to drive any vehicle whilst under the influence of alcohol, non-prescribed drugs or prescription drugs which may cause drowsiness.

Conduct Whilst Driving a Company Vehicle

Professional conduct is paramount whilst in charge of a company vehicle and drivers are obliged to demonstrate due care and attention at all times. Any inappropriate behaviour while using a company vehicle will result in disciplinary action and may result in the use of the company vehicle being discontinued by that employee.

(a) Speed of Driving

Drivers must adhere to speed limit restrictions on the respective roads they travel on. The Company will not intervene on behalf of a driver, should they breach any legislation documented by the Driving Standards Agency. Any penalty due as a result of a speeding offence will be the liability of the individual driver.

(b) Parking

Vehicles should comply with any parking restrictions in place. Illegally parked vehicles may incur parking fines. Any fines incurred will be presented to the driver for prompt payment and the company who issues the fine will be notified of your name, address contact details and be supplied a copy of your driving licence if applicable.

Maintenance and General Upkeep

It is the responsibility of the individual driver to liaise with the office to ensure the vehicle is regularly maintained and serviced in accordance with the manufacturer's recommendation schedule. The company vehicle should be maintained in a roadworthy condition and in good order.

Weekly Visual checks

On a weekly basis the driver of the Company vehicle must check:

(a) Tyre pressure - of all tyres including spare as per manufacturer's instructions as documented in the handbook. Adjust pressure accordingly.

(b) Oil levels - using dip stick marked parameters, add oil if necessary to keep level between the parameters.

(c) Water - check water receptacles are full and de-icer is added to windscreen washer.

(d) Damage – check for damage, scratches, stains etc to any part of the vehicle internally and externally.

Reporting of defects/adherence to warning lights.

All defects to the Company vehicle that may render it un-roadworthy must be reported to the office as soon as detected. In addition to this, should any warning light appear, please report this immediately. Failure to do so may result in further damage to the vehicle and will be treated as negligent behaviour.

Cleanliness

It is the responsibility of the driver to maintain the vehicle in a high standard of cleanliness both internally and externally. Should you fail to keep the company vehicle clean and tidy both internally and externally in accordance with the Company's standards, the Company reserves the right to arrange for the company vehicle to be professionally valeted at your expense, such expense to be deducted from your salary.

Use of Mobile Phones

Mobile phones may not be used whilst driving a vehicle, unless using a hands free attachment. This is for the safety of all road users/pedestrians and to ensure Company drivers are demonstrating legal compliance with current driving legislation.

MOT Certificate

You are responsible for liaising with the office prior to the MOT due date to ensure the MOT is completed by the due date.

Tax Liability

Any tax arising from the use of a company vehicle is your responsibility. The company is obliged to disclose to HM Revenue & Customs the names of all employees to whom a company vehicle has been allocated.

Accidents

Should a driver of a Company vehicle be engaged in any road traffic accident, they must do the following:

(a) Immediately after a road traffic accident involving a company vehicle Call the police on 999 only if there are injuries or the road is blocked.

However minor you think the accident is, YOU MUST STOP. Failure to do so is an offence under the Road Traffic Act. You should make sure your vehicle's engine is switched off and then turn your hazard lights on to alert other road users to your presence. Take a look around and if anyone has been injured in the accident, you should call the police (and an ambulance, if necessary) as soon as possible.

(b) Giving details after a road traffic accident

When you're involved in a road traffic accident, you're obliged to give your name and address to anyone else involved. However, you should avoid saying accepting blame for the accident until you know precisely what happened, as it could be held against you later. You should stop and give your details if you crash into something on or near the road, even if there aren't any other people involved. If you hit a parked car, for example, you should leave your details on the windscreen.

(c) Collecting details after a road traffic accident

After an accident, collect as many details as possible. If possible, you should collect the following information from any drivers, passengers and witnesses:

- Names
- Addresses
- Contact numbers.

Ask the other drivers involved for their car insurance details and try to establish whether they are the registered keeper of their vehicle. If they are not, find out who is and make a note of their name and address.

Call the police straight away if someone leaves the scene of the accident without giving their details.

(d) Other information to collect from the scene of the accident.

Here are some other important details you should try to collect at the scene of the accident:

- The registration numbers of all vehicles involved, plus a note of each vehicle's colour, make and model
 - The time and date of the accident
 - A sketch showing the positions of vehicles involved
 - A description of the weather conditions, plus anything unusual you notice about the road quality or lighting
 - The names of any witnesses or police officers at the scene
 - A list of damage to vehicles, and a description of any injuries sustained by pedestrians, drivers and passengers.
- If possible, take some pictures at the scene of the accident for use as evidence.

(e) Report immediately to your manager.

Once you have gathered all information you must immediately contact Trevor McMeeking to report the accident and, if the vehicle was damaged and cannot be driven, to arrange for it to be taken to a repair centre.

Additional Use

The Company reserves the right to investigate usage of the vehicle for related and unrelated company business by monitoring mileage per vehicle, fuel consumption cost reports, and through discussion with the individual user.

Tax and Insurance

The Company accepts responsibility for arranging tax and appropriate levels of insurance cover for all company vehicles. This should not encourage negligent behaviour from our drivers.

Should you as a company vehicle driver be engaged in an accident for which you are found liable through carelessness, negligence or recklessness. You will be expected to reimburse the company for any costs incurred up to the insurance excess amount (currently £500). The company reserves the right to make such deductions from your wages. You will be advised in writing of any deductions due prior to this action.

Leaving Employment

Should you leave the company, you must liaise with the office regarding the return of your vehicle to company premises or other location, as required. Vehicles should be returned in a high standard of cleanliness. Unless otherwise agreed in writing you must return your vehicle at an agreed time and deliver the keys to the office.

Vehicle Tracking

We are currently looking at potentially installing a vehicle tracking system, primarily for the purposes of improving safety, security and efficiency as set out as follows:

Safety

The system provides peace of mind that drivers are adhering to speed limits and driving time restrictions as well as general safety on the roads.

The system can be used to provide information as a defence for staff and the Company in contentious situations such as third party claims or disputable vehicle incidents.

Security

The system permits 24-hour visibility of the fleet and could be used to track vehicles which due to unexpected movement, would be under suspicion of being stolen.

Efficiency

- Visibility of moving time and downtime of each vehicle.
- 24-hour visibility increases efficiency of deliveries and responses to customer orders.
- Visibility of fuel consumption and efficiency through route monitoring.
- Visibility of customer details and programmed stops.

Corrective action

There will be no direct use of the vehicle tracking information for disciplinary purposes, except as laid out below.

Misuse of Company Vehicle

Stage 1

Where concerns about the use of the vehicle or employees' conduct arise (for example: speeding, unauthorised use of vehicles e.g. for private purposes where not permitted), there will be an informal conversation with the employee to raise these concerns. Coaching, counselling and relevant training will be given to employees, where appropriate, to support behavioural or performance change, within an agreed timescale. The Company would expect employees to positively respond to this.

Stage 2

The Company Disciplinary procedure may be invoked where employees fail to respond positively in the first instance. It should be noted however that any tampering or misuse of the Vehicle Tracking system or procedures will automatically result in the Company moving to Stage 2.

Vehicle Details

COMPANY VEHICLE USER _____ MAKE/MODEL OF
VEHICLE _____ VEHICLE REGISTRATION
NUMBER _____ DVLA DRIVER NUMBER _____
COMPANY VEHICLE DATE OF ISSUE _____

I have read fully and understand my responsibilities and the company standards which are detailed in this Company Vehicle Policy.

Signature of Driver _____ Date _____

Signature of Manager _____ Date _____