Taylor Wimpey Uk
Site HSE Manual

Section 2
Setting up a New Site

Document Owner

Craig Schwarze	Head Of HSE

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2.1.1 Site Perimeter

The specific means of securing the site perimeter must be determined prior to site start so that there are adequate arrangements for:

- Securing the site perimeter against unauthorised access
- Maintain a 'closed gate' policy for pedestrian access points
- Daily checks to monitor the suitability/effectiveness of the site perimeter

A 2m high fence is considered an effective barrier for most Taylor Wimpey sites.

However, in some specific situations or locations the fence/barrier may need to higher and, in some cases, could be lowered:

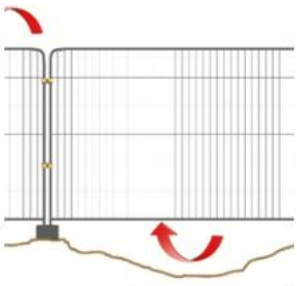
- Example 1 – For city centre or urban areas, the fence/barrier may need to be higher as a deterrent against unauthorised access by children or protestors
- Example 2 – Use of '1.8m close board fencing' to provide street scenes on partially completed
- developments where the risk from unauthorised access from children is considered low.

In all cases the site perimeter arrangements must be risk assessed via the STAC Risk Assessment, and the site specific requirements identified

Heras Fencing - Category 0: Standard Temporary Works

- To be at least 2m high.
- To be secured to fixed posts or with double clips on the inside.
- To be propped and braced with zig-zag panels to prevent long runs toppling or blowing over.
- To be suitably arranged to remove or reduce the gaps underneath to prevent access.
- To be close mesh anti-climb – no hand or footholds.
- To have no spikes on top.
- To be further supported and stabilised against high winds to prevent from falling / tipping over.
- To be arranged adequately with no trip or entanglement hazards.

The integrity of site perimeter must be inspected regularly and at the end of the working day and the inspection recorded in the Site Diary together with any remedial action taken. Particular attention must be paid to ensuring that all temporary fencing panels are secured correctly with double clips and have appropriate signage attached where necessary.
The Site HSE Induction must emphasise the requirement for all work areas to be left safe and secure.
Any significant breach of site security or malicious damage to perimeter fencing must be reported to the police.


Hoarding - Category 2: Standard Temporary Works

All hoarding enclosing the site must be subject to a temporary works design, with the design prepared by

a suitably qualified engineer/designer. The details outlined in any hoarding design must be available to the Site Manager and Installer.

Post-in-a hole: hoarding secured in position by concreting the posts in the ground.
Key design information:

- Post sizes, lengths and distance between posts.
- Number and sizes of rails and means of fixing to posts; and
- Depth and width of excavation holes for posts.

Note: A safe system of work, including a ATP – Excavation/Ground Penetration must be in place, including arrangements for identifying and locating underground services.

Surface Mounted Free Standing: avoids ground penetration where there is a significant risk, e.g., presence of existing underground services.

Key design information:

- Post sizes, lengths and distance between posts.
- Number and sizes of rails and means of fixing to posts; and
- The specification of concrete ballast blocks or weight of required kentledge.

Inspection and Monitoring

To ensure the ongoing integrity of the site perimeter, the Site Management Team, with the assistance of their Contractors and Support Team, must carry out daily checks.

These checks include:

- Heras fence post-blocks are located on firm and level ground
- Panel legs are securely inserted into block feet
- Short side of a block must be facing towards the public area
- Where located close to a public footpath, block ends sprayed red to identify potential trip hazard
- Fence panels must be double-clipped with approved rakers or 'Vs' fitted to support the fence, particularly on long lengths
- Timber hoarding must be installed to a temporary works design

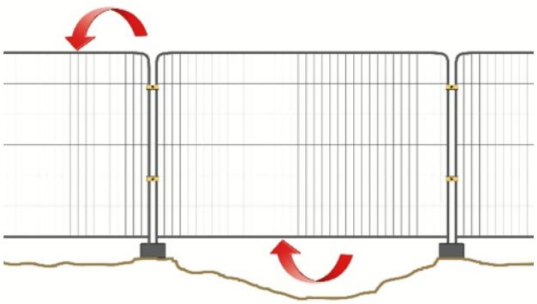


If any fence panels are covered with protective sheeting, i.e., for dust or noise control, then

- Only approved TW perforated sheeting can be used
- The necessary support required to maintain stability must be installed, this can include additional rakers, 'V' bracing and posts added to ensure that the sheet fence can withstand strong winds.
- Any additional support must be installed as per the Supplier/Manufacturers instructions or a temporary works design
- If any doubt, remove the sheeting

In addition to the stability checks the Site Management Team must also check that the site boundary is secure.

- No gaps/weal spots - under or between fence panels or hoarding
- No damaged panels or hoarding
- No materials or other structures near fence/hoarding that could facilitate unauthorised access
- Unsecured panels or unauthorised opening of panels



The integrity of boundary fencing/hoarding must be inspected regularly and at the end of the working day with the inspection recorded in the Site Diary together with any remedial action take

2.1.2 Site Wide Risk Assessment and Key Controls

The TW Side Wide Risk Assessments and Key Control Measures ('S' Series) provide Site Managers with the general set of Risk Assessments for the site establishment / set-up and activities. The Site-Manager must review, tailor and sign off for the development before starting work on site (e.g. – if there are no overhead services, the risk assessment must be edited accordingly.)
A copy of the assessment is included in the **STAC and HSE Control Forms Folder** (see Section 3.5)

The STAC Series Risk Assessments consist of the following parts:

- S Series - Part 1 Site Wide Risk Assessment
- T Series - Part 2 Trade and Activities Risk Assessment
- A Series - Part 3 Additional Risk Assessment
- C Series - Part 4 COSHH Assessments

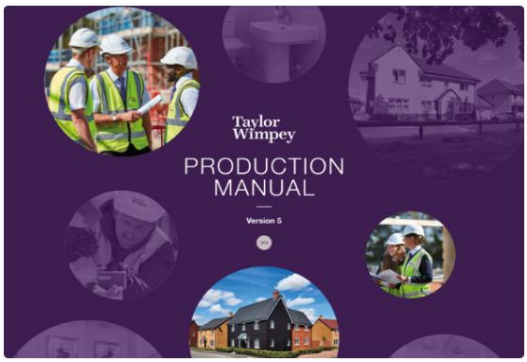
2.1.3 Compound and Welfare Set Up (Category 0: Standard Temporary Works)

Welfare Facilities

- Consider the location.
- Can these be located such that they don't need to be relocated later in the build process?
- Does the location of the office/welfare area allow good access from off-site areas and then on to all work areas?
- Can the office/welfare area be located so that direct pedestrian access is provided?
- Locate refuelling area and mortar silos in the bulk materials storage area and set up this area such that no access is required through it.
- All welfare and compounds, whether short term or permanent, must be kept vehicle free

Compound Layout - General Principles

The Taylor Wimpey standard compound layouts are illustrated in Section 7 of the Production Manual
When planning and setting up the compound it is critical that the correct size is selected that not only reflects the anticipated numbers of people on site but is also proportionate to the level and speed of build.
The three compound layouts are shown in the **Production Manual** where there are illustrations of 'good practice' and to be adopted where possible - click image opposite to view the TW **Production Manual**



HSE Key Principles

Below are the key HSE principles are mandatory for Taylor Wimpey site compounds:

- Site operatives' car park with direct access to welfare and accommodation units.
- Not located near overhead cables to avoid risk of electrocution by contact when placing containers and other loading and unloading
- Suitable Welfare/Accommodation
- Lock up / material Storage area (2m maximum stable gate for telehandler boom access only).
- Brick / Block compound – including refuelling area and mortar silo.
- No blind spots for vehicles approaching the compound; and
- The need for vehicle manoeuvring minimised.

If, for any reason, these principles cannot be adopted, a review must be undertaken with your Regional

HSE Advisor.

Welfare Provision

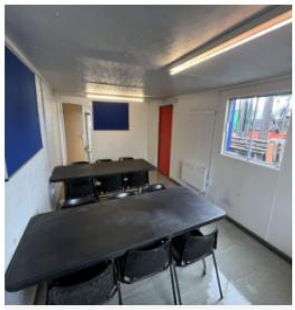
Site Managers must take the opportunity to 'set their standards' right from the start. The standard of the welfare facilities reflects how the Site Manager and TW wish to approach HSE.

Welfare facilities sufficient for the number of persons working on the site must be available from the start of site activities, with the permanent facilities operating from mains supply operational as soon as possible.
The scope and suitability of these facilities must be regularly reviewed to facilitate all site personnel needs.

Where a delay is unavoidable, a suitably sized "oasis" unit(s) or similar is acceptable, provided only for small numbers of people on site and on a temporary basis, i.e., short duration. Examples of where 'Oasis' units can be used are at the start and completion of a site.
Additional portable toilets may be used on large sites but only if they have access to hot running water and soap.

Canteen and Rest Facilities - Summary
A canteen is required to enable site personnel to take meal and rest breaks.

All Canteen Facilities Must:



- Be classed as a clean environment
- Be provided with mains electricity as first chosen option for sites indicated as non-transient work sites. Silent generators may be used as an alternative where mains electricity cannot be provided. Where temporary generator is required
- Not allow smoking/vaping
- Adequate heating and lighting
- Area to prepare food and clean utensils
- Storage for utensils and cutlery
- Means of heating food e.g. Microwaves
- Kettle (hydro boiler -secured)
- All water heaters/boilers located in site accommodation units must be equipped with a suitable warning sign that warns the user that the water may be hot.
- Fridges for the number of persons on site.
- Adequate number of tables and chairs (seating with backs) unfixed style chairs
- Not be used for the storage of plant, equipment, or materials.
- A notice board to display information and instruction, including no smoking, cleaning records and emergency arrangements etc.
- Where necessary, suitable facilities for pregnant women or nursing mothers to rest lying down.
- Where welfare facilities are limited for the total number of personnel on site, breaks could be staggered (a maximum of 2 sittings of any one break period? so that the facilities are not overcrowded
- Formal arrangement for cleaning and maintaining the facilities. E.g., minimum daily, to an

acknowledgement specification and clean recorded.

If the canteen has a food preparation area, then the requirements detailed below must be provided

Catering Facilities

Canteens providing a food service must comply with Food Hygiene Regulations and are liable to be inspected by a Environmental Health Officer from the Local Authority.
The facility must also be inspected by your Site HSE Advisor prior to first opening, in addition to routine Site Inspections.
The table below sets out the key requirements for a food preparation facilities on site (note: some local authorities may have other specific requirements)

Requirement	Description
Registration	Canteen must be registered with the local authority
Building	Designed to prevent ingress of vermin/insects/pests Walls, floors and ceilings should be impervious, in sound condition and easy to clean (no bare wood surfaces). Strip lighting units must be fitted with a diffuser / cover
Work Surfaces	Smooth, impervious, washable and non-toxic Maintained in sound condition Colour coded non-wood chopping boards.
Sinks	One stainless steel sink and drainer for the preparation of food and washing of equipment (double sink/drainer) Separate sink for hand washing with soap (liquid / bacterial soap), nail brush, disposable paper towels Hot and cold or temperature-regulated water
Power sockets	Adequate number (to eliminate trailing leads) Located away from sources of water / heat
Ventilation	Adequate ventilation and if necessary mechanical ventilation / cooling Open windows must be covered with fly screen and/or electronic fly killer will satisfy the requirement for pest control, provided not positioned above work tops
Smoking	No Smoking signs to be displayed
Fire equipment	9 litre water fire extinguishers 1.2 kg CO2 fire extinguisher 1.2m2 fire blanket
First Aid	First Aid kit containing BLUE plasters Food handlers must report / record any injury Staff must not work in kitchen if suffering from infected wounds, sores, skin infection, diarrhoea, sickness, etc.

Requirement	Description
Staff	Require safety induction At least one must hold a basic Food Hygiene certificate All staff must be properly trained in food handling for which they are responsible
Protective clothing	Hat / hairnet in the kitchen (but not elsewhere) Coverall - light coloured, washable, press studs, no external pockets. Should completely cover personal clothing Enough provided to allow for laundering Suitable nonslip footwear to protect from spillage of a hot liquid Storage locker for outdoor clothing
Cleaning / housekeeping	Appliances moved and cleaned under / behind regularly Cleaning schedule for systematic approach No accumulations of foodstuffs or waste / packaging Sufficient bins with close fitting lids, emptied daily
Food storage	All food which is handled, stored, packaged, displayed and transported, shall be protected against any contamination Food placed and/or protected to minimise any contamination risk Fresh food brought in preferably daily / max. 2 days stock Foodstuffs marked with date placed in refrigerator/freezer
Temperature controls	Foodstuffs stored at max 8oC unless lower temp. is stipulated. Hot food served / kept above 63oC minimum Limited periods outside temperature control are permitted where necessary to accommodate the practicalities of handling during preparation, transport, storage, display or service of food Food reheated must be reheated to over 82oC (once only and then discarded)
Temperature checks	Temperatures of refrigerators / freezers must be checked twice daily; 5oC maximum for refrigerators, Minus 18oC minimum for freezers Records of temperature checks helpful to show that legal requirements have met “due diligence” Records should identify action to remedy any discrepancies identified by routine monitoring A temperature probe must be provided to the canteen person for regular random sampling of batches of hot food Probe to be cleaned with anti-bacterial wipes between foods

Provision of Hot Water

A means for providing boiling water is required, e.g., a kettle.
Note that 'Burco' type boilers can hold a significant amount of hot water and if not secured are liable to topple or be dislodged when in use. These must be suitably secured (metal straps or similar) with a direct mains feed so that they don't need to be moved to be filled. Alternatively, "instant" type wall mounted water heaters could be used.
NOTE: If any old-style water boilers, they must be secured to prevent displacement

Warning Signage

All water heaters/boilers located in site accommodation units must be equipped with a suitable warning sign that warns the user that the water may be hot.

Drying Rooms

Provision must be made for storing clothes not worn on site and protective clothing required for site work. Facilities for safely drying wet clothes must be available. In most cases, this will require heating facilities to run overnight, e.g., storage radiators, even if powered by a generator. Any heating appliance must be fitted with a suitable grille to prevent the fire risk from hanging clothes encountering the heater.

Toilets and Washing Facilities

- Toilets and washing facilities must be made available to all and positioned to ensure privacy for all personnel.
- There must be at least one toilet and drying provision available for female workers.
- Sanitary arrangement - bins and a means of removing waste must be provided
- This can be a separate unit for their exclusive use or one shared with male workers, if it is in a lockable room and partitioned from any urinals.
- Toilets must be well lit, ventilated, kept clean and provided with toilet paper.
- Washbasins must be large enough for washing hands, forearms and faces; and
- A supply of clean hot/warm and cold water, soft soap and towels/hot air dryers.

Number of Toilets (WCs) and Urinals

No. of People on Site	No. of Toilets Required	No. of Urinals Required
1 - 15	1	1
16 - 30	2	1
31 - 45	2	2
46 - 60	3	2
61 - 75	3	3
76 - 90	4	3
91 +	4	4

Number of Washbasins

No. of People on Site	No. Washbasins Required
1 - 5	1
6 - 25	2
26 - 50	3
51 - 75	4
75 +	5

Skin Care Stations

A Taylor Wimpey approved skin care station must be provided in both male and female toilets, comprising:

- A barrier cream, for pre-work protection
- Cleaning products for light and heavy duty cleaning
- Sanitiser

Inspection and Monitoring

When receiving cabin units to the site, either TW owned or on hire, the Site Manager must ensure that there is evidence of pre-delivery checks, including shutter hinge lubrication, etc.

Stackable temporary accommodation units must be adequately secured as per the supplier's instructions to prevent unintended displacement, e.g., by strong winds. Where applicable as part of the manufacturer / supplier's instruction units are bolted down to secure, e.g., stacked units

Cleaning and Hygiene

Arrangements must be made for the regular (daily) cleaning of the site office and welfare facilities.

F2.37 - Welfare Daily Checks and Cleaning Checklist is used as an aid-memoir and as a record that the checks/cleaning has been carried out

Responsibility	Person carrying out the clean
When	AM and/or PM - after a clean
Purpose	To ensure that all locations within the compound facilities are cleaned to a required specification

2.1.4 Water and Water Quality on Site

Introduction

A supply of wholesome drinking water must be provided and be readily available, ideally supplied direct from the mains. Where this is not possible, bottled water must be provided and stored so that it is protected from contamination.
Drinking water must be provided as follows.

- A supply of fresh drinking water must be provided and can be mains sourced or bottled as appropriate and clearly marked, to prevent it being confused with hazardous liquids or water which is not fit to drink.
- If supplied in a container, the container clearly signed, and the water changed often enough to prevent it becoming stale or contaminated
- An adequate supply of cups available or other drinking vessels at the outlet, unless the water is supplied in an upward jet, which can be drunk easily (e.g., a drinking fountain).

Provision of Mains-Fed Water Supply

The provision of a mains-fed water supply to a site compound is critical. Adequate forward planning and agreements with the relevant water company must be in place well in advance of the site start date. Where this is not possible due to unforeseen circumstances or site conditions, the period without a mains-fed supply must be kept to an absolute minimum.

If a mains-fed supply is unavailable, arrangements must be made with an approved tanked water supplier to provide:

- **Water tank(s)** – a copy of the tank's *Cleansing and Disinfection Certificate* must be obtained.
- **Regular topping-up** of the supply via tanker deliveries.
- **Regular inspections** by the water supplier of the tank and all associated connections.

If, after three months, the water tank is still supplying the welfare facilities, the supplier must carry out water testing to determine whether cleaning and disinfection of the tank is required.

Bulk Water Storage Tanks

If a Bulk Water Storage Tank (BWST) has been in use for more than three months, and its use is to continue, the tank supplier must carry out a water quality test to confirm that the supply remains safe and to determine whether the tank requires cleaning and disinfection.

Intermediate Bulk Container (IBCs)

Intermediate Bulk Containers (IBCs) are industrial-grade containers designed for the bulk handling, transport, and storage of liquids.
On TW sites, IBCs are only authorised for the storage of water.

Safe Use and Cleanliness

- Bulk Water Storage Tanks and Intermediate Bulk Containers must be supplied with a Cleansing and Disinfection Certificate before first use
- BCs must not be transferred from site to site without undergoing a full cleansing and disinfection process by the supplier.
- Where clean mains water is not available the site office and canteen areas must be provided with bottled drinking water or serviced drinking water dispensers.
- Each supply of drinking water must be clearly marked with a 'Safe Drinking Water' sign.
- Ensure that the tank lids on all IBC are kept secured, not damaged and that no debris including algae growth is within the container.
- If the IBC does contain any algae (or unidentified substances) then contact the tank supplier to have the IBC cleaned and disinfected.
- As IBC's are moved around site and located for use, a suitable proprietary stillage must be provided for:
  - Stability, and
  - To provide sufficient clearance to allow access to the 'tap' if located at the bottom of the IBC
  - IBCs must not be placed on pallets or other improvised platforms
- IBC's must be transported by a telehandler (or other suitably assessed plant/equipment) with either the IBC full or empty (to prevent the water sloshing around and causing instability)
- IBCs are numbered for recognition and a Weekly Inspection carried out on the condition of the tank and stored water supply.
- Inspections are recorded in **F2.7 Work Equipment and Lifting**

CERTIFICATE OF CHLORINATION

Project :-	LJMU – James Parsons Building
Reference :-	M0117

This is to certify that all the pipework and components associated with the services detailed below have been chlorinated in accordance with British Standard Code Of Practice BS:6700 : 2006

System Details :-	Domestic Hot & Cold Water Services
Date Taken :-	01/02/2011

The final sample results are as noted below and as detailed on the accompanying laboratory analysis:

Sample Source	Results					
	Total Coliforms 37°C (cfu/100ml)	E.Coli 44°C (cfu/100ml)	Non-Coliforms 37°C (cfu/100ml)	Non-Coliforms 44°C (cfu/100ml)	Colony Count 37°C (cfu/ml)	Colony Count 22°C (cfu/ml)
Temporary MCWS	0	0	-	-	0	0
Female WC HWS	0	0	-	-	0	0
Female WC CWS	0	0	-	-	0	0

Note: The above parameters satisfy the requirements of The Water Supply (Water Quality) Regs. 2000 SI NO 3184 for Coliform bacteria and Escherichia coli

Signed:

M.Smith

Date: 10/02/2011

Registered Office: Unit 8 Mercury, Orion Way, Orion Business Park, North Shields, Tyne and Wear NE297SN. Tel: 0191 2962999 Fax: 0191 2953751

2.2 Documents Notices and Signs

All the site HSE documentation, notices and signage is designed to present a consistent HSE message based on the **Guidance Booklet 'HSE Theme - The Operatives Journey' Stage 1.** Copies are available via Site HSE Sign Catalogue order reference **TW HSE 2/3 -02**
Site Managers must have the following documents available in the site office, or displayed where appropriate.

2.2.1 Documents to be Available/Displayed in the Site Accommodation

Site Office HSE Documents Checklist

Site Office HSE Documents	Y/N
Construction Phase HSE Plan (Folders 1, 2 & 3)	
STAC and HSE Site Control Forms (Take 5)	
Site Safe Briefing folder	
TW Site HSE Manual	

Site Office HSE Documents	Y/N
Electrical Installation Test Certificate	
Registration for Canteen if applicable (Local Authority Environmental Health)	
Permit for Hoarding - Local Authority Highways (if applicable)	
TW Site Induction Pack	
Operatives HSE Passports	
What to do in the event of an Insurance Claim	
TW Standard Silo Slab Arrangement Drawing	
TW Standard Compound Refuelling Slab Arrangement Drawing	
TW Telehandler Weights Guide	
Site Waste Management Plan	

HSE Policies and Posters

Policies/Peasters to be Displayed	Y/N
F10 Notification of Project	
Employer's Liability Insurance Certificate	
Health and Safety Law Poster	
'Safecall' Poster	
No Smoking Sign	
TW General HSE Policy Statement	
TW Construction Code of Practice	
Traffic Management Plan	
Site Information/Services Plan	
Fire Safety Plan and Checklist	
First Aid Point	
Accident Procedure Flowchart, Emergency Procedure and Contact Nos directions/map to the	

Policies/Peasters to be Displayed	Y/N
nearest A&E Hospital	
'Manual Handling Safety Guide' Wall Chart	
Health and Safety Campaign Posters	
Site Specific Environmental Action Plan Summary (SSEAP)	
Site Waste Management Matrix	
Certificate of Site Premises Notification (EA) for Hazardous Waste (if applicable)	

2.2.2 Site Office Notices

To assist Site Managers, ensure that these essential notices/posters are displayed and that others are refreshed regularly.
The notices/posters that must be displayed fall into two categories:

A - Office Notice Board
The following can be grouped together and displayed on one notice board located in the site office

- Health and Safety Law Poster
- TW HSE Policy
- F10 Project Notification
- No Smoking Sign (TWP 22)
- Employers Liability Insurance Certificate
- TW Construction Code of Practice
- Fire Safety Plan
- Site Specific Environmental Action Plan (SSEAP)
- Certificate of Site Premises Notification (EA) for Hazardous Waste (where applicable)

B - Information that must be Displayed in Specific Locations
The following must be displayed at the specific locations indicated

Notice	Location
Traffic Management Plan	At the Sign-in Point
The Site Information Plan	in the site office
Emergency Procedures and Contact Details	In the site office
Reporting an Accident or Dangerous Occurrence	In the site office
Fire Aide Notice	on the Site Managers office door
SafeCall Poster	In the canteen

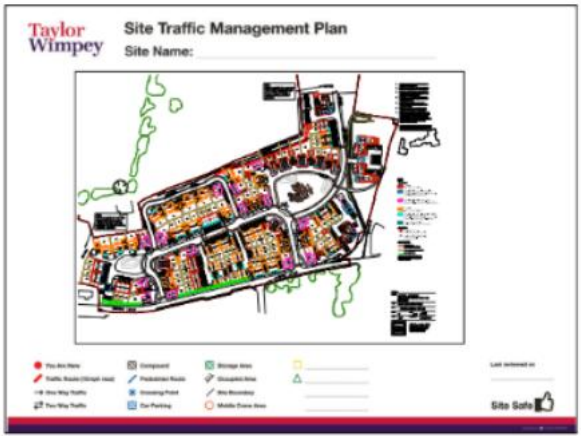
2.2.3 Traffic Management Plan

Traffic Management Plan

The Traffic Management Plan (TMP) is displayed at the sign-in point. It identifies traffic interfaces and how people, plant and vehicles can move safely around the site.

The Traffic Management Plan (TMP) must be reviewed by the Site Manager or Assistant Site Manager at the start of each working day and during site walk-abouts. This helps ensure the TMP and Traffic Controls accurately reflects the site activities and specific tasks that day, such as, site deliveries; Mobile Crane on Site; Excavations; Roadworks, etc.

Any updates must be recorded on the TMP by means of detailing the date of the review as minimum, on a weekly basis. Any significant changes to the TMP must be clearly highlighted on the plan e.g., mobile crane on site and the update brought to the attention of site operatives.



The TMP:

- Must be referred to in the site-specific inductions.
- A marked-up copy of the latest version to be displayed above the signing-in register.
- Keep the TMP drawing detail to a minimum for clarity i.e., only the critical features and no more than that detailed in the TMP key

The TW standard TMP pack must be provided at site start

TMP: Implementation, Control and Continuous Review

Construction sites are dynamic environments.

Once developed the Traffic Management Plan (TMP) must be reviewed by the Site Manager at the start of each working day, and during site walk-abouts, to ensure it accurately reflects the activities and tasks that day.

Such as, Deliveries; Mobile Crane on Site; Excavations; Roadworks, etc.

Key points to consider are:

- Does the Traffic Management Plan still reflect the plant movement and activities on site, e.g., deliveries, mobile cranes.
- Lead by example; always use the walkways and crossing points provided.
- Don't walk by or leave a traffic management issue for later, deal with it there and then.
- Alert everyone on site to significant changes to the TMP through the signing-in procedures
- Monitor and control work on site - operatives are to work in the area allocated.
- Intervene when the traffic management arrangements are being ignored; and
- Use others to be extra eyes and ears – e.g., Groundworks Supervisors and Support Team.

2.2.4 Site Information Plan

Site Information Plan

The Site Information Plan must be displayed in the Site Office. It collates the following information on one drawing so that potential hazards, especially service runs and environmental aspects, etc. can be highlighted.

Note, the Site Information Plan is not a substitute for consulting detailed service information when necessary (see section 4.1.9).

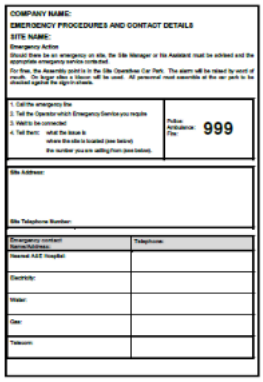
It includes:

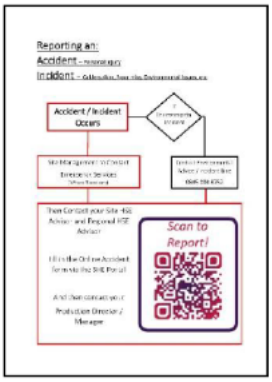
- Existing Overhead and Underground services.
- New services as they are installed; and
- Any significant environmental aspects such as ground water, silt fence, tree protection area, etc.

2.2.5 Emergency Procedures and Accident/Incident Reporting Notices

Emergency Procedures, Contract Details and Reporting and Accident/Incident Notices

These notices are all displayed in the Site Office





First Aid Notice

Displayed on both sides of the main door into the Site Office

Safecall Poster

A poster to be displayed in the canteen to encourage operatives to contact 'Safecall' a independent company that can discuss instances where individuals on site have personal or work related concerns / worries such as, how a colleague is being treated or how a colleague is treating others. Anonymity is guaranteed if they wish.

General Site HSE Signage

A sensible and practical approach needs to be taken to site signage - over-use can lead to confusion and 'sign-blindness'. The focus must be on conveying critical HSE messages to the operatives.
See the TW Site HSE Signage Catalogue.

- Branded signs must be sourced from C-graphics (Construction Graphics (telephone 0117 925 6066).
- Other signs can be unbranded and can be sourced from any approved national supplier.

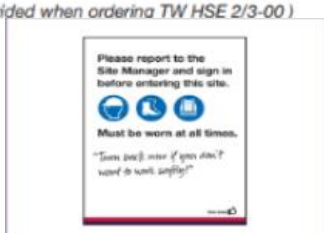
Note: The sign codes used throughout this manual refer to the TW Site HSE Signage catalogue.

TW Site Stacker Board
Site Stacker Boards (TWSB 01) are to be placed facing the public outside the entrance to the site / build interfaces between occupied and build areas.

HSE Theme: The Operatives Journey - Introduction
The signage is intended to consistently convey the TW message to operatives, beginning at the designated car park and continuing through to their place of work.
Please refer to the Operatives Journey guidance booklet by clicking on the image opposite

TW HSE 2/3-02
HSE Guidance Booklet
A4
(x1 provided when ordering TW HSE 2/3-00)

First Impressions - Compound Entrance
Our first opportunity to set the tone by delivering the right HSE message to every operative coming onto site
Sign reference TW-HSE-1-01 and TW HSE 1-02



TW HSE 1-02
Compound Entrance B
900 x 1200mm | 5.7mm Polyprop Board
(x2 provided when ordering TW HSE 1-00)

Influencing Behaviors - Canteen Posters

To influence behavior and reinforce key messages, a series of HSE campaigns are run throughout the year, with each poster aimed at raising awareness of a specific topic
Instructions for Displaying Posters

- Remove all 'old' posters and display new master Occupational Health poster (Protect your Health) in a prominent location, for example in the canteen
- Each quarter an additional poster is issued, please place this poster next to the master poster
- For the second and sequent quarters, the previous quarters poster must be removed and replaced with the new quarter's poster

*Updated every quarter

TW HSE 1-12
Canteen Poster
840 x 1190mm | Supplied in frame
(x1 provided when ordering TW HSE 1-00)

2.3.1 First Aid Arrangements

Introduction
The aim of first aid is to provide immediate assistance to casualties with an injury or illness suffered at work, to summon further assistance and to be able to control a situation until such helps arrives

First Aid Arrangements
Taylor Wimpey as **Principal Contractor (PC)** has overall responsibility for managing health, safety, and welfare on site. This includes ensuring adequate **first aid arrangements** are in place for all workers (not just our own staff but also subcontractors and self-employed workers).
The Table below summaries the necessary first aid arrangements

First Aid Arrangements Checklist	
First Aider	A minimum of one certificated first aider at work must

First Aid Arrangements Checklist	
	always be on site when work is being carried out.
First Aid information	Information on the provision of first aid to be clearly displayed on the Site Management Team board.
First Aid equipment – minimum required	A large size BS-8599-1 compliant first aid kit Suitable eyewash station to be available where there is no clean tap water supply.
First Aid equipment - location	Must be: Easy to access (not locked away). In a dust-free location; and Near hand-washing facilities
Accident / Incident Reporting Sheets (Construction Phase HSE Plan, Folder 2 f2.16)	The Reporting an Accident/Incident Sign must be displayed in locations that is accessible to all Operatives on site

The Site Manager is responsible for ensuring that there is first aid support on site.
The Site Manager must confirm that the local ambulance service has been given information on the project (copy letters must be filed in the **Construction HSE Plan – Folder 3, Section 11**). If not, immediately contact your Regional HSE Advisor.
NOTE: The ambulance service must be provided with updated details of site access if there has been a significant change in circumstances due to the layout of the site

First Aid Kits

A **BS-8599-1** compliant first aid kit ('large' size) must be maintained at the site's first aid point. TW has assessed that one first aid kit is sufficient for most sites. However, a review of the site specific first aid needs must be made covering, for example, the geographical spread of the site works.

In addition, a **BS-8599-1** compliant first aid kit ('small' size) must be maintained in the Show Home Complex.

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In addition, a **BS-8599-1** compliant first aid kit ('small' size) must be maintained in the Show Home Complex.

Eye Wash Station

Where mains tap water is not readily available for eye irrigation an eye-wash station is required with at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers. (Once the seal has been broken, the containers must not be kept for re-use.) The containers must not be used after the expiry date.

2.3.2 Defibrillators

Introduction

As part of our first aid arrangements, **each site is equipped with an Automated External Defibrillator (AED)**.

- The AED is located in the in canteen or other suitable location that is readily accessible.
- Trained first aiders are available on site and are familiar with its use.
- The equipment is maintained in accordance with manufacturer's guidance, with regular checks carried out to ensure it remains in full working order.
- All site personnel are informed of the AED location during site induction.

This provision demonstrates our commitment to ensuring that, in the event of a cardiac emergency, immediate lifesaving assistance is available to all personnel and visitors on site.

Equipment Provided

Each Site is provided with:

- A defibrillator
- Storage cabinet
- Defibrillator signage

Defibrillator Signage

Please locate next to cabinet

Please locate on the door to the canteen

Please locate on site boundary adjacent to welfare facilities

Defibrillator and Cardiopulmonary Resuscitation (CPR) Training

TW has a training programme to provide De-fib and CPR Familiarisation training to all Site Management and Support Teams as well as subcontractors and operatives that work on our sites.

NOTE: To arrange a De-fib / CPR familiarisation training session, contact your Regional or Site HSE Advisors.

2.3.3 Reporting an Accident, Incident or Dangerous Occurrence

Introduction
Taylor Wimpey policy is to ensure that all accidents, incidents, dangerous occurrences and near misses are reported, recorded, and investigated.
This to:

- Protect the health, safety, and welfare of employees, contractors, visitors, and the public.
- Comply with statutory requirements including the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Identify causes and prevent recurrence.

Accident/Incident Reporting
Any accident or incident resulting in injury to employees, contractors, or members of the public, as well as any Dangerous Occurrence, must be reported in accordance with the process outlined in the chart below.
Reporting Process

Responsibility	All TW Employees
When	For serious incidents, i.e., where emergency services are called or a service strike, immediately contact via telephone your Regional HSE Advisor and Production Director/Manager Within 48hrs via online portal (SHE Portal) for minor accidents e.g., where first aid only is given.
Purpose	To ensure all accidents and incidents are reported Enable a suitable investigation to be carried out Learn any lessons and reduce the likelihood of a re-occurrence.

Further Steps in the event of a serious accident/incident (e.g., major fire)
Step 1: Regional HSE Advisor contact Business Unit MD and Head of HSE.
Step 2: Business Unit MD, or nominated Deputy, to advise Chief Executive TW and Company Secretary.
Step 3: Business Unit MD to have Press Statement prepared [for approval by Chief Executive TW and TW Legal Director].
Step 4: Business Unit MD and RHSEA to attend incident scene and liaise with Head of HSE.
All other incidents involving damage to the Works, in progress or completed, or damage to Third Party Property must be notified direct to the office by phone or email using the **Accident/Incident Report Sheet**
Please click image opposite to access the TW Insurance Claim Procedure and key contacts

2.3.4 Accident/Incident Portal

The **SHE Assure Accident Portal** fulfils the statutory requirement to record accident details (replacing the traditional Accident Book) while also aligning with Taylor Wimpey's internal reporting policy.
TW Accident/Incident Report is completed by the Site Manager for all accidents. By scanning the adjacent QR code

NOTE: It is important that accidents are classified and investigated correctly. The more serious or major accidents are investigated by your Regional HSE Advisor, and they must be contacted at the earliest possible opportunity by telephone. This is so immediate support can be provided to the site team and to commence the necessary investigation.

Where minor injuries have been sustained and the Injured Party left, or did not return to the site, the

RHSEA must be provided with the details as soon as possible so that they can contact the Injured Party or their employer to obtain the following information:

- Circumstances of incident.
- Extent of injury.
- Has the IP obtained medical attention or attended their doctor; and
- When they expect to return to work.

Further Steps in the event of a serious accident/incident (e.g., major fire)

Step 1: Regional HSE Advisor contact Business Unit MD and Head of HSE.
Step 2: Business Unit MD, or nominated Deputy, to advise Chief Executive TW and Company Secretary.
Step 3: Business Unit MD to have Press Statement prepared [for approval by Chief Executive TW and TW Legal Director].
Step 4: Business Unit MD and RHSEA to attend incident scene and liaise with Head of HSE.
All other incidents involving damage to the Works, in progress or completed, or damage to Third Party Property must be notified direct to the office by phone or email using the **Accident/Incident Report Sheet**

2.3.5 Accidents and Incidents Reportable to Statutory Authorities

Reportable to the HSE
The following types of accident/incident must be reported to the HSE under RIDDOR

IDDOR Classification	Action
Specified Injuries to Workers Specified injuries include: death, broken bone (except finger or toe), amputations, loss of an eye, severe burns, loss of consciousness through lack of oxygen, 24 hours in hospital	Follow the procedure charted in Section 2.3.3
Over 7 Day Incapacitation of a Worker Any incident involving an injury resulting in more than 7 consecutive days, excluding the day of the injury, unable to resume normal duties	Follow the procedure charted in Section 2.3.3
Dangerous Occurrence A Dangerous Occurrence is a specific type of serious incident that does not always result in injury but has a high potential to cause serious harm. This includes; collapse or partial collapse of scaffold, failure of lifting equipment, collapse of building or major structural failure, fire or explosion causing work to stop for more that 24 hours	Follow the procedure charted in Section 2.3.3

The following accidents/incidents must also be reported (and recorded) internally (via SHE Assure) with no requirement to report them to the HSE

Accident/Incident Classification	Action
Over 3-Day Incapacitation	Follow the procedure

Accident/Incident Classification	Action
Accidents must be recorded where they result in a worker being away from work, or unable to do their normal work duties, for more than 3 consecutive days.	charted in Section 2.3.3
First Aid Injury Minor injuries with no loss of time	Contact your Site HSE Advisor and HSE Administrator Contact details section 2.3.3
Near Miss Is an unplanned event that did not result in injury, but had the potential to do so, e.g. a tool dropped from a scaffold but misses anyone below, a service strike not resulting in injury, telehandler striking an object or other vehicle	Follow the procedure charted in Section 2.3.3

Site Managers Responsibilities

- Report all accidents and incidents following the steps on the flowchart above (see **Section 2.3.3**).
- Securing the scene and any equipment involved in the accident if in any doubt about the likelihood of an investigation.
- Liaising with their Regional HSE Advisor / Site HSE Advisor (as appropriate); and
- Recording the accident details (including first aid injuries) on the Accident/Incident Report Sheet (see **Section 2.3.3**).
- If circumstances allow, collate names and contact details of witness, etc.

Reportable to Environmental Authorities - EA, SEPA and NRW

Incident Classification	Action
Environmental Incident Fuel spill, silt run-off from site, statutory nuisance complaint	Contact Environmental Advice / Incident Line (0845 003 8752) see Section 2.3.3

2.3.6 Actions to be Taken in the Event of a Service Strike

Services strikes, regardless of the severity must be reported and a full investigation carried out.

Immediate actions:

- A member of the Site Management Team must immediately contact via telephone the Regional HSE Advisor and Production Director to notify them of the incident
- All excavation work on the site must immediately be suspended
- Establish an exclusion zone around the affected area
- Relevant service provider/utility contacted

- The Site Management Team to collate the following information
  - Service information (e.g., PAS 128, as laid, Pre Construction Information / Folder 1.)
  - Authority To Proceed
  - Risk Assessment and Method Statement
  - Cable Avoidance Tool downloaded data
  - Training certificates for operatives involved
  - Groundwork Supervisor Training certificates
  - Name and serial number of equipment used
  - Monitoring arrangements by Site Management Team

Investigation

- The following must attend site and carry out a full investigation:
  - BU Managing Director
  - TW Production Director
  - Regional HSE Advisor, supported by the Site HSE Advisor where appropriate
  - Contractor's senior management
  - Contractor's HSE Advisor
- Excavations not associated with the incident may resume on the authority of the Production Director and RHSEA once satisfied suitable safe systems of work are in place
- The excavation associated with the incident must remain suspended until the root cause is identified and the necessary remedial/corrective action taken

Outcome of the Investigation

- Lessons Learnt identified by Taylor Wimpey Management Team and Contractor Management Team
- Depending on Root Cause; Groundwork Supervisor or Nominated Responsible Person to attend Taylor Wimpey Groundworker Conversion Course

Contractor Management Team to brief all Groundwork Supervisors across all Taylor Wimpey sites on "safe digging procedures" and confirm to Production Director within 7 days of service strike.

Service Strike Incident details.

BU & Development name:	TWNY – Springwood Gardens- 03/11/25
Incident summary:	The groundworks contractor (Arwen) had employed a Vac Ex contractor (Pier UK) to perform excavation works outside plot 80 to allow for electrical connections into the plot. Whilst performing the works, the Vac Ex operator has struck the LV cable within the footpath. Works were immediately suspended, the area segregated and the utility provider contacted to affect a repair. The MD, PD, RHSEA and groundworkers management team were contacted.
Investigation findings:	(MD on annual leave) The PD, SHSEA and groundworkers H&S Manager attended site to investigate the incident. The investigation identified that the groundworks contractor had been provided with as laid drawings, however these were later identified to not be completely reflective of the services within the ground, the area was CAT scanned and services identified were marked up with line marking paint. TW ATP had been completed correctly and all operatives briefed. The investigation identified that the Vac-ex operative had incorrectly mechanically excavated using the Vac-ex hydraulic hose. A risk assessment was in place, signed by the operative and was on site. The site manager had instructed the works.
Action taken:	The SHSEA and groundworks H&S Manager performed a review of the RAMS. Groundworks H&S Manager is to perform a site safe briefing with all operatives around the supervisory requirements whilst Vac Ex is on site.
Status: (Closed out / ongoing)	Closed.

2.3.7 Environmental Incidents

All environmental incidents on site (or within the scope of the works) must be reported via the Environmental Advice Line.
The Advice Line can also be used to obtain general advice to prevent any incidents from occurring. If you are uncertain of how to proceed on any environmental matter, call the advice line.

(Environmental Advice / Incident Line 0845 003 8752)
for ALL Environmental Incidents

The incident line is manned day and night by personnel from our environmental advisors (RSK). They will provide advice for immediate response, and information to manage the incident over the phone, and can also visit the site to evaluate the situation, provide further guidance on managing the response to an incident, and support site management during dealings with the Environment Agency.

Environmental Incident Categories

Major	Obvious immediate risk to receptors –specialist advice required
Medium	No immediate threat to receptors – may require outside help
Advice	Advice only - actioned at site level

It is of the utmost importance that you report all environmental incidents that occur both on site and off site.
Some examples of incidents that must be reported are:

- Burning on site.
- Complaints from site neighbours due to statutory nuisance e.g., dust, noise etc.
- Discovery of unexpected contamination.
- Issues associated with waste disposal arrangements e.g., difference between waste matrix and waste transfer note on site; and
- Spills of oil from a generator or from a vehicle etc.

2.4.1 Site electrical Supply

Temporary electrical supplies are required on construction sites to provide safe and reliable power for tools, equipment, lighting and welfare facilities during the works. These installations are inherently higher risk due to their temporary nature, exposure to weather, and frequent alteration. As such, temporary electrical supplies must be properly designed, installed, inspected and maintained to ensure risks of electric shock, fire and equipment damage are adequately controlled and to ensure it meets with relevant UK legislation and standards.

1. Legal & Standards Framework (UK)
Temporary electrical installations on Taylor Wimpey sites must comply with:

- Electricity at Work Regulations 1989
- BS 7671 (IET Wiring Regulations) – particularly Section 704 (Construction and Demolition Sites)
- HSG141 – Electrical Safety on Construction Sites
- HSG168 – Electrical Safety in the Workplace
- CDM Regulations 2015
- PUWER 1998

2. Supply & Distribution
Incoming Supply

- Provided by a competent electrical contractor

- Source clearly identified (DNO, generator, or permanent supply)
- Isolation point clearly labelled and accessible
- Lockable main isolator

Distribution Boards

- Purpose-made site distribution boards only
- To BS EN 61439-4
- Weatherproof (minimum IP44, higher if exposed)
- Clearly labelled circuits and voltages
- Securely mounted and protected from damage

3. Protection & Earthing

RCD Protection

- 30mA RCD protection for:
  - All socket outlets ≤32A
  - Portable equipment
- RCDs tested:
  - On installation
  - Daily (push-button test) where practicable
  - Recorded in site inspections

Earthing

- TN-S or TN-C-S preferred
- TT systems acceptable where required, with additional RCD protection
- Earth continuity confirmed and tested
- No PME used where prohibited (e.g. certain mobile plant, welfare units)

4. Cables & Connections

- Heavy-duty, flexible cables (e.g. HO7RN-F)
- Routed to avoid:
  - Mechanical damage
  - Trip hazards
  - Water ingress
- Elevated where possible or protected with cable ramps
- No taped or makeshift joints
- Industrial connectors (IEC 60309 / “commando” plugs)

5. Voltage Control

- 110V (centre-tapped to earth) preferred for site tools
- 230V permitted only where:
  - Necessary
  - Risk assessed
  - Additional controls in place
- Extra-low voltage (ELV) for lighting in confined or wet areas

6. Inspection, Testing & Records

Initial Verification

- Installation certificate provided before energisation

Ongoing Inspections

- Formal inspection at least every 3 months
- After:
  - Alterations
  - Damage
  - Extreme weather
- Results recorded and retained on site

Portable Appliance Testing (PAT)

- All portable equipment:
  - Inspected before use
  - Formally tested at suitable intervals

- Damaged equipment removed immediately

7. Competence & Control

- Installation, modification and testing by competent electricians only
- No unauthorised alterations
- Safe System of Work provided from electrical Contractor for work on site temporary electrical installations
- Toolbox talks covering:
  - Electrical hazards
  - RCD testing
  - Defect reporting

8. Welfare & Temporary Lighting

- Adequate lighting for:
  - Work areas, where required, i.e., out of hours working
  - Access/egress routes, where required
- Emergency lighting where required, i.e., apartment buildings
- Welfare units supplied via:
  - Protected circuits
  - Suitable earthing arrangements
  - Regular inspection

9. Emergency Arrangements

- Emergency isolation clearly signed
- Site staff briefed on:
  - Isolation procedure
  - Electrical incident response
- First-aid provision suitable for electrical injury

10. Typical Site Controls Summary

✓ 110V tools
✓ 30mA RCDs
✓ IP-rated distribution boards
✓ Regular inspection & testing
✓ Competent installation
✓ Clear labelling & isolation

2.4.2 Installation of Electrical Supply to Compound (Category 0: Standard Temporary Works

A - Main Cupboard (Origin of Supply)

Mains Cupboard

- Mains meter to be in a lockable cupboard with a warning sign
- The lockable cupboard is Category 0: Standard Temporary Works

RCD Protection

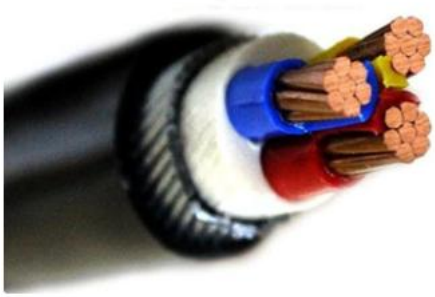
Must be fitted with an 30mA RCD located within a secure meter cupboard; and

Earthing

Must be fully earthed to an 'Earth Rod'

B - Cable for Mains Supply to the Compound

Compound temporary supply cables must be armoured and in a duct. If suspended, they must not create an obstruction or be exposed to any potential contact from plant, etc.



The compound drawing must be updated to highlight the position of any of the temporary cable runs and, if underground, appropriate 'underground services' signage displayed.
Never assume that an old temporary supply is no longer live without authoritative written evidence.

C - Inspection and Monitoring

Weekly visual inspections are carried out by a member of the site management team to determine whether deterioration and/or damage have occurred to the installation. Results of the inspection are recorded within the Work Equipment and Lifting Equipment Inspection Record (**Construction HSE Plan – Folder 2, F2.7**).

Any defects noted during inspections must result in the supply being turned off until rectified by an electrician.

Consumer Unit Checks (including mains cupboard)

1. Cables entering the unit are secure and free from defects and damage
2. Blanks fitted to ensure live parts are not accessible
3. Breakers labelled up; and
4. Push button RCD fitted rated at 30mA

2.4.3 Temporary Electric Vehicle Charge Points

Temporary Electric Vehicle Charging Points

Where temporary electric vehicle charging points are provided for the use of the Site Management Team and Operatives, the following must be carried out:

- Site survey carried out to agree the location, determine power requirement and if available, identify cable routes and any containment necessary.
- Location must be within the designated site car park.
- The system must be installed by a trained and qualified installer.
- Prior to use the system must be tested and test certificates provided
- Cable runs must be identified on Site Services Plan
- Arrangements in place for regular maintenance and inspection (minimum annually)

Note: No electric bicycles/scooters to be charged within the site offices or welfare facilities

2.4.4 Temporary Generators

A **temporary builders' supply** must be installed at the earliest opportunity to provide power to the site compound and where possible avoid the use for generators as a TBS is normally safer, cheaper, and more sustainable.

Generators can power site cabins effectively but are only suitable for **short-term periods or remote projects**. They need correct sizing, proper earthing, fuel storage controls, and ongoing maintenance.
Operation of Diesel Generators
When setting up the generators the following measures must be taken:

- The generator must be situated away from doorways and windows that could be opened to prevent exposure to the noise and fumes. Where this cannot be achieved, exhaust ducting must be used to remove any fumes to a height above the building, or horizontally to an area where they present no hazard. This must be done to manufacturer's specification.
- If there are difficulties with location/access, etc. request the generator supplier to visit the site to undertake a site survey.
- The generator's exhaust must be positioned at the furthest away point from any doorway and window opening;

- A minimum of 1 metre all round must be achieved for maintenance purposes.
- All live terminals must be securely covered and closed. Only the supplier is to carry out any electrical tests or repairs.
- Adequate measures to be adopted to prevent accidental or deliberate fuel spillages. The site must have provisions for containing and soaking up any spillages – (see **Section 2.5.5 Provision and use of spill kits**)
- Where access to the generator is restricted, consider the use of a timer for remote generator starting up and switching off; and
- Any suspicion of fumes in the office, the generator must be switched off immediately and the supplier contacted. Any signs of excessive noise, vibration or smoke from the generator must also be reported to the supplier immediately.
- Consider noise reduction measures and where possible equipment with a low noise rating used.

Small Portable Generators
Where smaller/portable generators are used there is an increased of noise, pollution and fuel spills.

- Must be switched off when not use
- Regularly maintained
- Must be placed in a suitable drip tray when in use and when being refuelled

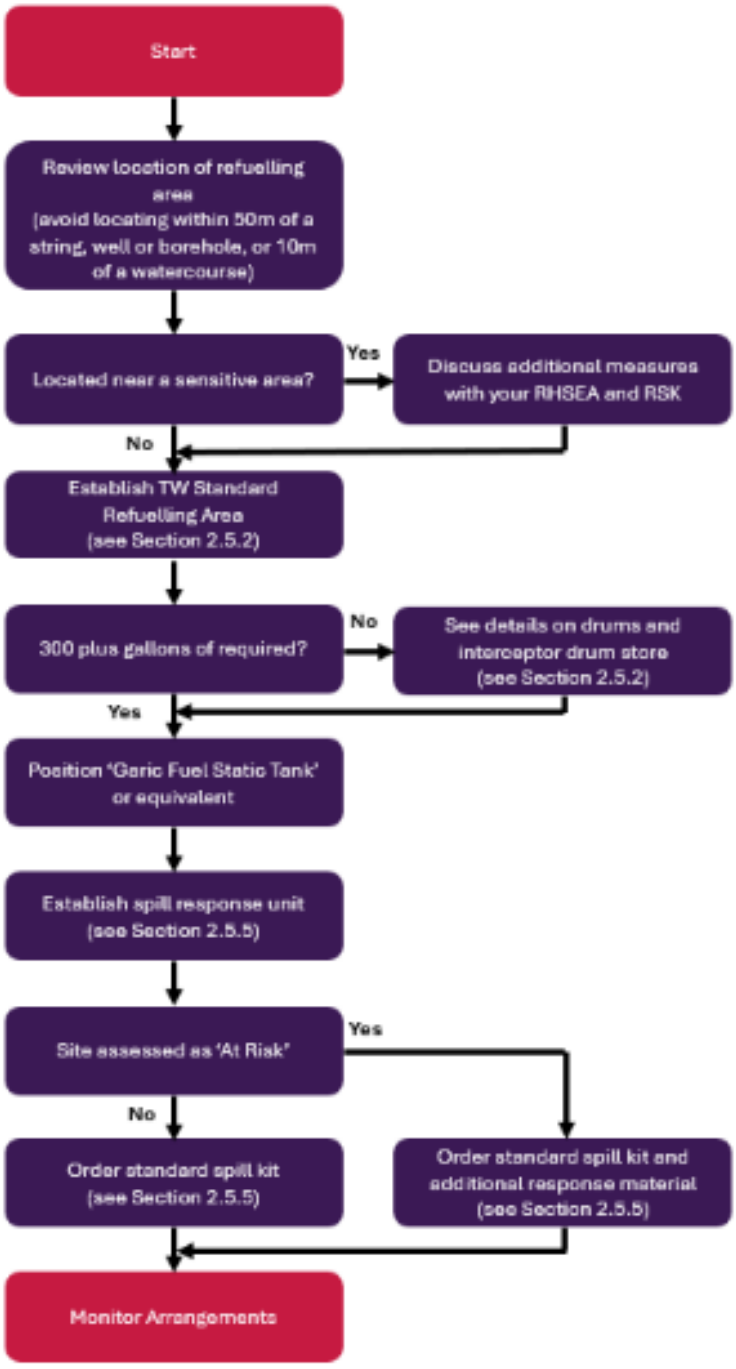
Trip Trays
With drip trays being fully self-absorbent or with a self-absorbent liner fitted if a plastic trip tray is used.

These are designed to capture and absorb oils/fuels and allow rainwater to run through.

2.5.1 Fuel Storage and Use

The storage of fuel on site is common, but it carries significant safety, environmental, and legal obligations.
Here are the key points that must be considered when storing fuel on site:

- Location and position
- Storage containers and tanks
- Security and access control
- Handling and use
- Environmental protection



2.5.2 Refueling Area and Tank

Taylor Wimpey Designated Refuelling Area and Tank
Where a refuelling area is required by TW or any Contractor, one of the following two options must be used

Option 1: TW Standard Compound Refuelling Slab and Tank (Category 0: Standard Temporary Works)

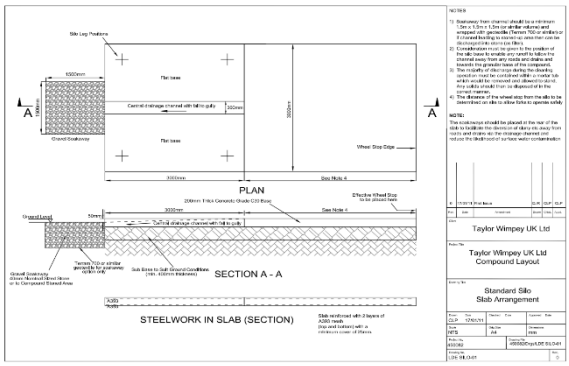
Option 2: Fuel Eco-Hub (Category 0: Standard Temporary Works)
The selection option must be set up and used as soon as possible
At the start or end of a site where space is limited, or there are groundwork activities in a remote part of the site and it's impractical to use the standard refuelling area, a mobile bowser can be used along with a spill pad (see Section 2.5.2)

Option 1: TW Standard Refuelling Slab and Tank
Refuelling Slab
There are two types of approved refuelling slabs:

- Cast in-situ concrete refuelling slab, or
- Pre-cast concrete refuelling slab

Cast In-situ Concrete Refuelling Slab

- Category 0 standard temporary works
- TW standard design - click image opposite



Pre-Cast Concrete Refuelling Slab

- Category 0 standard temporary works
- The slabs are available from Bison Pre-Cast - email martin.bolton@bison.co.uk

Order Code	Description	Qty
TWDTS	Hanson pre-formed diesel slab (re-usable) (2m x 2m x 175mm thick)	1
Scottish Business can obtain this pre-cast concrete slab from Creagh Concrete, Tel: 0131 297 4271		

Order Code		Description	Qty
TW008	MATE4000	Ultra X-Tex Mat 152cm W x 15.2m L	1
	BON405-02	Pig Oil-Only Absorbent Booms 2/Bag 13cm x 3m	1
TW009	BON405-02	Pig Oil-Only Absorbent Booms 2/Bag 13cm x 3m	1
TW010	MATE4000	Ultra X-Tex Mat 152cm W x 15.2m L	1

The above materials for the TW Standard Refuelling area can be sources from New Pig, their contact details are:
Freephone: 0800 919 900
Email: pigpen@newpig.com

At the start or end of a site where space is limited, or there are groundwork activities in a remote part of the site and it's impractical to use the standard refuelling area, a mobile bowser can be used along with a spill pad (see Section 2.5.2)

Environmental Protection
The following material must be used to prevent the escape of fuel from the refuelling area

Fuel Tank
All fuel tanks must be either 'Garic Fuel Safe Static Tank' (300 or 500 gallon) or equivalent. With the following TW requirements met:

- GPI push pull pump (110 lt/min) or push button start.
- 12ft heavy-duty hose and trigger (trigger shuts off automatically when not in use).
- Feed and return for generator (standard size ½").
- Inner site gauge (protected outer drop gauge optional).
- Fully lockable - only one padlock needed; and
- Labelled "Fuel Oil" with Capacity.

Fuel Eco-Hub
Benefits:

- Solar panels ensure unit is fully stand-alone.
- Fuel is securely locked away, preventing theft.
- Fuel dispenser with K600 flow meter and 4m delivery hose.
- App to support online portal providing real time fuel usage recordings and reporting functionality.
- Fire Extinguisher & Maintenance Spill Kit.
- Drip Trays

Ordering Information
Gavin James – Regional Sales Manager
07469 405152
Gavin.james@cqegroup.com

Product Code: ST140AC-16000

Part Number	Description	Quantity
FB602-02000	2000-litre Fuel Tank	1
FB300-01000	IBC	1
ST140AC-16000-02	Shelf	1
ZZ990914	Fire Extinguisher	1
PE201	Spill Kit	1

General NOTE:

- If your fuel gauge becomes opaque, either replace it or insert a small floating coloured ball within pipe to show the fuel level.
- Agree designated key holder for the lockable fuel tank/Eco Hub to organise deliveries and refuelling.
- Inspect tank for leaks.

Storage 'Small' Quantities of Fuel

Where only small quantities of fuel are required on site, 45-gallon drums or other approved containers may be used.

Storage Requirements

- Fuel drums must be stored in an **interceptor drum store** designed to capture leaks and spills.
- The drum store must be located within a **designated refuelling area** of the site.
- Containers should be clearly labelled, kept upright, and protected from damage or unauthorised access.

Refuelling Area Controls

- Spill kits and fire extinguishers must be provided within the refuelling area.
- Only trained personnel are permitted to carry out refuelling operations.
- All refuelling must take place on an impermeable surface with drainage directed to the interceptor.

Inspection and Maintenance

- Fuel containers and the drum store must be inspected regularly for leaks, corrosion, or damage.
- Any defective container must be removed from service immediately.
- Records of inspections and fuel usage maintained.

Environmental Protection

- Refuelling must not be carried out in areas where spillages could enter surface water drains or watercourses.
- Any spillages must be contained and reported immediately via the RSK Environmental Advice Line

2.5.3 Mobile Bowers

Mobile Bowsers

TW specify that mobile bowsers can only be brought on site for temporary periods and only where it is highly impractical to utilise the standard refuelling area.
When using mobile bowers the following must be used:

Positioning and Setup

- Mobile bowsers must be positioned on firm, level ground away from surface water drains and watercourses.
- Where possible, bowsers should be located within a designated refuelling area with suitable containment.
- The bowser must be secured against unauthorised access when not in use.

Spill Prevention

- **Temporary spill pads** must be placed beneath all connection points during fuelling and dispensing operations to capture drips or minor spills.
- Spill kits must be available at the bowser location at all times.
- All hoses, fittings, and nozzles must be checked before use for leaks or damage.

Operation

- Only trained and authorised personnel may operate mobile bowsers.
- Refuelling must be supervised at all times — never left unattended.
- Engines and ignition sources must be switched off during refuelling.

Inspection and Maintenance

- Bowsers must be inspected daily for signs of leaks, damage, or wear.
- Formal inspections must be carried out weekly, with findings recorded in site inspection logs.
- Any defects must be reported immediately and the bowser taken out of service if unsafe.

Environmental Protection

- Spillages must be contained and cleaned immediately using the spill kit provided.
- Any significant spill must be reported in line with site emergency procedures - via RSK Environmental Advice Line
- Empty or redundant bowsers must be drained, cleaned, and stored safely before removal from site.

Bowsers must be fully and integrally bunded to the same requirements as static tanks and meet the following requirements:

- Any taps or valves permanently fixed to the unit through which oil can be discharged must be fitted with a lock.
- Where oil is delivered through a flexible pipe permanently attached to the unit:
- It must have a manually operated pump or a valve at the delivery end that closes automatically when not in use.
- The pump/valve must be provided with a lock.
- The pipe must be fitted with a lockable valve at the end where it leaves the container.
- Drip trays must be used when refuelling.
- A temporary spill pad must be available; and
- Refuelling must **NOT** take place near drains or controlled waters.



Temporary Spill Pads

Where mobile bowers are used temporary spill pads must be used as precaution against drips or spills during use.
Spill pads are available from Speed Hire - 0345 6099 998

Order Code	Description	Qty
XXL40	Enviro Pad XXL 2180mm x 1370mm	1
XL30	Enviro Pad XL 1370mm x 1370mm	1



2.5.4 Refuelling Arrangements for Small Plant and Equipment
Refuelling Small Plant

- Position and maintain fuel tanks (and generators) as far as possible from surface waters, drains, open excavations and grips to minimise risk of impact and vandalism.
- Avoid the gravel within the soakaway becoming contaminated with oils – identify any contamination through a visual inspection. Use the Terram and oil boom to ensure that the gravel remains uncontaminated.
- If the gravel does become contaminated, you must ensure that it is disposed of as hazardous waste.
- Ensure a drip tray is always used during refuelling and maintenance and use a funnel where necessary.
- Regularly check fuel tank and plant for leaks.

Note: use a self-absorbent liner where plastic or metal trip trays are used
All fuel (including waste oil) must be in fuel safe containers and a fuel tag used to identify its contents.
A more effective alternative to standard drip trays is the 'Plant Nappy'. While containing any drips or spills of oil, the mat freely allows passage of water, such as rainfall, thus eliminating costly emptying of water filled contaminated drip trays after use.



2.5.5 Provision and use of Spill Kits

Provision of Spill Kits

Location

- Spill kits must be provided at all **fuel storage areas, refuelling points, and mobile bowser locations**.
- Additional spill kits should be placed at high-risk areas identified in the site environmental risk assessment (e.g., near watercourses, vehicle maintenance areas).

Contents

Each spill kit must include, as a minimum:

- Absorbent pads and socks suitable for hydrocarbons
- Disposal bags and ties
- Protective gloves and goggles
- Clear instructions for safe use

Accessibility

- Spill kits must be clearly marked, easily accessible, and stored in weatherproof containers where located outdoors.
- All operatives working with fuels and oils must be made aware of the spill kit locations during site induction.

Maintenance

- Spill kits must be checked **weekly** to ensure they are fully stocked and fit for use.
- Used items must be replaced immediately after deployment.
- Inspection records must be maintained in the site log.

Use

- Spill kits are for immediate response to minor spills and drips.
- Significant spillages must be reported and escalated the TW Accident/Incident Reporting Procedure and the RSK Environmental Advice Line contacted

Taylor Wimpey Approved Spill Kits

There are two types of spill kit approved for use on TW site

- Standard Spill Kit (TW001 and TW002); and
- Enhanced Spill Kit for 'at risk' sites with drains, watercourses, boreholes, etc.

The Enhances Spill Kit consists of the Standard Spill Kit plus TW003, TW004 and TW005

Spill kits and replacement items are available from New Pig Ltd
Tel: 0800 919 900
Email: pigpen@newpig.com

Standard Spill Kits

This is the minimum requirement for all site

New Pig Code		Description	Qty
TW001	PLP201	PIG® Lite-Dri® Absorbent 8kg bag – Bag Absorbs 30L	2

New Pig Code		Description	Qty
	BAG201-L	Poly Disposal Bags 91cm x 152cm	10
TW002	NPK201-999	Wheeled Container (Empty)	1
	SGN303	3D Spill Station Sign	1
	PAK921	PIG® Utility Tray (Drip Tray) 102cm x 13cm x 72cm	1
	BOM405	PIG® Oil-Only Boom 4/Bag 13cm Dia x 3m L Note: for use with the refuelling slab arrangement.	1

Enhanced Spill Kis

A Standard Spill Kit, plus the following additional response materials for sites assessed as 'at risk' for example near watercourses, wells and boreholes

New Pig Code		Description	Qty
TW003	PLR 244	Drainblocker® Drain Cover 61cm x 61cm x 1.3cm	1
	PLR232-24IN	Drainblocker® Drain Cover Holder 61cm x 18cm	1
TW004	BOM405	PIG® Oil-Only Boom 4/Bag 13cm Dia x 3m L	1
TW005	MAT415	PIG® White Oil -Only Mat Pads (Absorbent) 50 Pads/bag 41cm x 51cm	1

Replacement Materials/Consumables

New Pig Code		Description	Qty
TW004	BOM405	PIG® Oil-Only Boom 4/Bag 13cm Dia x 3m L	1
TW006	PAK921	PIG® Utility Tray (Drip Tray) 102cm x 13cm x 72cm	1
TW007	PLP201	PIG® Lite-Dri® Absorbent 8kg bag - Bag Absorbs 30L	1

Training

Site Managers must provide the **Site Safe Briefing: Refuelling on Site** to persons with responsibility for refuelling area (key holders) regarding the refuelling area set up, including why and how to use the spill kit, how to monitor oil storage and how to refuel.

In the event of a spill, follow the procedure outlined in **Section 2.5.6**

2.5.6 Spill Repones

To minimise the risk of contaminating surface water, groundwater or ground, all spillages on site must be immediately responded to and reported to the Site Manager.
Once a spillage has occurred:

- Assess the hazard. If necessary, evacuate all personnel not directly involved in dealing with the spillage (e.g., where mass volumes of fuel have spilled / tank rupture).
- Take action to contain the spillage, considering any dangers associated with the spill.
- Once contained, contact the Environmental Advice Line for further advice on action to be taken or further advice needed (see **section 2.3.3**).
- In some cases, the Environment Agency will need to be informed. This may be done by the Environmental Advice Line or by a TW representative.
- Spill kits must be located next to refuelling areas or in areas deemed necessary by the Site Manager.
- Any contaminated materials must be bagged appropriately, labelled as hazardous waste and segregated from the usual waste streams on site for collection by a licensed hazardous waste carrier; Reconomy Solutions or your other approved Waste Contractor can advise.
- Records must be maintained of any clean-up carried out. Where this is extensive it must be validated by your Environmental Consultant.
- Make prompt arrangements to replace used spill kit materials.

2.5.7 Liquid Petroleum Gas (LPG) Storage

Storage Location

- LPG cylinders must be stored in a **well-ventilated, secure, and designated storage area** away from buildings, boundaries, drains, and ignition sources.
- The storage area should be outdoors wherever possible. If indoors, additional ventilation and fire precautions must be provided.
- The storage area must be clearly identified with warning signage (“Highly Flammable Gas” / “No Smoking / No Naked Flames”).

Separation and Segregation

- Full and empty cylinders must be stored separately and clearly labelled.
- LPG must not be stored near oxidising agents, flammable liquids, or other incompatible materials.
- Cylinders should be kept upright and secured to prevent falling.

Quantity Control

- Only the minimum number of cylinders required for operational needs should be kept on site.
- Bulk storage quantities may require additional licensing or notification under local regulations.

Fire Safety

- A suitable number of dry powder fire extinguishers must be provided near the LPG store.
- The area must be kept clear of combustible materials and vegetation.
- Access routes for the fire service must be maintained at all times.

Handling and Use

- Cylinders must only be moved using appropriate trolleys or lifting aids.
- Connections, hoses, and regulators must be checked regularly for leaks and damage.
- Leak detection (soapy water test) must be carried out before use – never use a naked flame.

Inspection and Maintenance

- The LPG store and cylinders must be visually inspected daily for leaks, damage, or signs of tampering.
- Weekly inspections should be recorded in site logs.
- Defective cylinders must be returned to the supplier immediately.

Emergency Procedures

- Any suspected gas leak must be reported immediately, the area evacuated, and ignition sources prohibited.
- Emergency contacts and procedures must be displayed at the LPG storage area.

Storage Cages

- Gas cylinders must be turned off and, when not in use, stored outside in a locked cage with the following sign displayed:
- Gas cylinders to be removed from within unsecured buildings overnight

Signage

- TWSP 27 sign displayed

2.6.1 Mortar Silo Slab - Category 0: Standard Temporary Works

Standard Slab Arrangement

- The TW Standard Silo Slab Arrangement must be used.
- This includes a **wheel stop** (see Section 2.6.2) to prevent machine/operative interface when retrieving mortar tubs.
- A **central drainage channel** is incorporated to direct excess wash-out or spills away from drains and site roads, keeping the working area free of slip hazards.

Location & Environmental Controls

- Position the silo away from drains and other groundwater sources.
- Seal any adjacent drains to prevent run-off entering.
- All concrete and cement mixing must take place at least **10 metres from a watercourse or surface water drain**.
- Where this is not possible, adequate measures must be in place to control run-off.

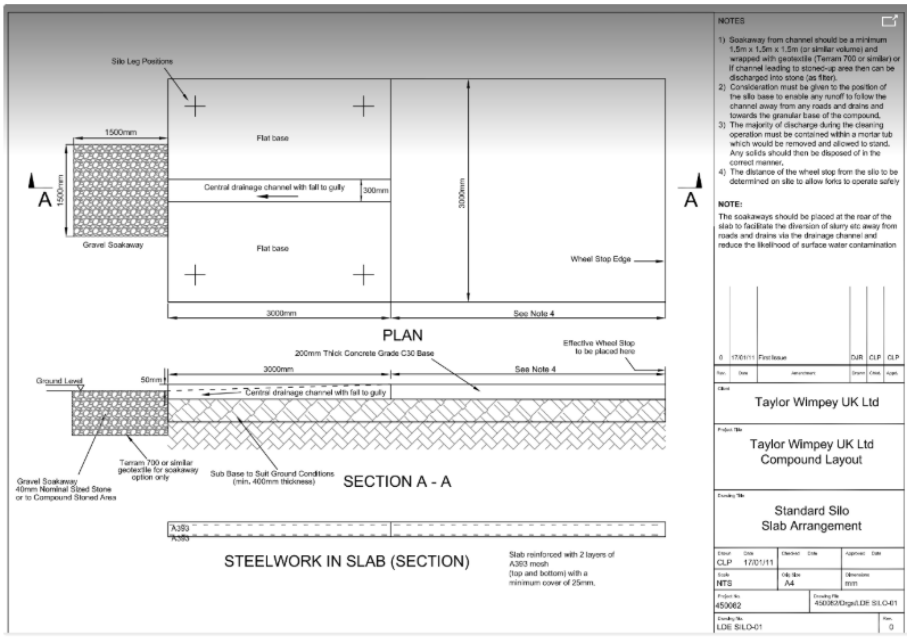
Electrical Supply

- Electrical connections must be installed by a **competent electrician**.
- Testing of the supply must be carried out every **3 months**.
- **Security**
- The silo and dispensing valve must be **secured and locked-off out of hours**.

Washout & Waste Management

- Washout must be contained in a tub.
- Allow material to set overnight before disposal as **clean/inert waste**.

Further information on the environmental controls for concrete, cement and grout washout are contained (see **Section 9.7.5 Site Environmental Issues and Controls**)
See also **Site Safe Briefing: Safe Use of Silos**.
Design for TW Standard Silo Slab



2.6.2 Wheel Stops - Category 0: Standard Temporary Works

Wheel stops **must** be in place (built and suitably secured against accidental displacement) at the Mortar Silo and where mobile mixers are used. This is to keep the telehandler at a safe distance from the operatives at the silo (or mixers) i.e., retrieval of the mortar tub, etc. is only possible by extending the hydraulic boom.
Permanent mixing areas are located away from the main site traffic routes, with vehicle run-ups as short as possible to prevent a build-up of excessive speed.

- Wheel stops to be around 2.5m – 3.0m away from the silo to avoid the need for extension refill hoses while ensuring that the forks can be lowered when lifting.
- There must be a gap in the wheel stop to allow the supplier to lay the refill pipe straight and flat without having to lift it manually over.
- The height of the wheel stop is between 350mm and 500mm allowing the driver to have a clear view of the refill connection at the silo and to react should problems arise.
- The wheel stop must be robust enough for daily use e.g., cast concrete, heavy weight blocks laid flat or 'Armco' type barriers.
- If the silo is moved, use temporary roadblocks.

2.6.3 Mobile Mixing Areas

Cement Mixer Use – Small Quantities of Mortar

- When mixing small quantities of mortar using a cement mixer, position blocks or other heavy items on either side of the mixer.
- These barriers must ensure that only the telehandler forks and boom are able to access the mixing area.

2.7.1 **Site Waste Management**

Site Waste Management
Below is an overview of site waste management good practice to be adopted on Taylor Wimpey Sites

1. Legal Duties & Compliance
- Duty of Care under the **Environmental Protection Act 1990** – all waste must be stored, handled, transported, and disposed of safely.
- **Waste (England and Wales) Regulations 2011** – requires waste hierarchy: **prevent → reuse → recycle → recover → dispose**.
- Hazardous waste (e.g. asbestos, oils, solvents) must be identified and handled under special rules.

2. Waste Management Hierarchy
1. **Eliminate/Reduce** – order correct quantities, avoid over-ordering.
2. **Reuse** – reuse materials on site where safe (e.g. offcuts, pallets).
3. **Recycle** – segregate waste streams (timber, metals, plasterboard, cardboard, inert spoil).
4. **Recovery** – energy recovery from non-recyclable waste.
5. **Dispose** – landfill only as a last resort.

3. Site Controls
- **Segregation**: Use colour-coded skips and bins for different waste types.
- **Storage**: Keep waste in designated areas, away from drains/watercourses.
- **Signage**: Clear labelling for skips/containers to prevent contamination.
- **Hazardous Waste**: Separate storage, proper labelling, and licensed disposal.
- **Spill Response**: Spill kits available for oils/fuels.

4. Documentation
- Wast disposal facilities.

5. Good Practice on Site
- Toolbox talks on waste reduction and segregation.
- Monitor waste skips – avoid cross-contamination.
- Regular audits and reporting of volumes/types of waste.
- Encourage suppliers to take back packaging/pallets.
- Incorporate waste targets into site environmental plan.

6. Benefits
- Compliance with law (avoids fines/prosecution).
- Reduced costs (waste disposal is expensive).
- Improved site safety and organisation.
- Positive environmental and community impact.

Note: full details of Taylor Wimpey's Waste Management Procedures are provided in **Section 9** of this Manual

2.7.2 Waste Containers and Skips

Best practice is to use **rear-end loaders (RELs)** and **front-end loaders (FELs)**, thereby reducing reliance on costly builders' skips.

Note: In some cases, a builder's skip may still be required (e.g., for large volumes of chipboard or MDF). This requirement must be assessed and authorised by the Production Director.

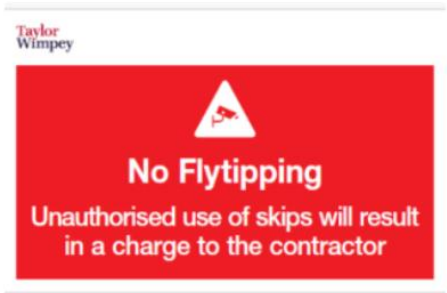
Supplier
Reconomy Solution Ltd - 08000 280 578
Key contacts for orders, call offs, account management and customer care are:

- Michael Benton - National Sales Manager
- Christopher Martin - Commercial Director

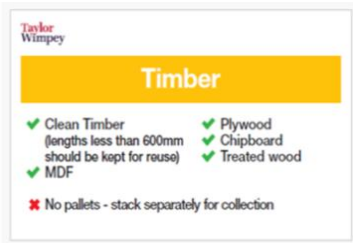
2.7.3 Waste Segregation Area and Signage

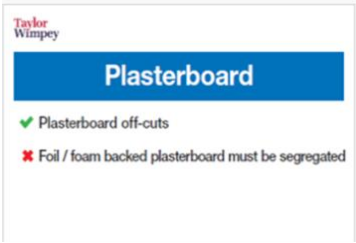
The waste segregation area must be arranged to prevent unauthorised pedestrian access, i.e., with suitable barriers and signage. In addition, the waste area is set up close to the site compound, with adequate hard standings for the waste containers and unobstructed access for telehandler and waste removal vehicles.

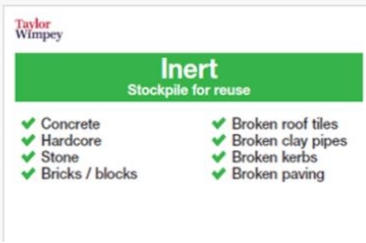
The following signs must be displayed within or on approach to the waste segregation area:



You must have appropriate signage displayed on or adjacent to each skip, including mini skips to identify what waste material is permitted in the individual each skip or container.







These signs are included as part of the **Initial Site Start HSE Signage Pack**, any additional signs can be ordered from **Cgraphics Signage 2025 Catalogue**

2.7.4 Good Practice Tips

- Regularly check skips for contamination. If contamination identified arrange for the Contractor to remove the contaminated materials.
- Local charities may collect segregated wood waste (they must carry 'Lower Tier' Waste Carrier Registration).
- Local scrap metal merchants may collect segregated metal waste (they must be registered by the LA).
- Ensure RELs/FELs are full prior to removal (closed skips enable a greater volume of waste to be loaded). Overweight charges are cheaper than extra collections!
- Avoid nil collections by managing collection schedules - a fee is still applied to these.

Note: For additional support, please contact your **Waste Champion** to clarify the arrangements necessary for your site

2.8.1 Introduction

General Principles

- **Plan Ahead** – allocate designated storage areas in the Construction Phase Plan and site layout drawings.
- **Segregate Materials** – separate by type (e.g., timber, bricks, blocks, steel, COSHH materials, waste) to reduce confusion, hazards, and contamination.
- **Keep Access Clear** – maintain safe pedestrian routes, plant movement routes, and emergency exits.

Safety & Security

- **Stable Stacking** – stack materials on level, firm ground and never above a safe height.
- **Mechanical Handling** – store materials so they can be lifted by forklifts, cranes, or hoists without unnecessary manual handling.
- **Fire Safety** – avoid blocking fire exits, hydrants, or extinguishers. Store flammables in fire-rated, ventilated, and lockable units.
- **Security** – fence off storage areas, use lockable containers for valuable items, and ensure lighting for deterrence and safe use.

Environmental & Quality Protection

- **Weather Protection** – cover cement, plaster, plasterboard, and timber to prevent water damage.
- **Segregated Hazardous Materials** – store fuels, oils, and chemicals in bunded areas away from drains and watercourses.
- **Housekeeping** – keep storage areas tidy and free from trip hazards, waste, and excess packaging.

Material-Specific Good Practice

- **Bricks/Blocks** – banded, stacked on pallets, limited height, secured if near traffic/pedestrian routes.
- **Timber** – stacked flat, off the ground on bearers, covered but ventilated to avoid rot.
- **Roof trusses** - stored on specifically designed truss racks (see **Scaffold Hub**)
- **Steel** – stored on racks with chocks to prevent rolling.
- **Cement/Plaster** – stored in dry, elevated, weatherproof conditions.
- **Gas Cylinders** – upright, secured, segregated (full/empty), away from ignition sources.

Documentation & Controls

- **Signage** – mark hazardous and restricted areas.
- **Inspection** – regular checks for stability, leaks, or deterioration.
- **Inventory Control** – use "first in, first out" to minimise waste.

2.8.2 Good Practice

Good Practice

- Provide adequate storage that is weatherproof and secure.
- Where not practical, ensure materials such as bricks etc. are stored off the ground to prevent contamination and that materials such as cement bags are protected from the rain.
- Protect lightweight materials from wind.
- Where scaffolding is used for material storage, confirm that it is suitable, adequate and review if a design is required
- Keep waste covered to prevent it becoming wet

Brick and Block Storage

- A maximum of 3 packs high, provided:
- On a suitably prepared surface (concrete, tarmac or paved)
- located at least 3m away from pedestrian routes
- Otherwise not to be stacked more than 2 high.
- On hardstanding;
- Always follow suppliers' storage instructions
- Bricks and blocks must be delivered with adequate banding to maintain the integrity of the cube during unloading, transport around site and loading at height

2.8.3 Storage of Hazardous Materials

1. Identification

- All hazardous materials (fuels, adhesives, paints, solvents, cleaning agents, etc.) must be clearly labelled with the correct hazard symbols.
- Keep **Safety Data Sheets (SDS)** for each product on site and readily accessible.
- Ensure containers are in good condition and match the original supplier labels (no decanting into unmarked containers).

2. Segregation

- **Separate incompatible materials** — for example:
- Fuels away from oxidisers and compressed gases.
- Acids away from alkalis.
- Flammables away from sources of ignition or heat.
- Use separate, bunded storage cabinets or clearly marked zones.
- Store LPG cylinders and fuels outdoors where possible, in a secure, ventilated cage

3. Storage Conditions

- Store hazardous materials:
  - On level ground, away from drains and watercourses.
  - In bunded areas (110% of largest container volume).
  - In cool, well-ventilated areas, out of direct sunlight.
- Keep containers tightly closed when not in use.
- Avoid stacking heavy containers on top of smaller or weaker ones.

4. Spill and Leak Control

- Provide **spill kits** near storage areas — including absorbent pads, granules, and disposal bags.
- Ensure all operatives know how to contain and report spills.
- Never wash spills into drains; contain and dispose of waste in accordance with legal requirements.

5. Fire and Explosion Risk (DSEAR)

- Store flammable liquids (e.g., petrol, thinners, adhesives) in a fire-resistant, ventilated cabinet or metal storage container.
- Maintain minimum quantities on site — only what is needed for the shift/day.
- Keep fire extinguishers (foam or CO_2) nearby and ensure they are maintained.
- No smoking or open flames within 3 metres of flammable storage.

6. Security and Access

- Restrict access to authorised personnel only.
- Keep stores locked when not in use.
- Maintain a chemical inventory and record of stock use and disposal.

7. Inspections and Housekeeping

- Carry out weekly checks for leaks, corrosion, or damaged containers.
- Remove out-of-date or unused chemicals promptly.
- Keep the area tidy and free from combustible waste.

8. Emergency Preparedness

- Display emergency contact numbers and spillage/fire procedures near storage areas.
- Ensure operatives know the location of SDS and first aid measures.
- Train site staff in COSHH awareness, spill response, and fire procedures.

9. Environmental Protection

- Site storage should be away from drains, watercourses, or flood-prone areas.
- Use secondary containment (bunds/trays) for all oil and chemical drums.
- Report any environmental incidents immediately to the site manager and HSE/EA as required.

2.9.1 Introduction

Fire Precautions on Site

1. Planning & Risk Assessment

- Complete the **Fire Safety Plan and Checklist F2.12** before work starts and review regularly.
- Identify high-risk activities (e.g., hot works, fuel storage, temporary electrics,
  combustible materials).
- Designate a Fire Safety Coordinator / Fire Marshal for the site.

2. Site Layout & Access

- Keep fire routes and emergency exits clear at all times.
- Ensure access for fire and rescue services is maintained (roads, gates, hydrants).
- Store flammables and gas cylinders away from cabins, welfare units, and escape routes.

3. Housekeeping

- Regularly clear rubbish, packaging, and combustible waste.
- Store timber, polystyrene, and plastics neatly and well away from ignition sources.
- Do not allow bonfires or uncontrolled burning.

4. Hot Works

- Use a Authority to Proceed system for welding, grinding, cutting, and bitumen boilers.
- Provide fire blankets, extinguishers, and spark guards at hot work areas.
- Maintain a fire watch after hot works are completed.

5. Fire-Fighting Equipment

- Provide the right type of fire extinguisher at key locations:

- Water / foam – wood, paper, fabric
- CO_2 – electrical equipment
- Dry powder – fuel, flammable gases

- Position fire points around site, at site entrances, near hot work, fuel stores, and welfare areas.
- Check extinguishers regularly and keep them unobstructed.

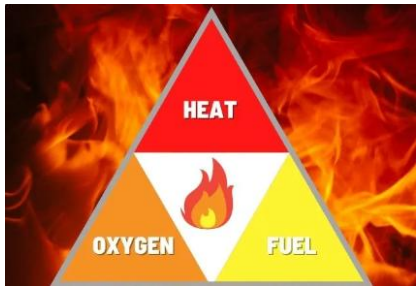
6. Welfare Units & Temporary Buildings

- Fit smoke detectors, fire alarms, and extinguishers.
- Ensure safe electrical installation (avoid overloading sockets).
- No smoking except in designated, safe smoking areas.

7. Emergency Procedures

- Prepare a Fire Emergency Plan with site-specific arrangements.
- Display site fire evacuation routes and muster points clearly.
- Carry out fire drills regularly and record the results.
- Ensure all workers know:
  - How to raise the alarm
  - Where to assemble
  - Who is in charge during evacuation

2.9.2 General Principles of Fire Prevention



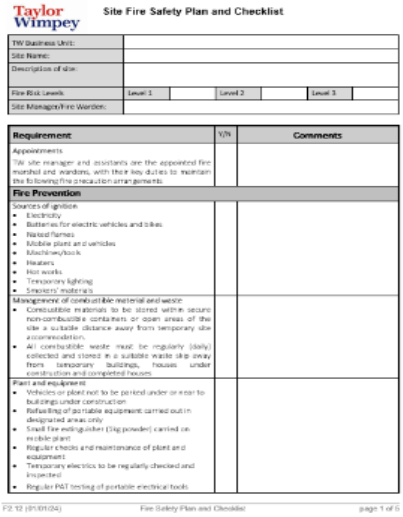
In many instances fires on building sites are started deliberately. However, there are some general principles that, when adopted, can reduce the risk of an accidental fire and minimise the potential consequences:

- A strict 'No Burning' policy on all TW sites.
- The correct storage, use and maintenance of LPG cylinders, hoses and equipment.
- No smoking rules (with designated smoking areas).
- Use of the **Authority to Proceed – Hot Works (Construction HSE Plan – Folder 2, F2.13)**.
- Good housekeeping, to ensure that flammable waste and rubbish is cleared away promptly; and
- Careful storage of flammable materials.
- No electric bicycles/scooters to be charged within the site offices or welfare facilities

2.9.3 General Fire Precautions

The **Fire Safety Plan and Checklist (Construction HSE Plan – Folder 2, F2.12)** is completed at the start of the site by the Site Manager and is used as a checklist to confirm that the necessary fire precautions are in place.

Responsibility	Site Manager
When	When establishing and setting up the site
Purpose	To ensure that the required arrangements are in place for Fire Risk Levels, including alarms, firefighting equipment, etc


Taylor Wimpey Site Fire Safety Plan and Checklist

TW Business Unit:	
Site Name:	
Description of site:	
Fire Risk Levels	Level 1 / Level 2 / Level 3
Site Manager/Fire Warden:	

Requirement	Y/N	Comments
Appointments TW site manager and assistants are the appointed fire marshal and wardens, with their key duties to maintain the following fire precaution arrangements		
Fire Prevention		
Sources of ignition • Electricity • Batteries for electric vehicles and bikes • Naked flames • Mobile plant and vehicles • Machinery/tools • Heaters • Hot works • Temporary lighting • Smokers' materials		
Management of combustible material and waste • Combustible materials to be stored within secure non-combustible containers or open areas of the site a suitable distance away from temporary site accommodation. • All combustible waste must be regularly (daily) collected and stored in a suitable waste skip away from temporary buildings, houses under construction and completed houses		
Plant and equipment • Vehicles or plant not to be parked under or near to buildings under construction • Refuelling of portable equipment carried out in designated areas only • Small fire extinguisher (1kg powder) carried on mobile plant • Regular checks and maintenance of plant and equipment • Temporary electrics to be regularly checked and inspected • Regular PAT testing of portable electrical tools		

Fire Risk Levels
There are 3 Fire Risk Levels of fire precautions depending on the size and complexity of the structures being built, each with additional measures as necessary.
It could be that some sites have multiple Fire Risk Levels due to the building mix, where this occurs the appropriate fire precautions will need to be applied on the different build areas of the site. For example, a site could have both Level 1 and Level 2 fire precautions in place, Level 1 where houses are being built and Level 2 within any traditional apartment buildings under construction.

Fire Risk Level	Description
Level 1	All traditional houses This includes detached, semi-detached and terraced houses Traditional apartment buildings All small apartment buildings up to a maximum of 6 units on two levels (ground and first)
Level 2	Traditional apartments All buildings with seven or more apartments Timber frame houses This includes detached, semi-detached, terraces (for terraces additional controls are identified in the site-specific assessment)
Level 3	Timber frame apartments All apartment buildings

2.9.4 Fire Alarms and Extinguishers
Site Offices and Compound Area
The provision of fire alarm systems and firefighting equipment required for the welfare and sales/show areas is as follows, or as recommended by a specialist fire equipment provider

Location	Requirement
Site offices, including meeting rooms, toilets, drying rooms, etc.	Smoke detectors required 9L water extinguisher + 1.2kg CO2 where there is electrical equipment (computers, printers, photocopiers, etc.) Fire blanket where a kitchenet within the office area
Kitchen and canteen area	Smoke detectors required 6kg dry powder extinguisher 1.2kg CO2 extinguisher Fire blanket
Site compound (material storage area)	Type 1 Fire Point, with one required for every 200m2
Fuel and LPG storage areas	6kg dry powder extinguisher located near the fuel/LPG storage
Sales centre, including show homes	2L Foam (AFFF1) extinguisher in sales office One 2L Foam (AFFF1) extinguisher per show home

Note 1 - AFFF fire extinguisher used on Taylor Wimpey Site must contain Florine-free foams

Construction Area
The provision of fire alarm systems and firefighting equipment required for the construction area is as follows:

Location	Risk Level	Requirement
Traditional houses Includes detached, semi-detached and terraced housing	Level 1	Type 1 Fire Points, with one required for every 10 houses under construction
Small traditional apartments Up to two stories and a maximum of six apartments	Level 1	Type 1 Fire Point located at ground level entrance
Traditional apartments All buildings with seven or more apartments	Level 2	Type 2 Fire Point, with one fire point provided at each level of each stair core Additional fire points are required in corridors where distance to nearest fire point in stair core is greater than 30m Automatic fire detection (smoke/heat) linked to the alarm system
Timber frame houses Includes detached, semi-detached and terraced housing	Level 2	Type 2 Fire Point, with one fire point required for every 3 houses under construction
All timber frame apartments Plus, all RC frame buildings	Level 3	Type 2 Fire Point, with one fire point provided at each level of each stair core Additional fire points are required in corridors where distance to nearest fire point in stair core is greater than 30m Automatic fire detection (smoke/heat) linked to the alarm system

Fire Points
In the build area the fire alarms and extinguishers are contained within 'fire points' that can also include a fire plan where necessary. Below are the typical fire points required on a TW site:

Type 1: Fire Point

- Manual push button fire alarm
- 9L water extinguisher*
- 6kg powder extinguisher*
- Instructions of what to do in an emergency
- Weatherproof as can be located outside

Type 2: Fire Point

- Manual Push button interlinked fire alarm
- 9L water extinguisher*
- 6kg powder extinguisher*
- Instructions of what to do in an emergency
- Location plan (if in an apartment building)
- Weatherproof as can be located outside

Mobile Fire Point
Where necessary, mobile fire point units fitted with appropriate fire extinguishers can be used e.g., small work in remote areas or when carryout hot works.

2.9.5 Testing and Maintenance

The Operation, maintenance and effectiveness of the fire alarm system and fire fighting equipment must be regularly checked

Equipment	Requirement
Standalone push button alarms	Random recorded test of one call point per week
Interlinked fire alarm systems	Tested after installation and where additional components added (by installer) System tested weekly and recorded
Firefighting equipment	Visual check weekly Annual examination of all firefighting equipment (extinguishers) by a competent person, with sticker provided to indicate tested
Fire drill	Site office and welfare compound fire drill every 6 months (two per year) Sites with timber frame and/or apartments fire drill every 6 months (two per year)

Responsibility	Site Manager
When	Weekly
Purpose	To check each fire point to confirm: They are accessible Firefighting equipment is visually usable Test fire alarm system

2.9.6 Hot Works Procedure

Part 1: Controls
Part 2: Declaration before work starts
Part 3: Declaration on completion of work

Note that a fire extinguisher must be on hand for all hot works. Where appropriate, a fire blanket must be also be available where there are combustible materials to be protected from flames.

The carrying out of hot work near combustible material is to be avoided where possible. If not possible, e.g., large area, adequate firefighting equipment must be available in the work area to tackle any outbreak immediately.

2.10.1 Site Traffic Management

Introduction

Segregation

- Separate vehicles, plant, and pedestrians wherever possible using barriers, walkways, or exclusion zones.
- Provide clearly signposted pedestrian routes to and from work areas.

Traffic Management Plan

- Develop and implement a site-specific traffic management plan before work begins.
- Review and update the plan as site conditions change.

Designated Routes

- Establish and maintain one-way systems where feasible.
- Keep routes free from obstructions, well-lit, and appropriately surfaced.

Speed Control

- Enforce strict site speed limits.
- Use signage, speed bumps, or other physical controls where necessary.

Visibility & Signage

- Ensure all routes are clearly signposted.
- Provide adequate visibility at junctions, crossings, and blind spots (e.g., mirrors, cameras, banksmen).

Plant Operation

- Only trained, competent, and authorised personnel may operate plant or vehicles.
- Plant and vehicles must be subject to daily pre-use checks and regular maintenance.

Pedestrian Safety

- Provide safe crossing points, protected walkways, and adequate warning systems.
- Use trained banksmen where pedestrian–plant interfaces cannot be eliminated.

Communication

- Agree and enforce standard signals for banksmen and operators.
- Ensure two-way communication between drivers, plant operators, and site teams.

Monitoring & Supervision

- Site Management Team must actively monitor compliance with traffic management rules.
- Unsafe behaviour must be corrected immediately.

Adaptability

- Review arrangements as the site layout, work areas, and traffic patterns change.
- Communicate to site operatives whenever adjustments are made.

2.10.2 General Arrangements

The Site Manager, together with the Production Director and/or Production Manager, must:

- Assess how people, plant, and vehicles will safely move about the new site.
- Identify potential interfaces between plant, pedestrians, and the public.
- Ensure suitable controls and arrangements are implemented and maintained.

Establish and display a Traffic Management Plan that accurately reflects the site conditions, with the Traffic Management Plan regularly reviewed and where necessary updated by the Site Management Team (see **Section 2.2.3**)
Pedestrian routes to and from work areas must be established, maintained, and clearly signposted, with segregation from vehicular traffic provided (see **Section 2.2.4**).

Maintenance of the ‘safe build’ interface with occupied homes, and
‘Thumbs Up’ plant awareness boards used in Groundwork areas where there is a potential risk from plant

2.10.3 Vehicle and Plant Movements

Below are good practices when considering vehicle and plant movements on site

- Ensure good visibility around all vehicle access points.
- Consider how vehicle access is to be controlled on site e.g., with vehicle gates set back to create a waiting area
- Separate pedestrian access, with gate/door kept closed when not in use, i.e., unlocked during site hours
- Identify the primary vehicle routes e.g., considering, where possible, one-way routes.
- Use directional signage and speed limit signs as appropriate
    - TWAS 19a – Left
    - TWAS 19b – Right
    - TWAS 19c – Straight on
- Identify all areas of the site where mobile plant may need to operate and all areas where pedestrians need to access.
- The traffic management plan must be marked up clearly showing zones where mobile plant and telehandlers are required to operate and areas where pedestrians must not access.
- Ensure adequate segregation measures are always in place and maintained.
- Where possible walkways to be located away from vehicular / mobile plant routes, e.g., rear of plots.
- Walkways must not be located immediately in front of loading bays, to avoid risk of loose material falling from the loading bay.
- Where walkways placed near loading bays cannot be avoided, an exclusion zone must be constructed at the base of the loading bay to avoid operatives going near the loading bay.
- Where walkways are at the rear of the plots, materials will still need to be delivered to the front of the plots and therefore segregation must be applied to protect operatives when retrieving materials.
- Identify the location of ladder / stair towers, preferably at the side or rear of plots and segregated away from loading bays and mobile plant.

2.10.4 Pedestrian Access (Category 0: Standard Temporary Works)

Identify where operatives need to get to and from. Most people will take the most direct route. If you accommodate this, people will be more likely to use the route provided i.e., quickest and easiest route.

- Suitable pedestrian routes must be provided to all areas of the site where work activities are being undertaken.
- Assess all areas where people work and/or access, such as:
  - Storage areas /containers
  - Wheel wash facilities
  - Oversites
  - Plots
  - Mixing areas
  - Silos
  - Welfare facilities etc...
- Ensure there are segregated walkways to all areas.
- Where possible, make use of permanent footpaths - this will reduce the need to make changes.
- Consider pedestrian 'tunnels' under scaffolds, particularly at pinch-points or along narrow roads such as drive-throughs or under loading bays where there is no other alternative to having a pedestrian footpath directly under a Loading Bay.



Barriers and Surfaces

- Pedestrian routes to be defined by suitable barriers, the type of barrier used is determined by the location and risk
- Adjacent to vehicle/plant routes suitable solid/stable barriers must be provided and can include:
  - Interlinked metal 'crowd control' barriers or 'heras' fencing
  - Water or sand filled interlinked plastic 'jersey' barriers
  - Fixed barriers, i.e., timber post and rail
  - Crossing points identified by 'red' crossing hoops with warning signage displayed
- Away from vehicle/plant such as to the rear of plots:
  - Metal or plastic 'crowd control' barriers
  - Water or sand filled plastic 'jersey' barriers
  - Free standing cones with cone bars
  - Road pins* with barrier fencing and only where no services are located
  - Walkway surface to consist of a suitable material such as concrete, tarmac, compacted stone, or crushed material (stone or concrete), bark or suitable matting.
  - Where crushed material used must be a of a standard to prevent hazards from uneven or large objects.

NOTE*: road pins with barrier fencing/netlon are not permitted adjacent to vehicle or plant routes




Pedestrian routes must be continually assessed as part of the Build Route and Traffic Management Plan. Access to plots must be adequately controlled when there are plot groundworks being undertaken simultaneously to internal works e.g., landscaping, driveways, service connections etc.
Priority must be given to sequencing the works such that internal and external trades are not working at the same plot, however where this is not possible, consideration must be given to the following:

- Rerouting pedestrian walkways and access points to the plot, to keep plant and pedestrians separate, consider locking doors to prevent access whilst plant is operating near the doorway
- Leaving rear fence panels down for access
- Provide barriers between plant and access routes to the plot
- As a last resort use a trained traffic marshal to stop and direct plant when operatives need access – identify the areas affected and carry out a take 5 briefing to all working in the area.

The chosen method of controlling the risk must be agreed between the groundwork's supervisor and site manager prior to works starting.

Occupied Areas

Prior to an area becoming occupied, an inspection of paths, roads, walkways, etc. must be carried out in areas where there is an interface with the customers' homes to ensure that all potential trip hazards have been assessed and appropriate remedials taken, including haunching at manholes. Ramps at differing kerb levels.
Other measures can include:

- Local protection measures for temporary hazards, e.g.:
- Ironwork lowered or temporary benching to prevent trips at water points before final surfacing.
- Fencing round excavations; and
- Road plates for service openings.
- Where possible, make use of permanent footpaths - this will minimise the need to make changes.

2.10.5 Signage

Alongside barriers and safe surfaces, clear signage is vital. It reinforces controls and communicates essential information to drivers, plant operators, and pedestrians.
The required Taylor Wimpey traffic management signage can be found in the **Site HSE Signage Catalogue**

Traffic management signage includes

Directional signage provides on arrival and around the site

Signage to reinforce speed restrictions
For Consortium site - clear directions from the development entrance to help prevent vehicles mistakenly entering the wrong site

2.11.1 Working Outside (Winter and Summer)

Key Hazards

- **High Winds** – risk of scaffold instability, falling objects, crane operation hazards.
- **Heavy Rain / Flooding** – slips, trips and falls; ground instability; electrical hazards.
- **Snow and Ice** – vehicle skidding; slips on walkways; frozen water supplies.
- **Extreme Heat / Sun Exposure** – dehydration, heat stress, sunburn.
- **Cold Weather** – hypothermia, frostbite, reduced manual dexterity.
- **Poor Visibility (fog, heavy rain, snow, darkness)** – increased vehicle and plant collision risk.

Good Practices

Planning

- Build weather considerations into the Construction Phase Plan and Risk Assessments.
- Monitor weather forecasts daily and adjust work accordingly - use Met Office Weather Warning

Communication

- Brief the workforce on risks, site rules, and emergency arrangements in adverse conditions.
- Stop or suspend high-risk activities (e.g., crane lifts, work at height) when conditions are unsafe.

Access and Egress

- Clear, grit or salt pathways and vehicle routes in icy weather.
- Provide covered walkways and good lighting where possible.

Housekeeping

- Secure loose materials, signage, and temporary works in anticipation of strong winds.
- Maintain good drainage to avoid standing water and mud.

Personal Protective Equipment (PPE)

- Provide weather-appropriate PPE (e.g., hi-vis waterproofs, thermal gloves, sun protection).
- Ensure footwear has suitable grip for wet or icy surfaces.

Plant and Vehicles

- Carry out extra checks on braking, tyres, and visibility aids in poor weather.
- Reduce speed limits and use banksmen where visibility is reduced.

Welfare

- Provide warm, dry welfare facilities in winter and shaded rest areas with water in summer.

2.11.2 General Arrangements

As Principal Contractor, Taylor Wimpey has a duty to provide safe access to all work areas on site. This includes taking reasonable measures to keep pedestrian footpaths and site roads clear and safe, such as gritting and salting during wintry conditions.

Practical Controls:

Monitoring:

- Check weather forecasts daily and prepare for adverse conditions in advance.

- Inspect site roads, footpaths, and access points regularly, especially at the start of each shift.

Preventative Measures:
- Grit and salt pedestrian routes, steps, ramps, and vehicle roads during icy or frosty conditions.
- Clear snow, standing water, or mud that could create slip hazards.
- Consider providing additional lighting in areas affected by poor visibility (fog, rain, or early darkness).

Access Management:
- Close or divert unsafe routes until they can be made safe.
- Install warning signage where surfaces may remain slippery despite treatment.
- Ensure vehicle routes remain stable and suitable for the load/traffic type.

Workforce Protection:
- Provide weather-appropriate PPE (e.g., insulated gloves, waterproofs, boots with good grip).
- Brief operatives daily on site conditions and altered access arrangements.
- Encourage safe walking practices (e.g., use of designated routes, slower pace on icy ground).

Supervision & Review:
- Site Manager to allocate responsibilities for gritting/salting and keep records of when treatments are carried out.
- Review and adjust arrangements as site layout and weather conditions change.

Public Areas, including Sales Area
- As a rule, TW does not grit estate roads and pavements – not even the local authorities do.
- If the circumstances merit it, e.g., steep gradients or sharp bends, providing a grit bin or, in extreme cases, gritting the road can be considered.
- Where a grit bin is provided it must have a copy of the notice, illustrated on the below, firmly fixed to it; and
- As far as possible, pathways and drives of show areas and show homes must be kept clear.
- Production and Sales must agree the measures to be adopted site-by-site to ensure continued safe access to our sales areas for members of staff and visitors. The agreed actions and contractor / operative responsibilities must be communicated to the respective Site Managers.

Where a grit bin is provided it must this notice firmly fixed to it

IMPORTANT NOTICE

THIS GRIT BIN IS PROVIDED, WITHOUT OBLIGATION, BY TAYLOR WIMPEY FOR THE CONVENIENCE AND ASSISTANCE OF RESIDENTS.

2.11.3 Christmas Holiday Close Down

During the Christmas Holiday Close-down period, we need to give due consideration to ensuring that our sites are adequately closed-down for over the entire break. Site security and other agreed measures must be in place to help prevent unauthorised access to our sites, particularly from children.
The following checks must be carried out prior to the break to ensure that appropriate action has been taken to have adequate arrangements in place for maintaining public safety and site security during the close-down.
Further advice on the checks can be obtained from your Site HSE Advisor.

Site Close-Down Checklist
Reviewed Section 2.11.1 'Gritting During Adverse Weather Conditions', taken action where required and briefed the site team and groundworks contractor
Reviewed and agreed gritting arrangements for show home/area
Security of perimeter fence/gates
Blocked off scaffold staircase access tower, removed access ladders from low level scaffolds and displayed, 'scaffold incomplete' on all erected scaffolds
Ensured all manhole covers in place and secured - especially deep drains
Plant isolated and secured
Large items, such as roof trusses, concrete sewer sections, etc. secured and not left free-standing
Fuel containers/bowsers securely locked-off and storage area made secure
Silo / waste baler electrics isolated and locked-off
Adequate welfare and emergency arrangements in place for any security staff remaining on site
Large water barrels/containers emptied
Soil stockpiles battered-off or secured
Excavations backfilled or fenced
Tower Crane base secured and locked-off to prevent any unauthorised access
If Silt Management measures in place e.g., silt-buster tanks, etc. a check must be made on these to ensure that they will operate effectively over the site close-down period

The above items are intended as an aide-memoire to assist Site Managers in making safety critical checks prior to the holiday close-down period. Any concerns relating to the checks or actions necessary must be raised with your Production Manager / Regional HSE Advisor.

2.11.4 Summer Weather

Working in Hot Weather

During prolonged periods of hot weather, it is important that everyone on site takes sensible precautions to protect themselves from heat and sun exposure.

Good Practices:

- **Hydration:** Drink water regularly; avoid excessive caffeine or energy drinks.
- **Shade and Breaks:** Take rest breaks in shaded or cool areas wherever possible.
- **Clothing/PPE:** Wear lightweight, breathable, but protective clothing; use hats and UV-rated safety glasses.
- **Sun Protection:** Apply high-factor sunscreen to exposed skin; reapply during the day.
- **Work Planning:** Where possible, schedule heavy or high-risk work for cooler times of the day (early morning/late afternoon).
- **Monitoring:** Watch for signs of heat stress or dehydration in

yourself and colleagues (e.g., dizziness, nausea, headaches).

- **Welfare:** Ensure welfare units are stocked with cool drinking water and are ventilated.

See also **Section 3.8.13 - Staying Safe in the Sun**

Sensible precaution to be taken during hot weather:

- Encouraging operatives to cover up, i.e., keep their tops on.
- Where possible, stay in the shade as much as possible
- A plentiful supply of clean, suitable drinking water must be available. This must be from an authorised water mains or certified water units (*not stored water tanks*).
- Sunscreen dispensers (**SPF30**) made available in the site welfare facilities.

NOTE: Sunscreen dispensers must be located so available to all.