



## SECTION 2: SETTING UP A NEW SITE



## SECTION 2: INDEX

### SETTING UP A NEW SITE

2.1	<b>ESTABLISHING A SITE</b>	P4
2.1.1	SITE PERIMTER	P4
2.1.2	SITE WIDE RISK ASSESSMENT AND KEY CONTROLS	P8
2.1.3	COMPOUND AND WELFARE SET-UP	P9
2.1.4	WATER AND WATER QUALITY ON SITE	P16
2.2	<b>DOCUMENTS, NOTICES AND SIGNAGE</b>	P18
2.2.1	DOCUMENTS TO BE AVAILABLE/DISPLAYED IN THE SITE ACCOMMODATION	P18
2.2.2	SITE OFFICE NOTICES	P19
2.2.3	TRAFFIC MANAGEMENT PLAN (TMP)	P20
2.2.4	THE SITE INFORMATION PLAN	P22
2.2.5	EMERGENCY PROCEDURES, CONTACT DETAILS AND REPORTING AN ACCIDENT/INCIDENT	P22
2.2.6	SAFECALL POSTER	P23
2.2.7	SITE SIGNAGE	P23
2.3	<b>ACCIDENTS, INCIDENTS AND EMERGENCIES</b>	P26
2.3.1	FIRST AID	P26
2.3.2	DEFIBRILLATORS	P28
2.3.3	REPORTING AN ACCIDENT, INCIDENT OR DANGEROUS OCCURRENCE	P29
2.3.4	ACCIDENT/INCIDENT PORTAL	P30
2.3.5	ACCIDENTS AND INCIDENTS REPORTABLE TO HSE, EA or SEPA	P31
2.3.6	ACTIONS TO BE TAKEN IN THE EVENT OF A SERVICE STRIKE	P32
2.3.7	ENVIRONMENTAL INCIDENTS (ENVIRONMENTAL ADVICE/ INCIDENT LINE)	P33
2.4	<b>SETTING UP A ELECTRICAL SUPPLY</b>	P34
2.4.1	INSTALLATION OF ELECTRICAL SUPPLY TO COMPOUND	P34
2.4.2	TEMPORARY ELECTRIC VEHICLE CHARGING POINTS	P36
2.4.3	GENERATORS	P36
2.5	<b>FUEL STORAGE AND USE</b>	P38
2.5.1	REFUELLING AREA AND TANK	P39
2.5.2	MOBILE BOWSERS	P43
2.5.3	REFUELLING ARRANGEMENTS FOR SMALL PLANT	P44
2.5.4	PROVISION AND USE OF SPILL KITS	P45
2.5.5	SPILL RESPONSE (E.G. FUEL)	P46
2.5.6	LPG STORAGE	P47
2.5.7	UNDERGROUND FUEL LINES	P47

2.6	<b>MORTAR SILO</b>	P48
2.6.1	MOTAR SILO SLAB	P48
2.6.2	WHEEL STOP	P49
2.7	<b>WASTE MANAGEMENT AND SEGREGATION</b>	P50
2.7.1	WASTE CONTAINERS/SKIPS	P50
2.7.2	WASTE SEGREGATION AREA/SIGNAGE PACKS	P50
2.7.3	GOOD PRACTICE TIPS	P51
2.8	<b>COMPOUND MATERIAL STORAGE ON SITE</b>	P52
2.9	<b>FIRE PRECAUTIONS ON SITE</b>	P53
2.9.1	GENERAL PRINCIPLES OF FIRE PREVENTION	P53
2.9.2	GENERAL FIRE PRECAUTIONS	P53
2.9.3	FIRE ALARMS AND EXTINGUISHERS	P54
2.9.4	TESTING AND MAINTENANCE	P57
2.9.5	HOT WORKS PROCEDURE	P58
2.10	<b>SITE TRAFFIC MANAGEMENT</b>	P59
2.10.1	GENERAL ARRANGEMENTS	P59
2.10.2	VEHICLE AND PLANT MOVEMENTS	P60
2.10.3	PEDESTRIAN ACCESS	P62
2.10.4	SIGNAGE	P66
2.11	<b>ADVERSE WEATHER – WINTER AND SUMMER</b>	P67
2.11.1	GENERAL ARRANGEMENTS	P67
2.11.2	CHRISTMAS HOLIDAY CLOSE-DOWN	P68
2.11.3	SUMMER WEATHER	P69

## 2.1 ESTABLISHING A SITE

### 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

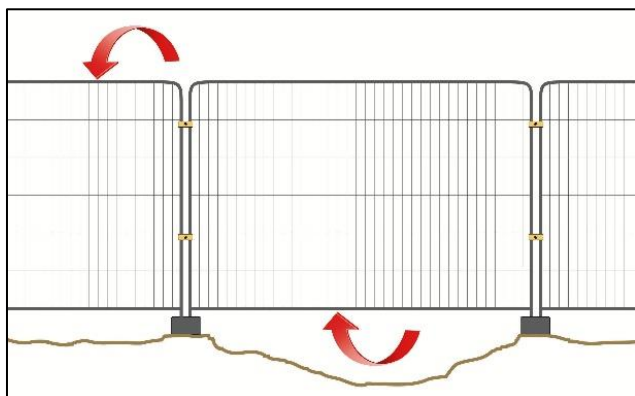
A 2m high fence is considered an effective barrier for most Taylor Wimpey sites.

However, in some specific situations or locations the fence/barrier may need to be 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.

Below are two examples of support systems:

**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 integrity and effectiveness 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 located on firm and level ground.
- Panel legs securely inserted into block feet.
- Short side of a block to be facing towards the public area.
- Where close to a public footpath, block ends sprayed red to identify potential trip hazard.
- Fence panels must be double clipped with rakers or 'V's fitted to support the fence, particularly on long lengths.
- Hoarding must be installed to a temporary works design.

If any fence panels are covered with protective sheeting [e.g., for dust / noise control] then:

- Only the specified TW perforated protective sheeting can be used
- The necessary support required to maintain stability must be installed, this can include additional rakers/struts, 'V' bracing and posts added to ensure that the sheeted fence can withstand strong winds. This additional support must be installed as per the Supplier/Manufacturer's Instructions or a temporary works design.
- If any doubt, then remove the sheeting.


In addition to the stability checks the site management team must also check that the site boundary is secure:

- No gaps/ weak spots [under / between] etc.
- No damaged panels / hoarding.
- Materials or other structures near fence / hoarding that could facilitate unauthorised access.
- Unsecured panels or unauthorised opening of panels etc.

The integrity of boundary fencing 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.

## 2.1.2 SITE WIDE RISK ASSESSMENTS AND KEY CONTROL MEASURES

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 3.5.2](#)).



**TW Risk Assessment – STAC Site Risk Assessment**

<b>Business Unit:</b>		<b>Site Name:</b>	
<b>Date of Initial Assessment:</b>		<b>Assessed by:</b>	

**section One: Site wide risk assessment**

*Where additional site-specific control is needed, please record these under 'site specific additional controls', also use this section to record and required deviations from the HSE manual and highlight in **YELLOW***

Nº	Activity	Task	What are the Risks	Measures to Manage the Risk	Site HSE Manual	Owner
1.1	Site wide	Control and management of the site	<ul style="list-style-type: none"> <li>No site manager</li> <li>A lack of site controls</li> <li>Injury to operatives</li> </ul>	<b>Standard Site HSE Manual Controls, e.g.</b> <ul style="list-style-type: none"> <li>Only a trained and authorised Taylor Wimpey Site Manager or Assistant Manager may be left in charge of a site.</li> <li>Hold a weekly Co-ordination Meeting with all key trades.</li> <li>Ensure an up to date Construction Phase Plan is available on site.</li> <li>Display the necessary statutory notices.</li> <li>Maintain and display a Traffic Management Plan at the signing in point.</li> <li>Ensure risk assessments are available for all work activities.</li> <li>Report all accidents and incidents.</li> <li>Close all actions identified on the Monthly Categorised HSE Inspection Report</li> </ul>	Section 1	
			Site Specific Risks	Site Specific Additional Controls		
1.2	Site wide	Public protection	<ul style="list-style-type: none"> <li>Injury to public</li> <li>Injury to trespassers (especially children)</li> </ul>	<b>Standard Site HSE Manual Controls, e.g.</b> <ul style="list-style-type: none"> <li>Secure construction area with non-climbable fencing or hoarding.</li> <li>Any hoarding must be designed (wind loading, etc.)</li> <li>Ensure good visibility (sightlines) for vehicles entering and leaving the site</li> </ul>	Section 2	SM

1<sup>st</sup> January 2024 | Taylor Wimpey Overall Site STAC Risk Assessment | Revision 1
page 1 of 21

**NOTE:** There are three other series in the STAC set of risk assessment, each relating to Operatives (see [Sections 3.5.4 - 6](#)):

- T series: Trade / Direct Risk Assessments and Key Control Measures.
- A series: Additional (to the T series) Risk Assessments and Key Control Measures; and
- C series: COSHH Assessments and Key Control Measures.




### 2.1.3 COMPOUND AND WELFARE SET-UP - Category 0: Standard Temporary Works

All welfare and compounds, whether temporary or permanent, must be kept vehicle free.

#### TEMPORARY 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.

#### COMPOUND LAYOUT

The Taylor Wimpey standard compound layouts are illustrated in Section 7 of the Production Manual (available on  in House).

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

However, the following key HSE principles are mandatory:

- 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 max. 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.

## PRE-USE CABIN CHECKS



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, etc.

## 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.

## CANTEENS

A canteen is required to enable site personnel to take meal and rest breaks. The canteen must be large enough for the number of people expected to use it at any one time (staggered break times might be required on large sites), dry and heated, with a suitable number of tables and seating with suitable backs (no benches).



Instant hot water heater

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



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.



There must also be some means of heating food (e.g., a microwave) and a supply of drinking water. If the canteen has a food preparation area the provisions of the following table apply (see over).

#### Canteen facility 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.

## Daily Checks and Cleaning – Checklist [Construction phase HSE plan – Folder 2 F2.37]

**WELFARE DAILY CHECKS AND CLEANING – CHECKLIST**

COMPANY NAME: \_\_\_\_\_

DEVELOPMENT NAME: \_\_\_\_\_ WEEK COMMENCING: \_\_\_\_\_

**Toilets - Male**

Day	Toilet paper	Soap	Hand towels	Sinks & taps	Toilet & seat	Doors, handles & locks	Light switches	Walls & mirrors	Floors	Clean and Empty bin	Checked by
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

**Toilets - Female**

Day	Toilet paper	Soap	Hand towels	Sinks & taps	Toilet & seat	Doors, handles & locks	Light switches	Walls & mirrors	Floors	Clean and Empty bin	Checked by
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

(COM F2.37 (01/01/22)) Welfare Daily Checks and Cleaning Checklist Page 1 of 3

### Responsibility:

Persons carrying out the clean

### When:

Am and or PM, after a clean

### Purpose:

To ensure that all locations within the compound facilities are clean to a required specification.

Compound Cleaning Specifications / Aide Memoir.

Aide Memoir is used as guidance in terms of what is to be cleaned and by what method

**Taylor Wimpey**

**Welfare Cleaning Specification - Aide Memoir**

Office: ..... Week Commencing: .....

Toilets and washing facilities			
Area/ Item to be cleaned	Frequency	Cleaning Product	Responsible Person
Light switches (leave lights on or have motion sensors)	Daily (where required AM & PM)	Anti-bacterial wipes	Appointed Cleaner
Sinks and taps	Daily (where required AM & PM)	Detergent & water or anti-bacterial wipes	Appointed Cleaner
Urinals and associated pipework	Daily (where required AM & PM)	Detergent & water or anti-bacterial wipes	Appointed Cleaner
Toilets, seats, and flush handles	Daily (where required AM & PM)	Detergent & water or anti-bacterial wipes	Appointed Cleaner
Doors, including cubicle doors, handles and locks	Daily (where required AM & PM)	Detergent & water or anti-bacterial wipes	Appointed Cleaner
Walls, mirrors, and any other wall mounted fittings including hand dryers etc	Daily (where required AM & PM)	Detergent & water or anti-bacterial wipes	Appointed Cleaner
Sweep and mop floor	Daily (where required AM & PM)	Detergent & water	Appointed Cleaner
Empty bins	Daily (where required AM & PM)	N/A	Appointed Cleaner
Clean bins	Daily (where required AM & PM)	Detergent & water or anti-bacterial wipes	Appointed Cleaner
Showers	After use At the end of the day	Detergent & water or anti-bacterial wipes	Appointed Cleaner

Welfare Cleaning Specification - Aide Memoir Page 1 of 2

Canteens providing a food service must comply with food hygiene regulations and is liable to be inspected by Environmental Health Officers from the Local Authority and **must be inspected by your Site HSE Advisor prior to first opening, in addition to the routine site inspections.**

Summary of Canteen / Food Preparation area requirements (LA may have other specific requirements)	
Registration	<ul style="list-style-type: none"> <li>Canteen must be registered with the local authority</li> </ul>
Building	<ul style="list-style-type: none"> <li>Designed to prevent ingress of vermin/insects/pests</li> <li>Walls, floors and ceilings should be impervious, in sound condition and easy to clean (no bare wood surfaces).</li> <li>Strip lighting units must be fitted with a diffuser / cover</li> </ul>
Work Surfaces	<ul style="list-style-type: none"> <li>Smooth, impervious, washable and non-toxic</li> <li>Maintained in sound condition</li> <li>Colour coded non-wood chopping boards.</li> </ul>
Sinks	<ul style="list-style-type: none"> <li>One stainless steel sink and drainer for the preparation of food and washing of equipment (double sink/drainage)</li> <li>Separate sink for hand washing with soap (liquid / bacterial soap), nail brush, disposable paper towels</li> <li>Hot and cold or temperature-regulated water</li> </ul>
Power sockets	<ul style="list-style-type: none"> <li>Adequate number (to eliminate trailing leads)</li> <li>Located away from sources of water / heat</li> </ul>
Ventilation	<ul style="list-style-type: none"> <li>Adequate ventilation and if necessary mechanical ventilation / cooling</li> <li>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</li> </ul>
Smoking	<ul style="list-style-type: none"> <li>No Smoking signs to be displayed</li> </ul>
Fire equipment	<ul style="list-style-type: none"> <li>9 litre water fire extinguishers</li> <li>1.2 kg CO<sub>2</sub> fire extinguisher</li> <li>1.2m<sup>2</sup> fire blanket</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>First Aid kit containing BLUE plasters</li> <li>Food handlers must report / record any injury</li> <li>Staff must not work in kitchen if suffering from infected wounds, sores, skin infection, diarrhoea, sickness, etc.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>Require safety induction</li> <li>At least one must hold a basic Food Hygiene certificate</li> <li>All staff must be properly trained in food handling for which they are responsible</li> </ul>

Summary of Canteen / Food Preparation area requirements (LA may have other specific requirements)	
<b>Protective clothing</b>	<ul style="list-style-type: none"> <li>• Hat / hairnet in the kitchen (but not elsewhere)</li> <li>• Coverall - light coloured, washable, press studs, no external pockets. Should completely cover personal clothing</li> <li>• Enough provided to allow for laundering</li> <li>• Suitable nonslip footwear to protect from spillage of a hot liquid</li> <li>• Storage locker for outdoor clothing</li> </ul>
<b>Cleaning / housekeeping</b>	<ul style="list-style-type: none"> <li>• Appliances moved and cleaned under / behind regularly</li> <li>• Cleaning schedule for systematic approach</li> <li>• No accumulations of foodstuffs or waste / packaging</li> <li>• Sufficient bins with close fitting lids, emptied daily</li> </ul>
<b>Food storage</b>	<ul style="list-style-type: none"> <li>• All food which is handled, stored, packaged, displayed and transported, shall be protected against any contamination</li> <li>• Food placed and/or protected to minimise any contamination risk</li> <li>• Fresh food brought in preferably daily / max. 2 days stock</li> <li>• Foodstuffs marked with date placed in refrigerator/freezer</li> </ul>
<b>Temperature controls</b>	<ul style="list-style-type: none"> <li>• Foodstuffs stored at max 8°C unless lower temp. is stipulated.</li> <li>• Hot food served / kept above 63°C minimum</li> <li>• Limited periods outside temperature control are permitted where necessary to accommodate the practicalities of handling during preparation, transport, storage, display or service of food</li> <li>• Food reheated must be reheated to over 82°C (once only and then discarded)</li> </ul>
<b>Temperature checks</b>	<ul style="list-style-type: none"> <li>• Temperatures of refrigerators / freezers must be checked twice daily; 5°C maximum for refrigerators, Minus 18°C minimum for freezers</li> <li>• Records of temperature checks helpful to show that legal requirements have met "due diligence"</li> <li>• Records should identify action to remedy any discrepancies identified by routine monitoring</li> <li>• A temperature probe must be provided to the canteen person for regular random sampling of batches of hot food</li> <li>• Probe to be cleaned with anti-bacterial wipes between foods</li> </ul>

## 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.

The following tables are a guide to the facilities that must be provided.

No of people on site	No of toilets to be provided	No of urinals to be provided
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
No of people on site	No of washbasins to be provided	
1 - 5	1	-
6 - 25	2	-
26 - 50	3	-
51 - 75	4	-
76+	5	-



A hand skin safety protection unit must be provided.

### 2.1.4 WATER & WATER QUALITY ON SITE

A supply of wholesome drinking water must be provided and be readily available, it should be supplied direct from the mains. Where this is not possible and bottled water is to 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).

The provision of a mains-fed water supply to a site compound is critical and adequate forward-planning and agreements with the appropriate water company must be in place well in advance of a site start.

Where not possible (due to unforeseen circumstances or site conditions) the length of time without water mains supply to an operating site must be kept to a minimum.

Where a mains-fed water supply is not available arrangements must be made with a tanked water supplier to provide:

1. Supply of Water Tank/s. NB. A copy of the tanks' Cleansing and Disinfection Certificate must be obtained.
2. Regular topping up of the water supply via a tanker supply, and
3. Regular inspections by the water supplier of the tank and connections.
4. If after three months the water tank is still supplying the Welfare Facilities, arrangements are to be made for the supplier to carry out water testing to determine if cleaning and disinfection of the tank is required.

#### Bulk water storage tank



If a Bulk Water Storage Tank (BWST) has been in use for more than three months and it is intended that the BWST will continue in use, arrangements must be made for the tank supplier to carry out a Water Test to confirm water quality remains satisfactory and determine if the tank requires cleansing and disinfecting.

## Intermediate Bulk Containers

Intermediate Bulk Containers (IBCs) are industrial-grade containers specifically engineered for the mass handling, transport and storage of liquids. IBCs are only authorised for the storage of water on TW sites.




### 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](#)



## 2.2 DOCUMENTATION, NOTICES AND SIGNAGE

All the site HSE documentation, notices and signage is designed to present a consistent HSE message based on the [Guidance Booklet 'HSE Theme "The operative's journey" Stage 1'](#), (available on  **inHouse**).

### 2.2.1 DOCUMENTS TO BE AVAILABLE / DISPLAYED IN THE SITE ACCOMMODATION

Site Managers must have available, or on display where appropriate, the following documents in the site office.


Documents to be available in the Site Office	
Construction Phase HSE Plan (Folders 1, 2 & 3)	
STAC and HSE Site Control Forms (Take 5)	
Site Safe Briefing folder	
TW Site HSE Manual	
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	
Documents to be displayed (Site Office, Canteen, Material Store or Signing in point)	
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	
'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) Those that can be grouped together on a dedicated notice board:


Health and Safety Law Poster



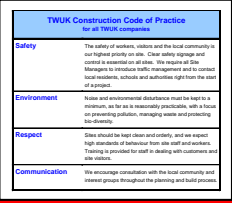
TW HSE Policy  
No smoking sign  
(TWSP 22)



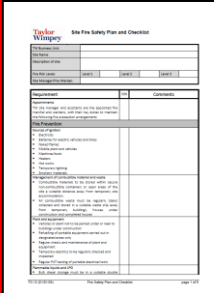
F10 Notification  
Employer's Liability  
Insurance Certificate




TW Construction Code of Practice




Fire Safety Plan



SSEAP Summary



Certificate of Site Premises  
Notification (EA) for  
hazardous waste  
where applicable

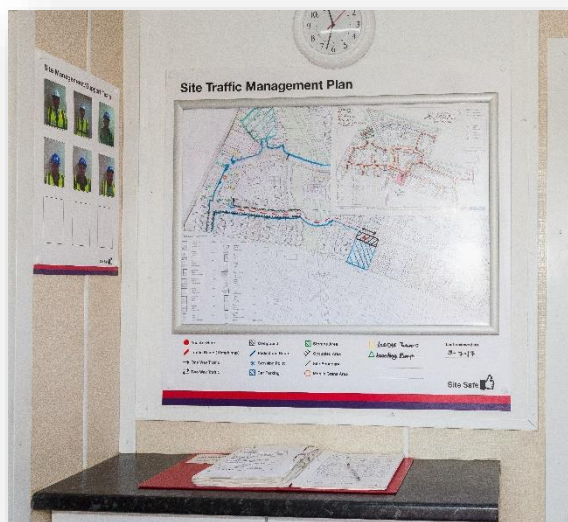


b) Those that must be displayed at particular locations:

- **Traffic Management Plan** (see [Section 2.2.3](#)) at the sign-in point.
- **The Site Information Plan** (see [Section 2.2.4](#)) in the site office.
- **Emergency Procedures and Contact Details** and **Reporting an Accident or Dangerous Occurrence** notices (see [Section 2.2.5](#)) by the telephone.
- **First Aid Notice** (see [Section 2.2.5](#)) on the Site Manager's Office Door; and
- **Safecall Poster** (see [Section 2.2.6](#)) in the canteen.

### 2.2.3 TRAFFIC MANAGEMENT PLAN (TMP)

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.



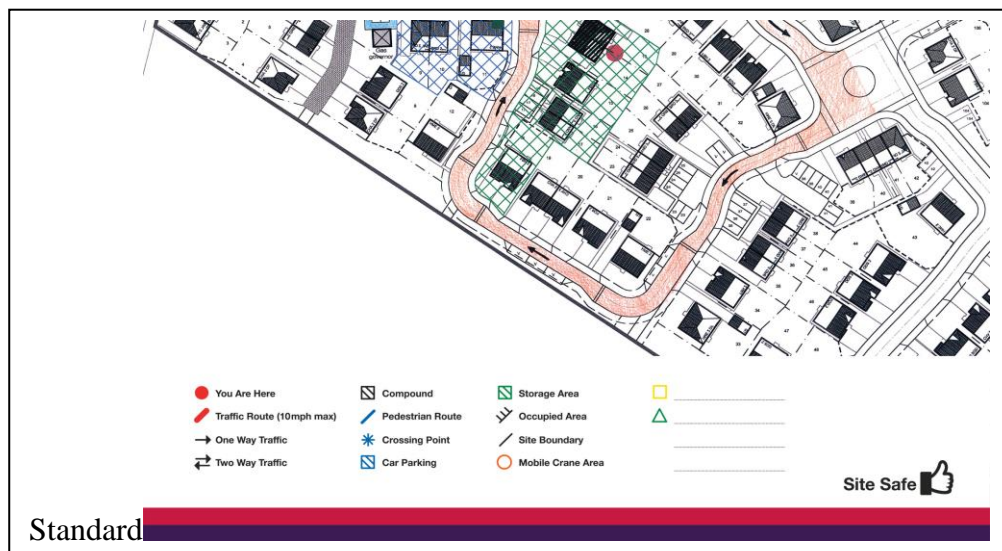
The Traffic Management Plan (TMP) must be reviewed by the Site Manager or Assistant Site Manager at the start of each working day and during site walk-about. This helps ensure the TMP and Traffic Controls accurately reflects the site activities and specific tasks that day, such as, site deliveries; Mobile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

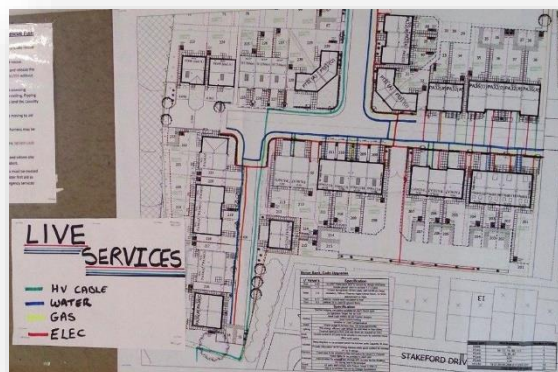
Key points to consider are:

- 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 THE 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 4.3.4.1).



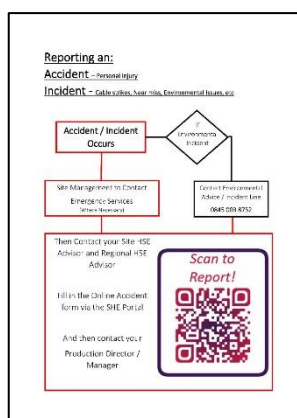
It includes:


- 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, CONTACT DETAILS AND REPORTING AN ACCIDENT / INCIDENT

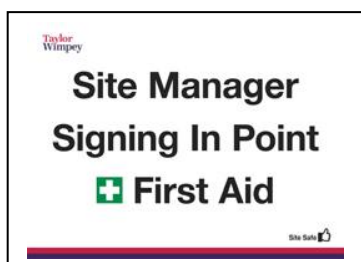
These notices must be displayed in the Site Office:

<b>COMPANY NAME:</b> <b>EMERGENCY PROCEDURES AND CONTACT DETAILS</b>	
<b>SITE NAME:</b>	
<p><b>Emergency Action</b> Should there be an emergency on site, the Site Manager or his Assistant must be advised and the appropriate emergency service contacted. For this, the Assembly point is in the Site Operations Car Park. The alarm will be raised by word of mouth. On larger sites a siren will be used. All personnel must assemble at the car park to be checked against the sign sheet.</p>	
<p>1. Call the emergency line 2. Tell the Operator which Emergency Service you require 3. Wait to be connected 4. Tell them what the issue is 5. Tell them where the site is located (see below) the number you are calling from (see below).</p>	<p>Police Ambulance Fire: <b>999</b></p>
Site Address:	
Site Telephone Number:	
Emergency contact Name/Address:	Telephone:
Electricity:	
Water:	
Gas:	
Telecom:	



- Completed [Emergency Procedures and Contact Details](#) form (Folder 2 F2.14); and
- [Reporting an Accident or Dangerous Occurrence](#) notice (available on ).

## FIRST AID NOTICE



- This notice is to be displayed on both sides of the door to the site office.
- Sign reference - TW HSE 1-05

## 2.2.6 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.

## 2.2.7 SITE 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).

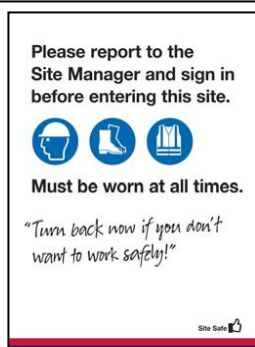
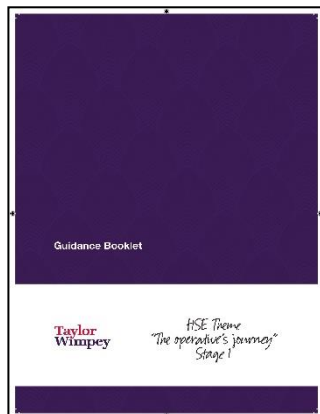
Other signs can be unbranded and can be sourced from any approved national supplier.

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



**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 OPERATIVE'S JOURNEY'



The signage is designed to communicate the TW message to operatives from arriving at the designated car park to getting to the place of work.

### Compound Entrance

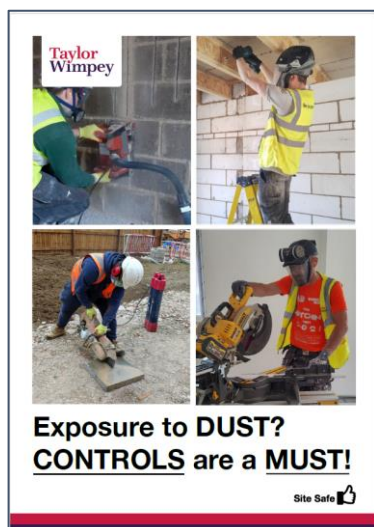
- Sign reference - TW HSE 1-01 and TW HSE 1-02
- The first opportunity to send out the right HSE message to operatives coming on to site.

### Canteen Posters 2025

- 2025 poster campaign focuses on occupational health, commencing with a master poster titled 'Protect your Health'
- This poster is supported by a series of Calibri Light (Headings) supporting posters aimed at raising awareness of specific health topics including manual handling and dust.

### 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





**Pedestrian  
route**



#### Pedestrian Walkways

- Sign reference - TW HSE 1-23
- To be displayed along walkways.



**BE AWARE**  
Construction traffic



#### Walkway Crossing Points

- Sign reference TW HSE 1-22
- To be displayed at walkway crossing points.

**NOTE:** that there must be no other signs placed near a 'theme' sign, to help ensure safety message is kept clear.

## 2.3 ACCIDENTS, INCIDENTS AND EMERGENCIES

### 2.3.1 FIRST AID

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 help arrives.

#### FIRST AIDERS

First Aid Measures Checklist	
First Aider	A minimum of one certificated first aider at work must 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: <ul style="list-style-type: none"> <li>• Easy to access (not locked away).</li> <li>• In a dust-free location; and</li> <li>• Near hand-washing facilities</li> </ul>
Accident / Incident Reporting Sheets ( <a href="#">Construction Phase HSE Plan, Folder 2 f2.16</a> )	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.

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.

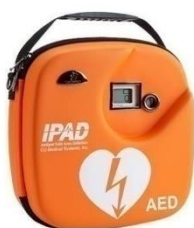
## EYE WASH STATION



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

Each site is provided with a defibrillator, storage cabinet and defibrillator signage as pictured below. The Defibrillator is placed inside the cabinet and located in the canteen or other suitable area that is readily accessible. Both the 'Heart Restarter' Poster and 'User Guide' (see pics below) are to be located next to the cabinet.



Defibrillator

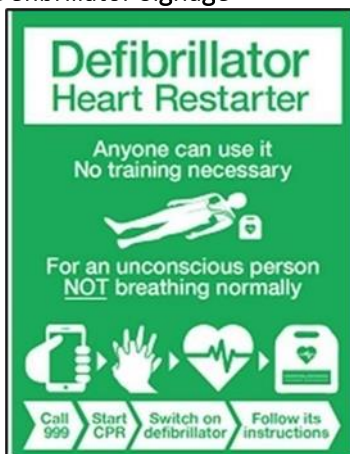


Defibrillator Cabinet

IPAD SP1 AED - VISUAL INDICATOR		
INDICATOR	DESCRIPTION	NOTE
Status LCD Device Operation	The device is functioning normally.	○
Status LCD Device Operation	The device has an error.	✗
Status LCD Battery Level Indicator	Less than half battery power remains.	🔋
Status LCD Pad Status	The pad will expire within 3 months.	🗓️

To be Located next to the cabinet

#### Defibrillator Signage



To be Located next to the cabinet



To be located on the door to the canteen



To be located on the site boundary adjacent to the canteen

#### Defibrillator and Cardiopulmonary Resuscitation (CPR) Training




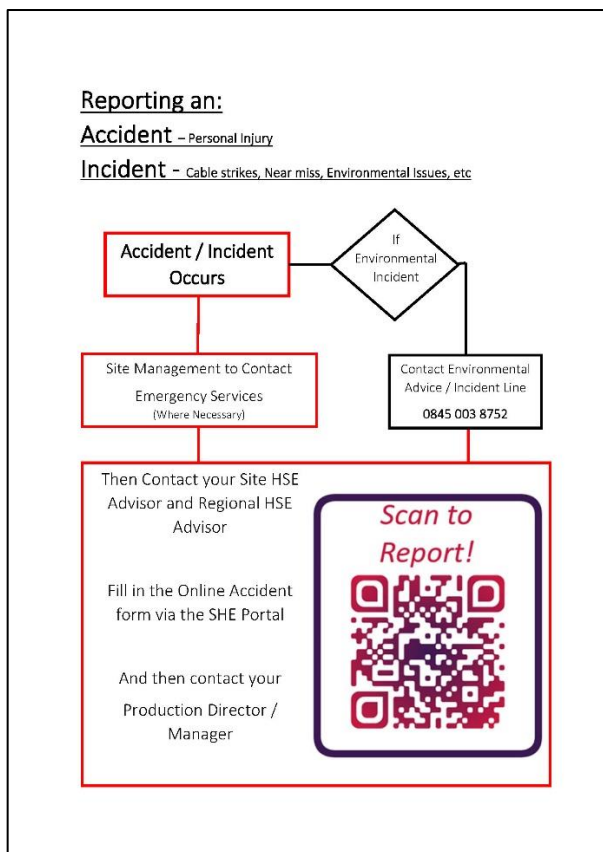
TW has a training programme to provide De-fib and CPR Familiarisation training to all Site Management and Support Teams as well as subcontractors and operatives that work on our sites.

**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

#### IMMEDIATE INTERNAL REPORTING

Any accident or incident resulting in injury to employees, contractors or members of the public or Dangerous Occurrence must be reported as outlined on the following chart available on 



#### Responsibility:

- All TW employees

#### When:

- For serious incidents, i.e., where emergency services 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](#)

See [Claim Procedure](#) available on 

### 2.3.4 ACCIDENT / INCIDENT PORTAL

The [SHE Assure Accident Portal](#) combines the statutory duty to record details (replacing the “Accident Book”) with the TW internal recording 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.


### 2.3.5 ACCIDENTS AND INCIDENTS REPORTABLE TO HSE, EA or SEPA

CATEGORY	ACTION
<b>SPECIFIED INJURIES TO WORKERS</b> (e.g. – 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 <a href="#">Section 2.3.3</a>
<b>OVER 7 DAY INCAPACITATION OF A WORKER</b> (i.e., Resulting in more than 7 consecutive days, excluding the day of the injury, unable to resume normal duties)	Follow the procedure charted on <a href="#">Section 2.3.3</a>
<b>FIRST AID INJURY</b> (i.e., Minor with no loss of time)	Contact your Site HSE Advisor and HSE Administrator <a href="#">Contact details section 2.3.3</a>
<b>DANGEROUS OCCURRENCE</b> (e.g., collapse of lifting appliance, explosion, serious electrical fire, scaffold collapse)	Follow the procedure charted in <a href="#">Section 2.3.3</a>
<b>ENVIRONMENTAL INCIDENT</b> (e.g., fuel spill, statutory nuisance complaint)	Contact Environmental Advice / Incident Line (0845 003 8752) <a href="#">see Section 2.3.3</a>

The Site Manager is responsible for:

- Following the steps on the flowchart (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.

The following notices must be prominently displayed for easy reference in an emergency:

- **REPORTING AN ACCIDENT OR DANGEROUS OCCURRENCE NOTICE** (available on )
- **EMERGENCY PROCEDURES AND CONTACT DETAILS** (from [Construction HSE Plan - Folder 2, F2.14](#)) completed with the site-specific information.

### 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

#### Outcomes:

- Lessons Learnt identified by Taylor Wimpey Management Team and Contractor Management Team
- USAG Report completed
- 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.



### 2.3.7 ENVIRONMENTAL INCIDENTS (ENVIRONMENTAL ADVICE / INCIDENT LINE)

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	
Category A	Obvious immediate risk to receptors –specialist advice required
Category B	No immediate threat to receptors – may require outside help
Category C (Positive Intervention)	Dealt with by site
ADVICE	Advice only

**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 SETTING UP AN ELECTRICAL SUPPLY

### 2.4.1 INSTALLATION OF ELECTRICAL SUPPLY TO COMPOUND (CATEGORY 0: Standard TEMPORARY WORKS)

When installing the electrical supply to the compound, ensure:

#### a) Main Cupboard (Origin of the Supply)



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



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



- Must be fully earthed to an 'Earth Rod'

## b) Cables 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 defect and damage.
2. Blanks fitted to ensure live parts are not accessible.
3. Breakers labelled up; and
4. Push button RCD fitted rated to 30mA.

### Compound Electrical installation - General checks:

- Cable condition / damage.
- Signs of apparatus overheating.
- Damage or wear of installation.
- Security of main cupboard / Consumer units.
- Warning notices displayed; and
- Earthing rod installation intact.

**Note:** All electrical work must be carried out by a trained and authorised electrician, the work includes the initial installation, commissioning, regular testing and inspection as well as any modification works.

## 2.4.2 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

## 2.4.3 GENERATORS

Generators must never be the first option – consider whether mains generated electricity is available. Consider also the size of generator for the required output and the minimisation of environmental risks.

### 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 2.5.4 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.
- Noise reduction measures should be considered 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.

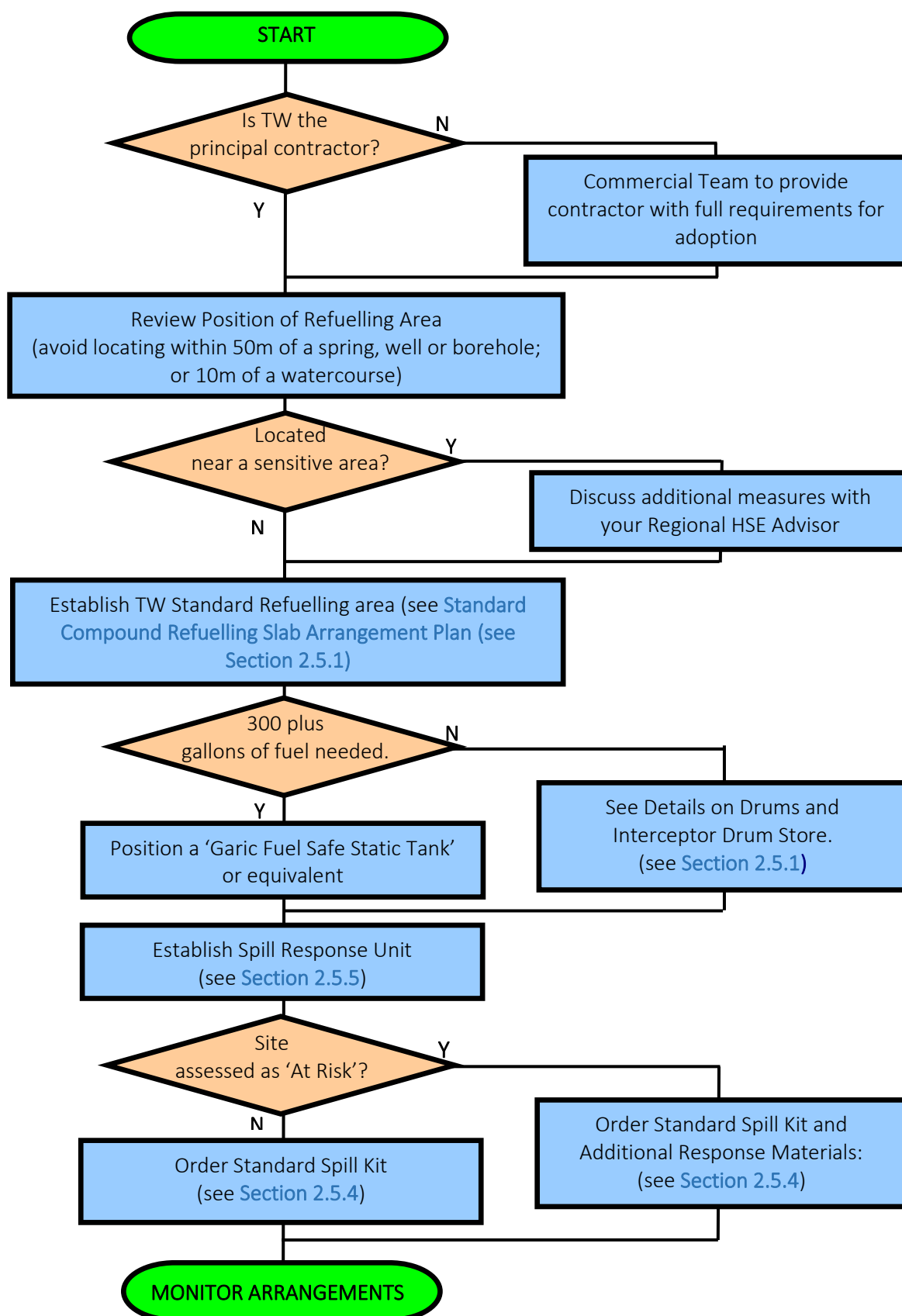
- Must be switched off when not use
- Regularly maintained
- Must be placed in a suitable drip tray when in use and when being refuelled

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 FUEL STORAGE AND USE





## 2.5.1 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 - Category 0: Standard Temporary Works

Option 2 - Fuel Eco-Hub - Category 0: Standard Temporary Works

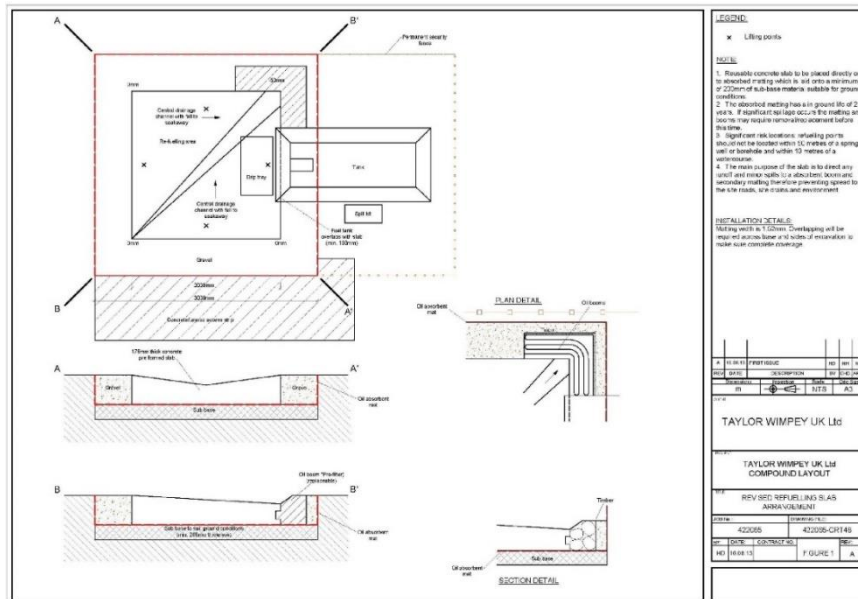
**TW Standard Compound Refuelling Slab Arrangements** (drawings available on ) must be used and set up as soon as possible.

The materials for the standard refuelling area can be sourced from the following suppliers.

NewPig Freephone - 0800 919 900 / Email - <a href="mailto:pigpen@newpig.com">pigpen@newpig.com</a>			
Order Code		Description	Qty
TW008	MATE4000	Ultra X-Tex Mat 152cm W x 15.2m L	1
	BOM405-02	PIG® Oil-Only Absorbent Booms 2/Bag 13cm x 3m	1
TW009	BOM405-02	PIG® Oil-Only Absorbent Booms 2/Bag 13cm x 3m	1
TW010	MATE4000	Ultra X-Tex Mat 152cm W x 15.2m L	1
Bison Pre-Cast – Email <a href="mailto:martin.bolton@bison.co.uk">martin.bolton@bison.co.uk</a>			
Order Code		Description	Qty
TWDTs		Hanson Pre-Formed Diesel Slab [Re-Usable] [2m x 2m x 175mm Thick]	1
Scottish Businesses can obtain this concrete slab from Creagh Concrete, 0131 297 4271			

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)

A suitable Refuelling Station must also be implemented and used by Groundwork's Contractors during their role as External Principal Contractor.



## Fuel Tank

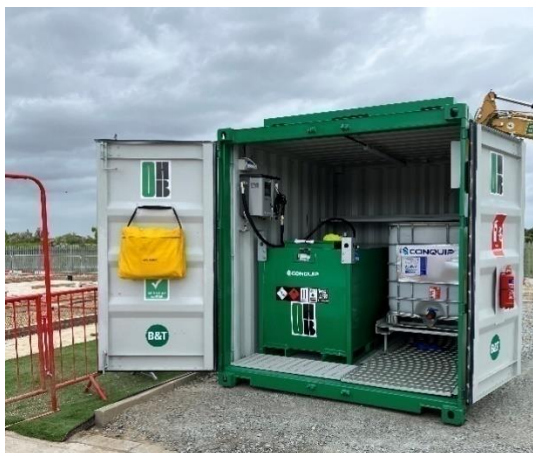
All fuel tanks must be either 'Garic Fuel Safe Static Tank' (300 or 500 gallon) or equivalent. With the following TW requirements met:

- 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

As alternative a 'Fuel Eco-Hub' can be used as a stand-alone, secure fuel storage facility.



### 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](mailto: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.



- If only a small amount of fuel is required on site, use 45 gallon fuel drums. These must be stored in an Interceptor Drum Store within a designated refuelling area.

### Inspection and Maintenance

Oil containers, secondary containers and storage areas need to be checked regularly for signs of damage, corrosion, bulging, leaks or evidence of unauthorised use or interference.

## 2.5.2 MOBILE BOWSERS

TW specify that mobile bowzers can only be brought on site for temporary periods and only where it is highly impractical to utilise the standard refuelling area. Bowzers 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 Pad

Speedy Hire Freephone – 0345 6099 998		
Order Code	Description	Qty
XXL40	EnviroPad® XXL 2180mm x 1370mm	1
XL30	EnviroPad® XL 1370mm x 1370mm	1





### 2.5.3 REFUELLING ARRANGEMENTS FOR 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.



## 2.5.4 PROVISION AND USE OF SPILL KITS

A Spill Kit must be provided on all sites. There are two types for use on TW sites:



- Standard Spill Kit (TW001 and TW002); and
- Enhanced Spill Kit for “at risk” sites with drains, watercourses, boreholes etc (Standard Spill Kit plus TW003, TW004 and TW005).

Spill Kit items/quantities are summarised below. You can order replacement items direct from **New Pig Ltd** (Freephone 0800 919 900, Email - [pigpen@newpig.com](mailto:pigpen@newpig.com)).

Standard Spill Kit (minimum requirement for all sites):

New Pig Code		Description	Qty
TW001:	PLP201	PIG® Lite-Dri® Absorbent 8kg bag – Bag Absorbs 30L	2
	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 <i>Note: for use with the refuelling slab arrangement.</i>	1


Enhanced Spill Kit (for sites assessed as “at risk”):

A Standard Spill Kit plus the following additional response materials for sites assessed as ‘at risk’ (e.g., near watercourses, wells, boreholes etc.):

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:

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

Note: 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 2.5.5](#)

### 2.5.5 SPILL RESPONSE (EG. FUEL)

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.

### 2.5.6 LPG STORAGE



- 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



- TWSP 27

### 2.5.7 UNDERGROUND FUEL LINES

- Any underground fuel lines and associated valves must be pressure tested before first use, whether for temporary use or as part of the heating provision to a property (domestic fuel tank).
- Documentation of the pressure test results must be provided by the contractor and retained in the plot file.

## 2.6 MORTAR SILO

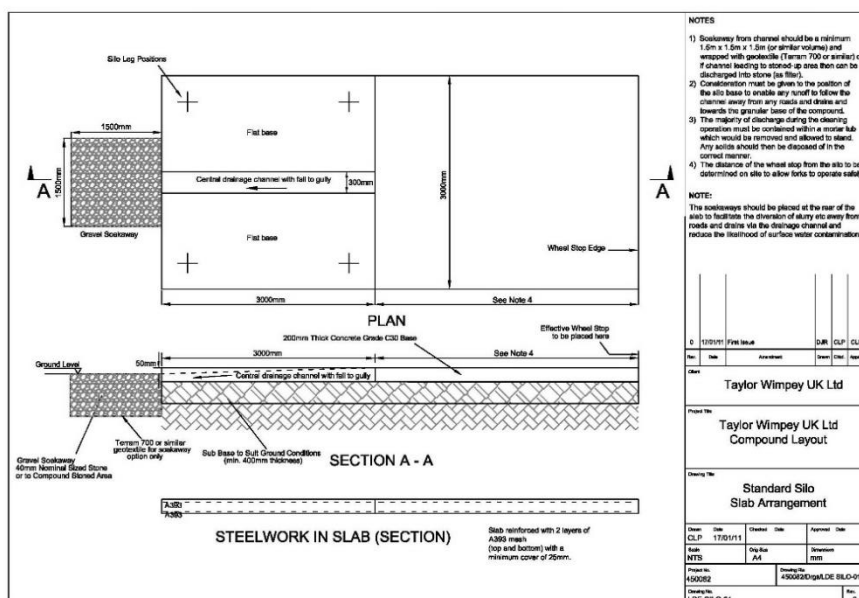
### 2.6.1 MORTAR SILO SLAB - Category 0: Standard Temporary Works

Where a mortar silo is required, the [TW Standard Silo Slab Arrangement](#) is used (see below). This arrangement incorporates a wheel stop (see [Section 2.6.2](#)) and a central drainage channel. The wheel stop block is intended to prevent an interface between the operatives at the silo and the machine (extending the forks used to retrieve the mortar tub, etc). The drainage channel is intended to direct any excess wash-out or spills away from drains, site roads etc. as well as keep the working area free of slip hazards.

- **Locate** away from any drains and other ground water. Adjacent drains to be sealed to prevent any run-off entering.
- Concrete and cement mixing to be undertaken at least 10 metres from a watercourse or surface water drain to reduce the risk of run-off entering. **If not possible then measures must be in place to adequately control run-off.**
- Electrical supply to be installed by a competent electrician and tested every 3 months.
- Silo and dispensing valve must be secured and locked-off out of hours.
- Washout is contained in a tub, allowed to set overnight and disposed of as clean/inert waste.

Further information on the environmental controls for concrete, cement and grout washout are contained (see [Section 9.5.5 Site Environmental Issues and Controls](#))

See also [Site Safe Briefing: Safe Use of Silos.](#)



[TW Standard Silo Slab Arrangement](#) Drawing available on 

## 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.

### Temporary Arrangements



- If only small quantities of mortar are required and a cement mixer is being used, blocks or large heavy items must be placed at either side of the mixer to act as a barrier, i.e., only the telehandler forks and boom can access the mixing area.

## 2.7 WASTE MANAGEMENT AND SEGREGATION

Full details of TW's Waste Management Procedures are given in [Section 9](#) of this Manual.

### 2.7.1 WASTE CONTAINERS / SKIPS

Supplier
Reconomy Solutions Ltd
Telephone: 08000 280578 (dedicated TW line)
Fax: 01952 236611
Operations: Orders, Call offs Account management Customer care
Contacts: Michael Benton (National Sales Manager) Christopher Martin (Commercial Director)

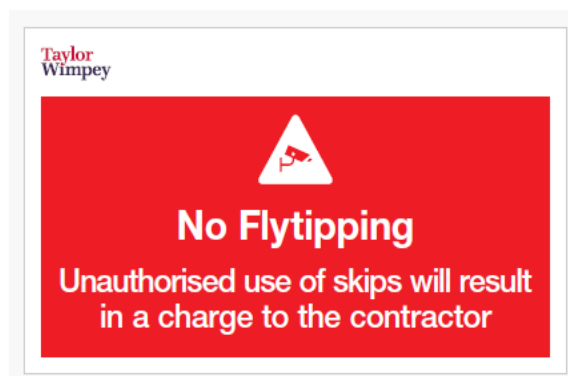
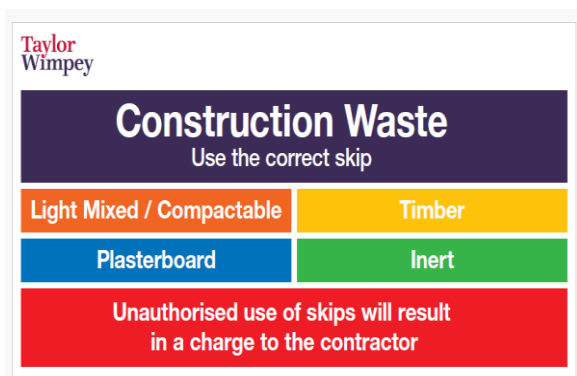
Best practice is to use RELs (rear end loader) and FELs (front end loader), limiting the use of costly builders' skips.

Note: in some cases, there may be a need for a builder's skip to be provided (e.g., for large amounts of chip board / MDF), however this need must be assessed and authorised by the Production Director.

### 2.7.2 WASTE SEGREGATION AREA / SIGNAGE PACKS

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.

**Taylor Wimpey**

### Light Mixed / Compactable

- ✓ Polythene (shrink-wrap)
- ✓ Cardboard
- ✓ Plastic off-cuts
- ✓ Material packaging
- ✓ Metal banding
- ✓ Canteen waste
- ✓ Polystyrene
- ✓ Insulation

- ✗ Inert materials should be stockpiled for reuse
- ✗ Suppliers remove own packaging from site

**Taylor Wimpey**

### Timber

- ✓ Clean Timber (lengths less than 600mm should be kept for reuse)
- ✓ Plywood
- ✓ Chipboard
- ✓ Treated wood
- ✓ MDF

- ✗ No pallets - stack separately for collection

**Taylor Wimpey**

### Plasterboard

- ✓ Plasterboard off-cuts

- ✗ Foil / foam backed plasterboard must be segregated

**Taylor Wimpey**

### Inert

Stockpile for reuse

- ✓ Concrete
- ✓ Hardcore
- ✓ Stone
- ✓ Bricks / blocks
- ✓ Broken roof tiles
- ✓ Broken clay pipes
- ✓ Broken kerbs
- ✓ Broken paving



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](#), available on [inHouse](#)

### 2.7.3 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 COMPOUND MATERIAL STORAGE ON SITE - Category 0: Standard Temporary Works

Poor material storage contributes significantly to waste generation on site. When storing material always remember:



- 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.
- Bricks/blocks:
  - 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; and
  - Always follow suppliers' storage instructions; and



- 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;

Hazardous materials must be stored in suitable containers to ensure safe working practices and minimal impact on the environment. Ensure inventory taken of items and cross-refer to COSHH assessments ([Construction HSE Plan – Folder 3, Section 6](#)), please see [Section 3.5.6](#) for further details.

## 2.9 FIRE PRECAUTIONS ON SITE

This section covers:

- General principles of fire prevention.
- General fire precautions (site offices, compounds, etc.).
- Specific fire precautions for traditional construction; and
- Specific fire precautions for timber frame construction (see [Section 11.5: Timber Frame Fire Controls](#))

### 2.9.1 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

### 2.9.2 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.

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.

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

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.

### 2.9.3 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.	<ul style="list-style-type: none"> <li>Smoke detectors required</li> <li>9L water extinguisher + 1.2kg CO2 where there is electrical equipment (computers, printers, photocopiers, etc.)</li> <li>Fire blanket where a kitchenet within the office area</li> </ul>
Kitchen and canteen area	<ul style="list-style-type: none"> <li>Smoke detectors required</li> <li>6kg dry powder extinguisher</li> <li>1.2kg CO2 extinguisher</li> <li>Fire blanket</li> </ul>
Site compound (material storage area)	<ul style="list-style-type: none"> <li>Type 1 Fire Point, with one required for every 200m2</li> </ul>
Fuel and LPG storage areas	<ul style="list-style-type: none"> <li>6kg dry powder extinguisher located near the fuel/LPG storage</li> </ul>
Sales centre, including show homes	<ul style="list-style-type: none"> <li>2L Foam (AFFF<sup>1</sup>) extinguisher in sales office</li> <li>One 2L Foam (AFFF<sup>1</sup>) extinguisher per show home</li> </ul>

<sup>1</sup> See note overleaf

Note: From 4<sup>th</sup> July 2025 AFFF Extinguishers are no longer permitted to be used and replaced with a more environmentally friendly alternative. For example, water extinguishers for Class A fires, i.e., plastics, wood, paper and textiles. With a strategy from the replacement and disposal of any AFFF Extinguishers communicated in early 2025



Operatives carrying out hot works, e.g., plumber, must have a suitable fire extinguisher specific to the task / trade risk assessment.

## Construction Area

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

Location	Risk Level	Requirement
<b>Traditional houses</b> Includes detached, semi-detached and terraced housing	Level 1	<ul style="list-style-type: none"> <li>Type 1 Fire Points, with one required for every 10 houses under construction</li> </ul>
<b>Small traditional apartments</b> Up to two stories and a maximum of six apartments	Level 1	<ul style="list-style-type: none"> <li>Type 1 Fire Point located at ground level entrance</li> </ul>
<b>Traditional apartments</b> All buildings with seven or more apartments	Level 2	<ul style="list-style-type: none"> <li>Type 2 Fire Point, with one fire point provided at each level of each stair core</li> <li>Additional fire points are required in corridors where distance to nearest fire point in stair core is greater than 30m</li> <li>Automatic fire detection (smoke/heat) linked to the alarm system</li> </ul>
<b>Timber frame houses</b> Includes detached, semi-detached and terraced housing	Level 2	<ul style="list-style-type: none"> <li>Type 2 Fire Point, with one fire point required for every 3 houses under construction</li> </ul>
<b>All timber frame apartments</b> Plus, all RC frame buildings	Level 3	<ul style="list-style-type: none"> <li>Type 2 Fire Point, with one fire point provided at each level of each stair core</li> <li>Additional fire points are required in corridors where distance to nearest fire point in stair core is greater than 30m</li> <li>Automatic fire detection (smoke/heat) linked to the alarm system</li> </ul>



## 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, containing:

- 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, containing:

- 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, etc.

Note: \* or as specified by a specialist fire equipment provider

## 2.9.4 TESTING AND MAINTENANCE

The operation, maintenance and effectiveness of the fire alarm system and firefighting equipment must be regularly checked.

Equipment	Requirement
Standalone push button alarms	<ul style="list-style-type: none"> <li>Random recorded test of one call point per week</li> </ul>
Interlinked fire alarm systems	<ul style="list-style-type: none"> <li>Tested after installation and where additional components added (by installer)</li> <li>System tested weekly and recorded</li> </ul>
Firefighting equipment	<ul style="list-style-type: none"> <li>Visual check weekly</li> <li>Annual examination of all firefighting equipment (extinguishers) by a competent person, with sticker provided to indicate tested</li> </ul>
Fire drill	<ul style="list-style-type: none"> <li>Site office and welfare compound fire drill every 6 months (two per year)</li> <li>Sites with timber frame and/or apartments fire drill every 6 months (two per year)</li> </ul>



### 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

### 2.9.5 HOT WORKS PROCEDURE

Where there is a risk of fire associated with work involving naked flames or heat sources, such as soldering or welding, an [Authority to Proceed – Hot Works \(Construction HSE Plan – Folder 2, F2.13\)](#) must be completed by the contractor and submitted to the Site Manager before the work commences. If there are any doubts, contact your Site HSE Advisor.



**Danger**  
**Hot works**  
**in progress**



**No**  
**unauthorised**  
**entry**

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.

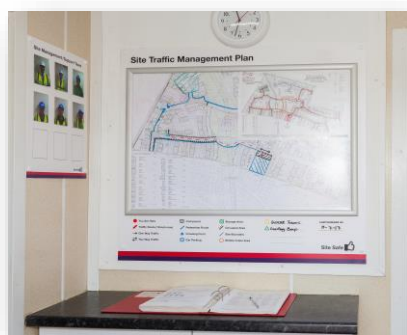
## 2.10 SITE TRAFFIC MANAGEMENT

The key principle of Traffic Management is the segregation of pedestrian and vehicular traffic.

### 2.10.1 GENERAL ARRANGEMENTS

The Site Manager, in conjunction with the Production Director and/or Production Manager, must initially identify how people, plant and vehicles can safely move about the new site, identifying possible interfaces between plant / pedestrians / public, ensuring the following controls and arrangements are in place.

**Note:** The Site Traffic Management Plan must be regularly reviewed and updated by the Site Management Team (see [Section 2.2.3](#)).



A Traffic Management Plan that accurately reflects the site conditions (see [Section 2.2.3](#));



- Establishing and maintaining signposted pedestrian routes that are to and from work areas that are segregated from vehicular traffic (see [Section 2.2.4](#)).



'Thumbs Up' plant awareness boards for use in groundworks areas where there is a potential risk from the plant; and

Maintenance of the 'safe build' interface with occupied homes.

## 2.10.2 VEHICLE AND PLANT MOVEMENTS



- 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.



### 2.10.3 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.





- 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

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



- 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 of a standard to prevent hazards from uneven or large objects.

**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.**

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 e.g., haunching at manholes. Ramps at differing kerb levels, etc.

Other measures are:



- 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.



- Identify where temporary footpaths are required and what surfaces will be provided, e.g.:
- Bark chippings.
- Crowd control barriers.
- Solid barriers where plant reversing.
- Fixed posts with rails (scaffold tubes) or rope; and
- Avoid blocking the path with materials, forcing pedestrians onto the road.





## 2.10.4 SIGNAGE

Identify requirements to avoid blocking the path with materials, forcing pedestrians onto the road. Use signage and consider the following:



Provision of clear signage on arrival and around the site.

- TWAS 17a – Left
- TWAS 17b – Right
- TWAS 17c – Straight on

Consider signage required for visitors and delivery drivers.

- TWAS 18a – Left
- TWAS 18b – Right
- TWAS 18c – Straight on

Example of types of signs required includes the site speed limit (max 10mph); and

- TWSP 10



Clear directions from the site entrance must be provided for consortium sites to help prevent vehicles mistakenly entering the wrong site.

## 2.11 ADVERSE WEATHER - WINTER AND SUMMER

### 2.11.1 GENERAL ARRANGEMENTS

As part of making all reasonable efforts to keep pathways and vehicle routes clear, gritting may be necessary in wintry conditions.

The TW [Guidance on Gritting during Adverse Weather Conditions](#) is available on 



The keys points are:

- 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 should 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.

For further advice, contact your Production Director or Regional HSE Advisor.

## IMPORTANT NOTICE

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

Where a grit bin is provided it must have a copy of this notice firmly fixed to it.



## 2.11.2 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 Checks
Reviewed <a href="#">Section 2.11.1</a> '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 <u>not</u> 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 <u>any</u> 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.

### 2.11.3 SUMMER WEATHER

During prolonged periods of hot weather, it is important that those working on sites take sensible precautions to protect themselves from exposure to the sun.



'Sun Safe' posters are available on 

The poster highlights, and advises on, the sensible precautions operatives on site can take to protect themselves during hot, sunny weather. The poster must be clearly displayed on all sites within the Site Office, Canteen, etc.

Note: this includes where we have sites operating with temporary welfare facilities (e.g., site start / close-down).

Sensible precautions to reinforce during hot weather include:

- 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.