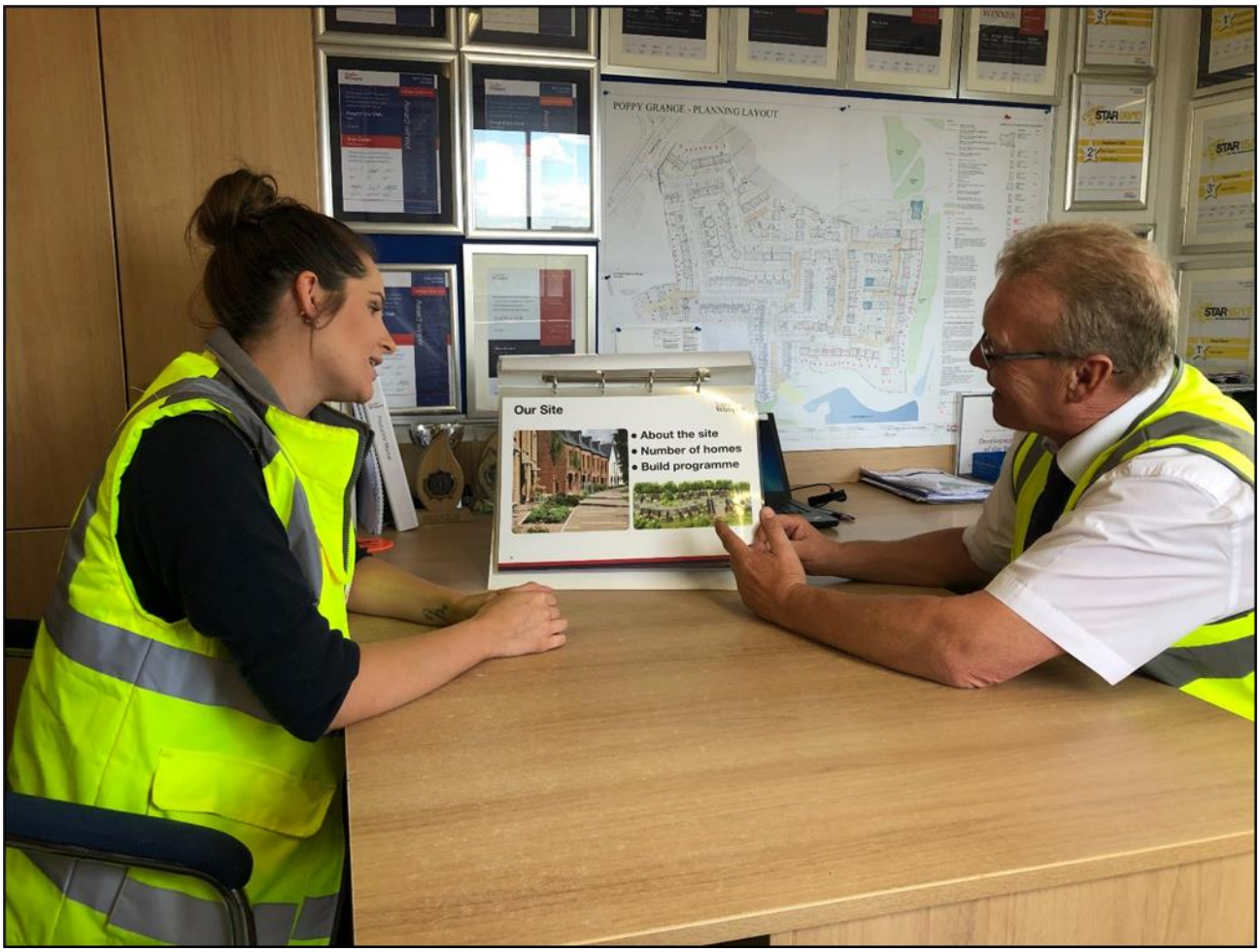
SECTION 3:
BRINGING CONTRACTORS AND OPERATIVES ON TO SITE



SECTION 3: INDEX

BRINGING CONTRACTORS AND OPERATIVES ON TO SITE

3.1 BRINGING OPERATIVES ON TO SITE

This section sets out the key principles for bringing contractors and operatives onto site. Before Contractors and Operatives are permitted to start work on site, the following must be in place:

- Contractor organisation holds suitable SMAS accredited (**Commercial / Production team**).
- Contractor risk assessment and, where applicable, safety method statement received and reviewed.
- Operatives have received a TW site HSE induction; and
- Operatives briefed on their Safe System of Work, including Risk Assessment.

3.1.1 SITE HSE INDUCTION

No one can be permitted onto the build area of a TW site unless:

- They have received a Site HSE Induction from the Site Manager or Assistant Site Manager; or
- In the case of a short period visitor, they are under the close supervision of the Site Management Team.

Note: Operatives are encouraged to hold an appropriate CSCS card.

The inductee is taken through the HSE Induction Presentation or Flip Chart, clearly demonstrating, and reinforcing the TW approach to HSE on site and standards.

The induction card displays the induction number which is unique to the individual.

The induction is recorded by the Site Manager on the Site HSE Induction Record (available on Inhouse)

When each induction is completed, the QR code is to be scanned, and the relevant details completed to ensure all inductions are suitably recorded.

Larger sites may set up Induction Suites using different media e.g., wide screen TV, etc. Contact your Regional HSE Advisor to review.

Note: When 'inducted' operatives transfer to another site, the receiving Site Management Team must provide them with a site specific HSE Briefing covering relevant HSE information relating to that site, e.g., traffic management/pedestrian segregation, welfare, plant use, etc.

Where a site has unique situations e.g., Contaminated Ground, then a discussion must be held with your RHSEA for them to assist in the development of a site-specific induction slide covering the control measures in place e.g., precautions when working on a Brownfield site.

3.1.2 NON-ENGLISH-SPEAKING OPERATIVES

Where employers are using operatives on site not familiar with written English text (or non-English speaking), arrangements must be made for the employer to provide their operatives with a translation of their risk assessment and other safety critical information for their work activity.

On TW sites, the process is:

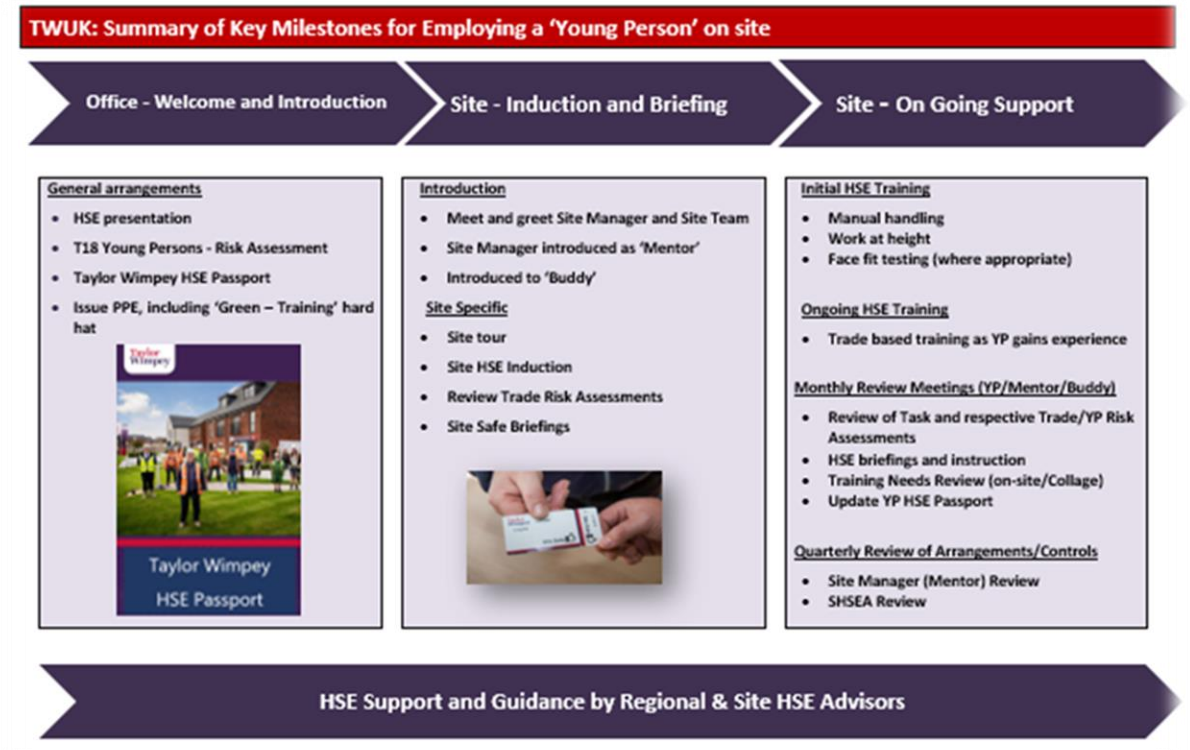
- Contractor informs the Site Manager of intention to employ non-English speaking operatives.
- Contractor ensures that their supervisor attends the Induction Session and can translate the critical HSE information in the induction in the operative's native language; and
- Contractor's Supervisor confirms to the Site Manager that the operatives understand the critical HSE control measures e.g., the use of PPE on site.

3.2 EMPLOYING A YOUNG PERSON ON SITE

Where a directly employed Young Person is employed on site, arrangements must be made to manage their health and safety

The three key stages to managing the health and safety of Young Persons (see chart below)

1. Office – Welcome and Introduction
2. Site – Induction and Briefing
3. Site – Ongoing Support



3.2.1 OFFICE WELCOME AND INDUCTION

On their first day of employment all Young Person's attend the relevant Business Unit Office to receive:

- A General HSE Induction for Young Persons
- Their Young Person's Trade Direct Risk Assessment (TD16)
- Taylor Wimpey HSE Passport
- Details of their mandatory HSE training
- The appropriate PPE i.e., Green 'Training' hard hat, safety boots, high visibility vest/jacket and, where necessary, eye protection, ear protection, gloves and FFP3 face mask (face-fit tested)
- and tools (where appropriate)

3.2.2 SITE – INDUCTION & BRIEFING

For site based Young Person's following their 'welcome and introduction' in the Office, they are allocated a site, where additional site-based introductions, site HSE induction and briefings are carried out.

Activity	Details
Introductions	• On their first site, the Young Person is introduced to the Site Manager, Site Team and their 'Buddy'. • TW Site Manager is the appointed 'mentor' for any TW Young Persons on their site • Introduced to their 'buddy' a nominated (Tradesman) responsible for the day-to-day supervision of the Young Person as well as first point of contact on health and safety maters
Site Tour	• Prior to receiving their Site HSE Induction, the Young Person must be given a tour of the site by the Site Manager. • This is intended to make the Young Person familiar with the facilities on site, the arrangements for traffic management and pedestrian segregation and highlight specific risk and hazards on site, etc.
Site HSE Induction	• All Young Persons are given a full TW Site HSE Induction, including fire/emergency arrangements and an Induction Card is issued. Note. For all subsequent sites a 'Site Specific' briefing is provided.  

Activity	Details
Trade Risk Assessments	Once the Site HSE Induction is carried out the Young Person is provided with a briefing on the appropriate Trade Risk Assessment, e.g. • TD02 – Directly Employed Scaffolder • TD03 – Directly Employed Bricklayer • TD04 – Directly Employed Carpenter/Joiner • TD17 – Directly Employed General Operative
'Site Safe Briefings' (SSB)	A detailed briefing on TWUK's approach to providing and maintaining Traffic Management and Pedestrian Segregation on all our sites is carried out with the YP and further briefings as necessary via the 'Site Safe Briefing' pack.

3.2.3 SITE – ONGOING SUPPORT

The Mentor (Site Manager) and Nominated Buddy (Trade Supervisor/Tradesperson) are required to meet monthly with the Young Person to review their Trade Risk Assessments, training, development and determine if ready to progress to new tasks, including the use of new plant, equipment and tools.

A quarterly review is held between the Young Person, Mentor (Site Manager), Nominated Buddy (Trade Supervisor/Tradesperson) and Site HSE Advisor.

NB: All on-going training, development, instruction and monthly/quarterly reviews is recorded in the Taylor Wimpey HSE Passport.

Initial HSE Training including:

- Manual Handling
- Work at Height
- Face Fit Testing (where appropriate)
- Ongoing HSE Training:
- Trade base training as YP gains experience

Monthly Review Meetings

- Review of task and respective Trade/Young Person Risk Assessments
- HSE briefings and instruction
- Training needs review (on site/college)
- Update Taylor Wimpey HSE Passport

Quarterly Review Arrangements/Controls

- Site Manager (mentor) Review
- Site HSE Advisor Review

3.2.4 YOUNG PERSON TRAINING

As part of the Young Persons Trade Risk Assessment, the core (mandatory) HSE training must be carried out (detailed in the TWUK HSE Training Matrix).

Further training is provided based on the task and activities the Young Person is expected to carry out. These are detailed and recorded in the Tayor Wimpey Operative's HSE Passport.

Directly Employed Apprentices/Young Persons		Approved Provider
Apprentice Manager	• 3-Day HSE Procedures • TW Site HSE Induction	RGW/DMSS Site Manager
Apprentice/Young Person **Held in BU Office at start of employment* ***Core Training supplemented by Trade Specific Training (see Directly Employed trades)*	• Apprentice/Young Persons Induction* • TW HSE Induction • 1-Day Occupational Health** • Manual Handling** • Face Fit Testing** (where appropriate) • ½ Day Fall Protection/Prevention (including stairwell protection, Oxford Safety Systems, STA Ladder, Free Standing Ladders, Proprietary Decking Systems, etc.) • **Trade Specific HSE Training	PD/RHSEA TW Site Manager RGW/DMSS RGW/DMSS RGW/DMSS RGW/DMSS RGW/DMSS/Supplier

3.2.5 CONTRACTORS YOUNG PERSONS

If a Contractor's Young Person's is on site, then the TD16 Risk Assessment is used to check and confirm that the Contractor has suitable arrangements in place to manage the health and safety of their Young Person.

A green 'Training' hardhat must also be worn by the Apprentice when working on a TW Site, with these hardhats obtained from the TW Site Management Team

(See STAC and HSE Site Control Forms Folder - Section 2: TW STAC 'T' Series - Trade Risk Assessments and Key Control Measures)

3.3 CSCS CARDS

In addition to a TW Site HSE Induction Card, anyone working on a TW site is encouraged to obtain an appropriate CSCS (Construction Skills Certification Scheme) Card.

Site Management Teams hold a manager or Professionally Qualified person card (Dependant on NVQ qualification).

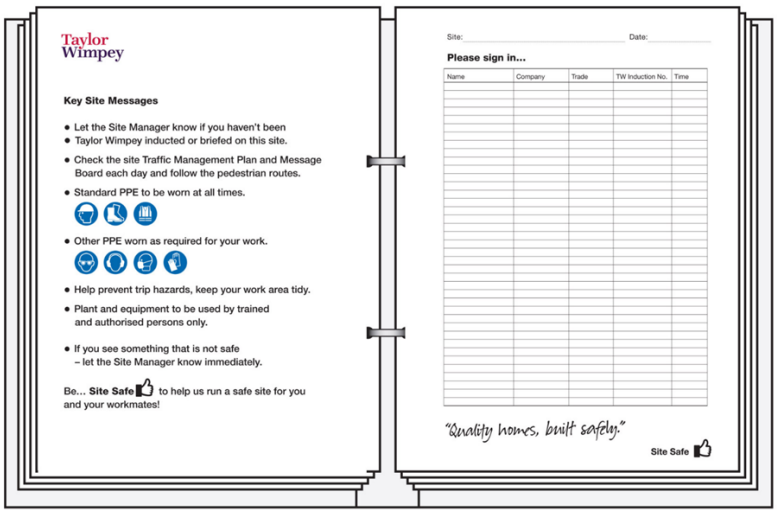
Operatives, including directly employed, hold a card related to their trade or activity on site.

Site based sales staff & customer service staff who visit sites are no longer required to obtain a Construction Site Visitors card which has been withdrawn from the scheme.

The Construction Related Occupation card has also been withdrawn from the scheme and office-based staff with construction related qualifications should use the CSCS Card Finder to find the correct card relating to their skill set.

Note: A member of the TW HR team or BU HSE Administrator can be contacted to explain and assist with the process of obtaining an appropriate CSCS card.

3.4 SIGNING-IN



All operatives need to 'sign-in' each day as they arrive on site, using the Site Attendance Log (Construction HSE Plan – Folder 2, F2.02).

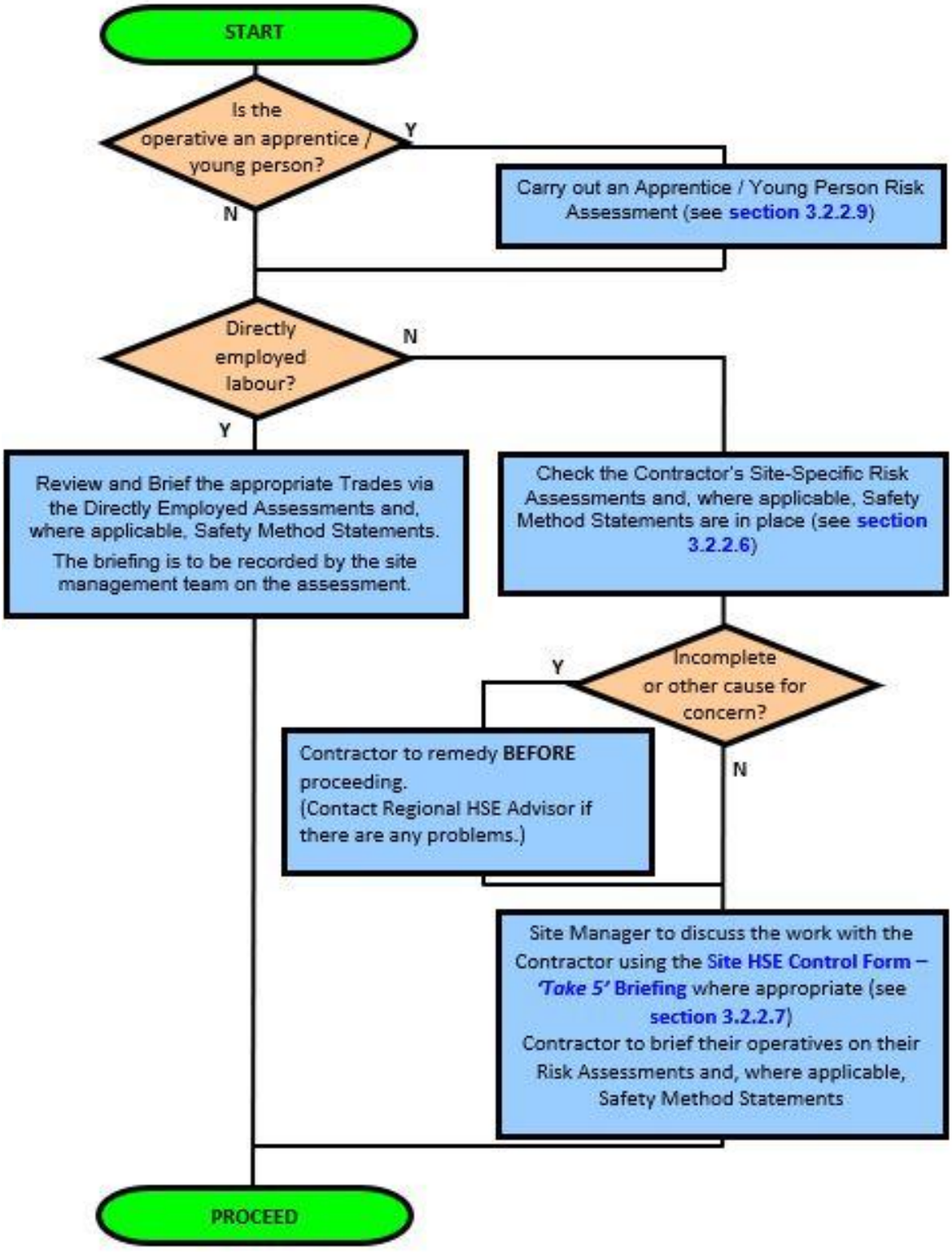
The signing-in area provides operatives with the key HSE information specific to the site e.g.:

- Key site restrictions.
- The Traffic Management Plan.
- The Site Management / Support Team.
- Any key HSE messages for that day (Site Message Board); and
- Confirmed they have received and understood their employer's Risk Assessments

The Signing-in Point must be easily identified within the Site Compound

3.5 RISK ASSESSMENTS AND INSTRUCTIONS

3.5.1 OVERVIEW



3.5.2 TW STAC SERIES RISK ASSESSMENTS

The TW Risk Assessment (STAC Site Risk Assessment) provides our Site Management Teams with standard activities on their site, including the necessary control measures to maintain a safe work environment. The assessment must be completed by the production/site management team prior to a site start to ensure the 'site specific risks' are identified and then controlled.

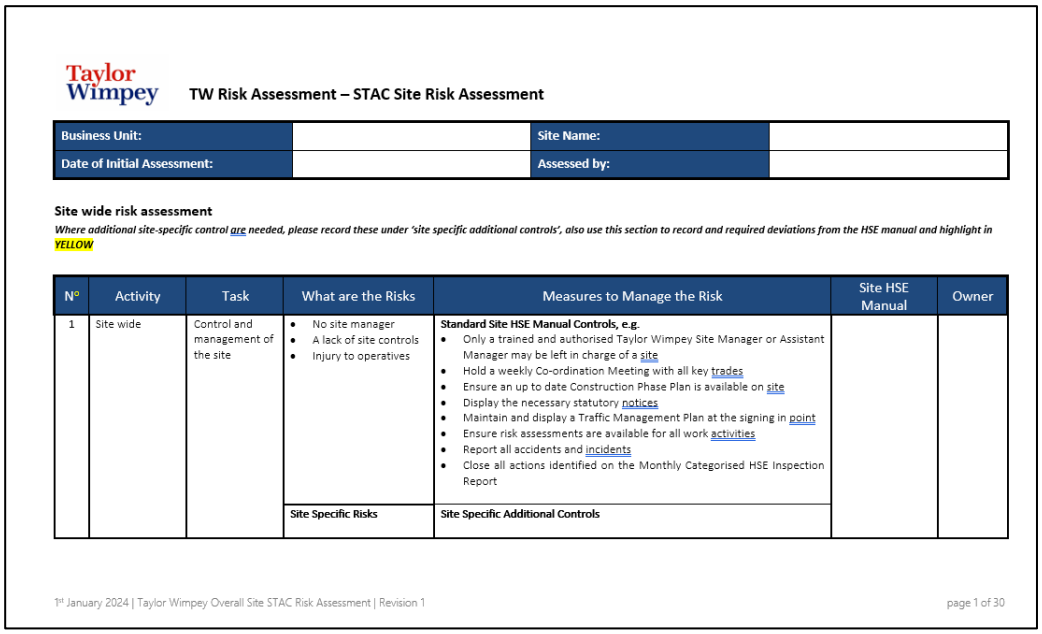
The risk assessments are a 'live' document and must be regularly reviewed, where new controls are identified theses must be recorded by the Site Management Team and briefed with the relevant individuals

This document is not suitable for adoption by small Contractors but can be used as an 'aide-memoir' to assist them in producing their own site-specific risk assessment. The Contractor is responsible for the regular review and revision of the assessment including bringing any changes to the attention to their employees.

The STAC series risk assessment is a combined document, comprising four sections:

- Section One - Site wide risk assessment
- Section Two - Trade/Activity risk assessments
- Section Three - Additional site risks
- Section Four - COSHH

Section One: Site wide risk assessment



Taylor Wimpey

TW Risk Assessment – STAC Site Risk Assessment

Business Unit:		**Site Name:**	
Date of Initial Assessment:		**Assessed by:**	

Site wide risk assessment

Where additional site-specific control are 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

N°	Activity	Task	What are the Risks	Measures to Manage the Risk	Site HSE Manual	Owner
1	Site wide	Control and management of the site	• No site manager • A lack of site controls • Injury to operatives	**Standard Site HSE Manual Controls, e.g.** • Only a trained and authorised Taylor Wimpey Site Manager or Assistant Manager may be left in charge of a site • Hold a weekly Co-ordination Meeting with all key trades • Ensure an up to date Construction Phase Plan is available on site • Display the necessary statutory notices • Maintain and display a Traffic Management Plan at the signing in point • Ensure risk assessments are available for all work activities • Report all accidents and incidents • Close all actions identified on the Monthly Categorised HSE Inspection Report		
			Site Specific Risks	**Site Specific Additional Controls**		

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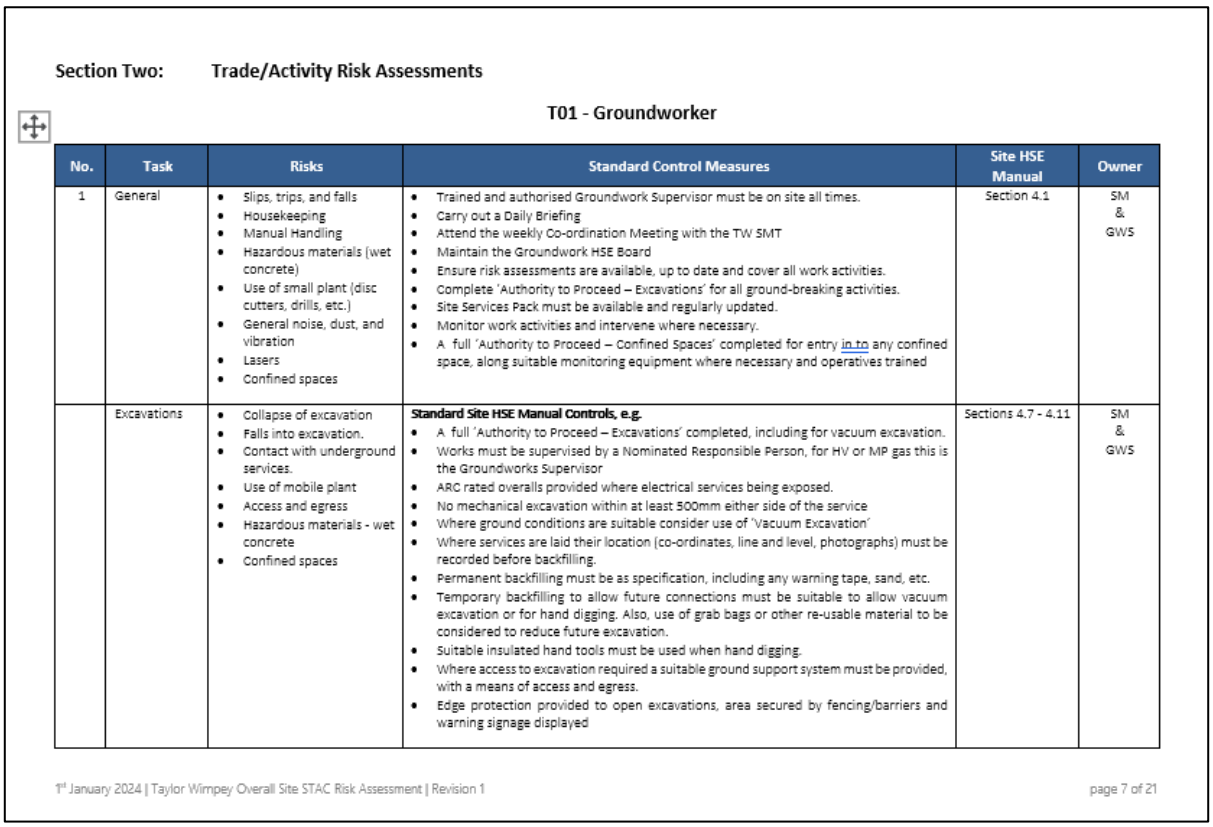
Section Two: Trade/Activity Risk Assessments

Within the overall STAC Risk Assessment the 'Trade/Activity' element comprises a series of 'trade/activity' risk assessments that summarise the risks and the standard controls measures along with references to the Site HSE Manual where more detailed information on the expected controls can be found.



Section Two: Trade/Activity Risk Assessments

T01 - Groundworker

No.	Task	Risks	Standard Control Measures	Site HSE Manual	Owner
1	General	• Slips, trips, and falls • Housekeeping • Manual Handling • Hazardous materials (wet concrete) • Use of small plant (disc cutters, drills, etc.) • General noise, dust, and vibration • Lasers • Confined spaces	• Trained and authorised Groundwork Supervisor must be on site all times. • Carry out a Daily Briefing • Attend the weekly Co-ordination Meeting with the TW SMT • Maintain the Groundwork HSE Board • Ensure risk assessments are available, up to date and cover all work activities. • Complete 'Authority to Proceed – Excavations' for all ground-breaking activities. • Site Services Pack must be available and regularly updated. • Monitor work activities and intervene where necessary. • A full 'Authority to Proceed – Confined Spaces' completed for entry in to any confined space, along suitable monitoring equipment where necessary and operatives trained	Section 4.1	SM & GWS
	Excavations	• Collapse of excavation • Falls into excavation. • Contact with underground services. • Use of mobile plant • Access and egress • Hazardous materials - wet concrete • Confined spaces	**Standard Site HSE Manual Controls, e.g.** • A full 'Authority to Proceed – Excavations' completed, including for vacuum excavation. • Works must be supervised by a Nominated Responsible Person, for HV or MP gas this is the Groundworks Supervisor • ARC rated overalls provided where electrical services being exposed. • No mechanical excavation within at least 500mm either side of the service • Where ground conditions are suitable consider use of 'Vacuum Excavation' • Where services are laid their location (co-ordinates, line and level, photographs) must be recorded before backfilling. • Permanent backfilling must be as specification, including any warning tape, sand, etc. • Temporary backfilling to allow future connections must be suitable to allow vacuum excavation or for hand digging. Also, use of grab bags or other re-usable material to be considered to reduce future excavation. • Suitable insulated hand tools must be used when hand digging. • Where access to excavation required a suitable ground support system must be provided, with a means of access and egress. • Edge protection provided to open excavations, area secured by fencing/barriers and warning signage displayed	Sections 4.7 - 4.11	SM & GWS

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Separate Direct Trade Risk Assessments (and relevant additional and COSHH supplements) are provided for use by direct TW employees, including any labour only Operatives.

Section Three: Additional Site Risks

Section Three: Additional site risks

N°	Activity	Task	What are the Risks	Measures to Manage the Risk	Site HSE Manual	Owner
3.1	Additional	Low level access equipment	Falls from the heigh Falls of materials and objects Instability or collapse	**Standard Site HSE Manual Controls, e.g.** • Erected and used to manufacturer's instructions • Operatives briefed on safe use • Regular checks and inspection of equipment	Section 7.3.2	SM
3.2	Additional	Free standing ladders	Falls from the heigh Falls of materials and objects Instability or collapse	• Work at height from ladder not to exceed 5m • Short duration • Proprietary stabilisers to be used at all times • Third point of contact provided by using a proprietary harness with 'D' ring and lanyard restraint secured to the ladder rungs • Harness with 'D' ring and lanyard restraint to be checked and inspected on a regular basis • Operative briefed on recovery techniques • Ladder 'stand-off' may also be required for some tasks e.g., working on corners, etc. • Tools and small loads to be kept in an appropriate tool belt • Operatives briefed	Section 5.2	SM
3.3	Additional	Using hand and power tools • All saws • Disc cutters • Cartridge tools, etc.	Cuts Noise Vibration Dust	**Standard Site HSE Manual Controls, e.g.** • Users briefed/instructed on their safe use • Only use in accordance with the Manufacturers/ Suppliers recommendations • Dust suppression or extraction fitted	Section 3.6 Section 8.4	SM

Section Four: COSHH

COSHH Assessment

Taylor Wimpey

Development name:	
Contractor:	
Document reference:	
Date of assessment:	11/12/2024
Assessment review date:	11/12/2025
Person undertaking assessment:	
Product	General multi-origin site dust
Task Details	Cleaning-up small 'one-off' areas of debris Cleaning-up large areas / full plots / regular cleaning
Details of Substance and Materials Safety Data Sheet reference (MSDS)	Is there a workplace exposure limit? (WEL) Yes / No — Detail WEL:

SUBSTANCE PROPERTIES

Flammable	Oxidising	Explosive	Health Hazard	Toxic	Harmful Irritant	Dangerous to the Environment	Corrosive
			x		x		

Application Method

Generated Dust	Spraying	Rolling	Brushing	Trowel	Mixing	Pouring	Pumping	Manual Installation
x								

People at risk	Employees	x	Contractors	x	Visitors	x	Public	
Hazardous to health when	Breathed in	x	Swallowed	x	In contact with skin		In contact with eyes	x
Where the work is done	Outside		Inside well ventilated		Inside poorly ventilated		Confined space	

Personal Protective Equipment PPE

			x			

Document reference: | COSHH Assessment | Template

3.5.3 SAFETY METHOD STATEMENTS

Where applicable, a Safety Method Statement is required to clarify exactly how a work operation is to be carried out in a safe manner. It is normally only required for high risk and / or complex activities which include several key control measures that need to be highlighted and explained in detail. Safety Method Statements must be:

- Site/operation specific and, where appropriate, incorporate TW procedures.
- Include relevant diagrams or plans where necessary to clearly communicate the information; and
- Sufficiently detailed for the complexity of the operation.

If the operation is complicated or new to you, or you are not satisfied that the contractor's Safety Method Statement reflects the nature and risks of the intended work, contact your Regional/Site HSE Advisor for assistance.

Note: Contractors must also provide information as to how they intend to address other issues such as:

- Any risks arising from working adjacent to, near or over water; and
- Any specific environmental issues related to the site e.g., invasive weeds, refuelling on site, etc.

3.5.4 CONTRACTOR RISK ASSESSMENTS

Prior to any Contractor starting on site, they must have provided site-specific Risk Assessments and, where required Safety Method Statements.

The site-specific Risk Assessments and, where applicable, Safety Method Statements must be recorded in the Contractor Health and Safety Documentation Matrix (Construction HSE Plan – Folder 3, F3.4).

COMPANY NAME:
CONTRACTOR HEALTH AND SAFETY DOCUMENTATION MATRIX
SITE NAME:

The following checklist confirms that contractors have identified the resources necessary for managing health and safety on TW developments.
Each contractor must provide a site-specific risk assessment for each site and if necessary, a safety method statement, etc.
Site operatives must be familiarised with their documentation by their supervisor. The Production/Site manager completes the last part of this form with the trade/ contractor supervisor prior to them starting on site.
Any difficulty in obtaining the necessary documentation must be brought to the attention of the HSE Co-ordinator/ Commercial Director.

COMMERCIAL			PRODUCTION / SITE				
Contractor / Trade Contact Telephone N° Key Contact Person for H&S	smas WORKSAFE	Signed Off: Commercial Manager Date	Site Specific Risk and COSHH Assessments	Site Specific Method Statement [if applicable]	Critical Training Records	Signed Off: Production/Site Manager Date	COMMENTS
Utilities							

CDM F3.04 («Fldmrgdate») Contractor H & S Documentation Matrix Page 1 of 8

The responsibilities for reviewing Contractors Risk Assessments and, where applicable Safety Method Statements is indicated below.

Standard Contractors

Contractor/Trade	Production Director	Production Manager	Site Team	Regional HSE Advisor*
Groundworks	✓	✓	✓	✓
Piling	✓	✓	✓	✓
Scaffold		✓	✓	Only if designed scaffold
Brickwork/Masonry		✓	✓	
Carpentry		✓	✓	
Contract Lift		✓	✓	
Roofing		✓	✓	
Plumbing		✓	✓	
Electrical		✓	✓	
Plastering/ Dry Lining		✓	✓	
Painting/Decorating		✓	✓	
Wall Tiling		✓	✓	
Fencing		✓	✓	
Landscaping		✓	✓	
House Cleaning		✓	✓	
Glazing		✓	✓	
Mastic		✓	✓	
Metalwork		✓	✓	
Brick/Stone Cleaning		✓	✓	
Miscellaneous		✓	✓	

Specialist Contractors (only where TW are Principal Contractor)

Contractor/Trade	Production Director	Production Manager	Site Team	Regional HSE Advisor
Demolition	✓	✓	✓	✓
Asbestos Removal	✓	✓	✓	✓
Ground Remediation		✓	✓	✓
RC Frame	✓	✓	✓	✓
Tower crane	✓	✓	✓	✓
Refurbishment		✓	✓	✓
Hoist/Mast Climbers		✓	✓	✓
Cladding/Curtain Walling		✓	✓	✓

* SHSEA can review on behalf of RHSEA

The Responsible Persons must:

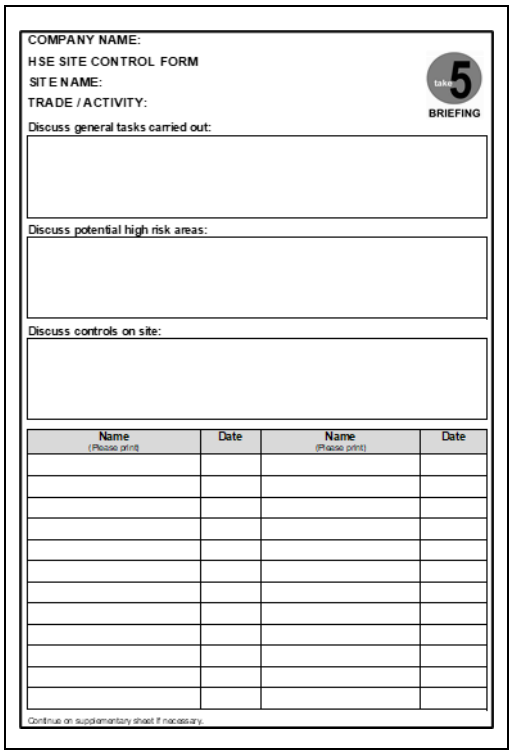
- Review the Risk Assessments/Safety Method Statements to confirm that they reflect the work activity involved on site; and
- Ensure that the operatives have been briefed in them by their employer.

Where the Risk Assessments and, where applicable, Safety Method Statements have not been provided, the work cannot commence on site.

3.5.5 'Take 5' BRIEFINGS

For activities that are high risk tasks, we need to ensure that the applicable control measures are reinforced. The Site Manager (or Supervisor) can use the appropriate HSE Site Control Form – *'Take 5'* Briefing from the STAC / HSE Control Forms Folder (see F2.01).

The HSE Site Control– *'Take Five'* Briefing can be used in the following way:



COMPANY NAME:
HSE SITE CONTROL FORM
SITE NAME:
TRADE / ACTIVITY:
take 5 BRIEFING
Discuss general tasks carried out:
Discuss potential high risk areas:
Discuss controls on site:

Name (Please print)	Date	Name (Please print)	Date

Continue on supplementary sheet if necessary.

Discuss with the operatives (and supervisors) their task/s. Highlight the potential high risks associated with the task e.g., fall from height.

Highlight and review the controls to be used e.g., mobile scaffold tower, oxford landing system, air bags / mats, etc.

Discuss the responsibility for having the controls in place, including installation of any equipment. Check that the operatives have had the necessary training / instruction to install and use the equipment or system. If not, contact their employer to have the necessary training carried out.

Reinforce that the measures are for their safety; and get an agreement that all parties understand what is needed.

In addition to a general form, the following specific high-risk tasks are covered individually:

- Groundworker.
- Scaffolder.
- Bricklayer.
- Carpenter/Joiner.
- Roof Tiler.
- Plasterer / Dry Liner / External Renderer.
- Concrete Flooring Installer.

Once the work has begun, monitor that the safe system of work is being adhered to, if not - stop the works and review.

3.5.6 DIRECT TRADE RISK ASSESSMENT

Direct Trade Risk Assessments are carried out for all directly employed Trades and General Site Operatives, and a briefing on the contents given and recorded before they commence work on site.

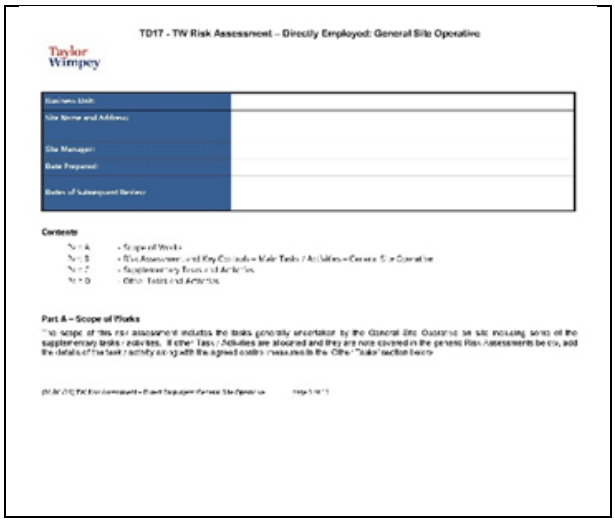
Direct Employees must be briefed on the relevant Task Risk Assessment by the Site Management Team to ensure they understand the controls associated with their work activities. The briefing is recorded by the Site Management Team on the risk assessment.

For Apprentices and Young Person, the site management team must brief the individual using the 'Apprentice / Young Person Risk Assessment' (T18) and supporting 'Trade Risk Assessment'.

The Young Person Trade Direct Risk Assessment' (TD16) and where applicable the 'Trade Risk Assessment' must be reviewed regularly (monthly as a minimum) and be updated to reflect new tasks, training undertaken and successfully completed, etc.

The Risk Assessment and Key Control Measures TD02, TD03 etc. are used to brief the TW directly employed Trade Operatives.

The purpose and objective is to ensure that any Direct Trade / Operative is fully briefed on:


TD17 - TW Risk Assessment – Directly Employed: General Site Operative

Taylor Wimpey

Contents

Part A – Scope of Works

- The potential risks associated with their tasks/ activities.
- The control measures in place for each of the tasks/ activity they are carrying out.
- If any Training/ instruction/ familiarisation is required e.g., plant and equipment expected to be used.
- Any specialist PPE required e.g., face-fit testing, etc.
- Record any other task which falls out of their main task / trade activity. E.g., Cleaning out/around their plot.

The mandatory training for Directly Employed Apprentices/Young Persons is referenced below:

3.5.7 APPRENTICE / YOUNG PERSON RISK ASSESSMENT

Young Person Trade Direct Risk Assessment (TD16) and associated Trade Assessment must have been carried out for the Young Person and discussed with them and their Nominated Supervisor (Buddy) before they commence work on site.

The Apprentice/Young Person Risk Assessment and Key Control Measure TD Series Directly employed: Apprentice/Young Person is for use by TW.

The Apprentice / Young Person Initial Risk Assessment is in two stages:

Young Person Risk Assessment and Key Controls sets out the induction process, PPE and training programme at start of employment as well as the arrangements for supervision and mentoring.

Following the initial Induction and Risk Assessment:

The appropriate Trade e.g. Bricklayer, etc. or General Site Operative Risk Assessment should be reviewed with the Apprentice/Young Person. Any tasks being carried out must be highlighted in the Risk Assessment.

Both the Young Person Trade Direct Risk Assessment (TD16) and where applicable the 'Trade Risk Assessment' must be reviewed regularly (monthly as a minimum) and be updated to reflect new tasks, training undertaken and successfully completed, etc.

The assessments detail:

- The potential risks associated with their tasks / activities.
- The control measures in place for each of the tasks / activity they are carrying out.
- If any training / instruction / familiarisation is required e.g., plant and equipment expected to be used.
- Any specialist PPE required e.g., face-fit testing, etc.
- A record of any other task which falls out of their main task / trade activity. E.g., Cleaning out/ around their plot

The necessary training / instruction / familiarisation required must be reviewed regularly with the Apprentice/Young Person and nominated buddy and Site Management Team (minimum monthly), and arrangements made for the required training / instruction, etc to be provided or confirmed given e.g., use of tools during college training, etc.

The mandatory training for Directly Employed Apprentices/Young Persons is detailed below:

The Site Manager / Designated Mentor and Nominated Buddy must meet regularly (minimum monthly) with the Apprentice/Young Person to review their specific Risk Assessment and determine if progressing to new tasks (reflecting increased knowledge and experience).

If progressing to new tasks the relevant controls measures must be covered in detail and the Risk Assessment updated as appropriate. If task not covered by the appropriate Trade Risk Assessment, then the specific details of the task and controls must be added.

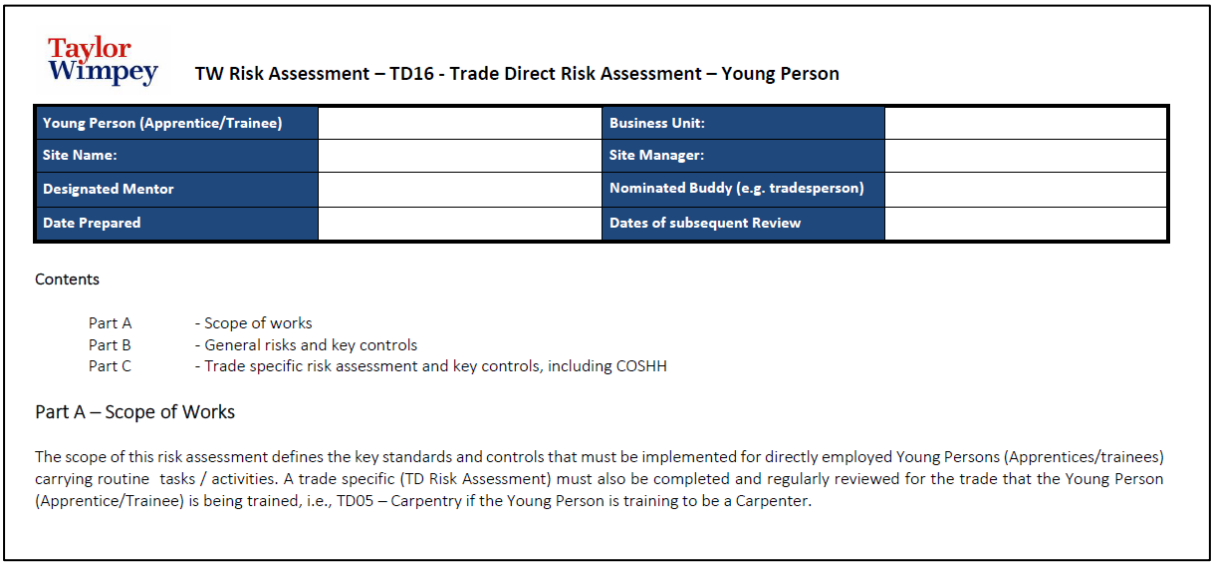
The Apprentice/Young Person tasks and implementation of the control measures is monitored by both the Site Manager and Nominated Buddy

3.5.8 CONTRACTOR'S APPRENTICE / YOUNG PERSON RISK ASSESSMENT

The Contractors Apprentice/Young Person Risk Assessments must have the following information included:

- Control measures in place for each of the tasks / activity they are carrying out.
- Training / instruction / familiarisation is required for any plant and equipment expected to be used; and
- PPE required e.g., green 'training' hardhat, face-fit testing, etc.

Contractors may want to adopt the TD16 – Trade Direct Risk Assessment - Young Person.



Taylor Wimpey

TW Risk Assessment – TD16 - Trade Direct Risk Assessment – Young Person

Young Person (Apprentice/Trainee)		**Business Unit:**	
Site Name:		**Site Manager:**	
Designated Mentor		**Nominated Buddy (e.g. tradesperson)**	
Date Prepared		**Dates of subsequent Review**	

Contents

Part A - Scope of works
Part B - General risks and key controls
Part C - Trade specific risk assessment and key controls, including COSHH

Part A – Scope of Works

The scope of this risk assessment defines the key standards and controls that must be implemented for directly employed Young Persons (Apprentices/trainees) carrying routine tasks / activities. A trade specific (TD Risk Assessment) must also be completed and regularly reviewed for the trade that the Young Person (Apprentice/Trainee) is being trained, i.e., TD05 – Carpentry if the Young Person is training to be a Carpenter.

Note: Where used, the Assessment / TD16 is reviewed by the Site Management Team, Contractors Supervisor and Apprentice / Young Person.

3.6 NATIONAL SUPPLIERS

Where national suppliers are used, a series of health, safety and environmental checklists are available that summarise the key control measures to be applied when the supplier is on site, these consist of:

Supply Only:

TWUK National Supplier HSE Checklist Supply Only				
Supplier Name	**Product**	**COSHH associated with the use of product**	**Factors relating to safe manual handling of product**	**Other health and safety information relating to the use of product**
AGA Rangemaster	Kitchen Sinks and Taps.	N/A	Correct PPE gloves are required for handling Stainless Steel Sinks. Products do have "Sharp Edge" Warning.	Fitting instructions and aftercare instructions are supplied in the pack.
Carlisle Design Group	Architectural hardware.	N/A	All cartons are labelled with weights, team lift required.	All items are inert.
Cemex Roof Tiles BS 18001	Roof tiles.	H & S Datasheet supplied Dust = quartz particles = skin irritation	Roof tiles will be removed from the vehicle mechanically.	
Coram Showers	Shower tray supplier.	N/A	All Products will be labelled, over 20kg will require a team lift.	All products are supplied with installation instructions which include H & S instructions.
Delta Electrical	Wiring accessories/down lights/ smoke detectors/CO detectors.	N/A	No issues with handling products.	No issues in relation to the use of the products as long as installed by a qualified electrician.

Supply and Deliver:

TWUK National Supplier HSE Checklist Supply and Deliver						
Supplier Name	***Product***	***Personal Protective Equipment***	***Prevention of Falls from vehicles [Loading/ Unloading]***	***COSHH associated with the use of product***	***Factors relating to safe manual handling of product***	***Other health and safety information relating to the use of product***
Antiquity	*Dormers, Over door Canopies.*	*Hard hat, High viz vest, Gloves, Safety boots.*	*Items will be removed mechanically however if driver has to go on rear of vehicle then he will use the vehicle steps and hand grabs. At all times when on the rear of the vehicle, he will work from behind the fitted vehicle hand rails.*	*Only applicable if the product has to be cut. All products have a safety data sheet available on deliver.*	*All large heavy products over 25kg will be removed from the vehicle bed with mechanically means. However, some small products may weigh less than 25kg. Operatives to access the weights label.*	
Advante OHSAS 18001 BSI Certificated	*Welfare Accommodation.*	*Hard Hat, Work boots with toe and sole protection, laced and grip soles. Gloves suitable for barring operations. High visibility jacket or vest.*	*Cradle harness for use with lorry loader seat mounted, also fall arrest equipment.*	*N/A*	*Limited manual handling, outrigger pads less than 20 kg Chains pre-rigged and not required to be moved without mechanical assistance.*	*Welfare Unit/Oasis Operating Instruction Handbook present with driver.*
British Gypsum Achilles Cc 14001/9001/2 sites 18001/BES600	*Dry-lining systems*	*Hard Hat, high vis vest/jacket, safety boots, gloves*	*Access to trailer or vehicle bed is prohibited during unloading/loading which eliminates the need to work at height. All load securing restraints are designed to be applied/removed from ground level using purpose made tools. All loads are configured for unloading with no trailer bed access*	*All products have a safety data sheet available on delivery.*	*Weights vary but all products are bundled or palletised for offloading mechanically (i.e. by fork lift truck). No manual handling is required during loading/unloading.*	*Operate a pallet return service.*

Supply Deliver and Install:

TWUK National Supplier HSE Checklist Supply, Deliver and Install									
Supplier Name	**Product**	**Personal Protective Equipment**	**Prevention of Falls from vehicles [Loading/ Unloading]**	**COSHH associated with the use of product**	**Factors relating to safe manual handling of product**	**Other health and safety information relating to the use of product**	**Access to workplace e.g. window openings, roofs, etc**	**Control of Work at Height**	**Other risks associated with installation of product**
Camberley Signs NEBOSH	Sign manufacturer.	Hard hat, High viz vest, Safety boots.	All unloading from van at low level.	N/A	No one to lift in excess of 25kgs. Wherever possible use mechanical lifting equipment.	Warning signs installed when working.	On arrival at site liaise with site manager before any work is undertaken site induction may be required.	Ladders only to be used for short duration. Three points of contact.	Underground services. Ensure permits, drawings and cat scan is available.
Chamberlain Doors CHAS	Supply & installation of garage doors.	Hard hat, High viz vest, Safety boots, Safety gloves.	Unloading from low level Luton vans, if entering van to unload then un attach removable edge protection then attach edge protection once in van.	Data Sheets provided for Brick & concrete dust, Silicone sealant.	Minimise movement and handling palletisation of deliveries with site forklift. Two operatives to lift door. Products have weight labels.	N/A	Staff instructed to park delivery vehicle as close as possible to off load point. Any dangerous ground conditions should be reported.	Specialist vehicles are sourced and acquired to minimise offloading at height.	High winds can cause additional problems.
Contract Supplies NHBC Safemark	Installation of white goods.	Hi-viz jacket/vest, safety footwear, safety gloves , Hard Hats.	Off load from rear & driver ensures enough space, attach removable edge protection, use electric tail-lift.	Data Sheets Provided for lead & soldering agents.	If over 20kg use sack truck and use stair walker for stairs.	Gas Safe Register CPA1.	Via plot front or rear doors.	Step ladders used to install cooker hoods.	Electric shock and gas - All services isolated, tested and locked off before connections are made as detailed in the approved site specific RAMS.
Crendon Timber Engineering SMAS	design, supply and installation of timber roof structures, glulam/steel structure, post and firm joist.	Hard hat, safety shoes, high viz jacket or vest, long trousers (no shorts) tee shirt. Glove and eye protection.	For design, supply and installation contracts, truss packs and loose timber packs pre-slung at works to enable chains to be attached at ground level, thereby removing the need to access the bed of the wagon to offload. Products to be unloaded mechanically.	Wecsil Aqua, data sheets with delivery.	The weights of the materials to be unloaded mechanically. Trusses and loose timber banded and offloaded either by forklift or crane. Weights of truss and loose timber pack is not exceeding 1.5t.	Factory filled straps for roof trusses can be filled on request at the factory.	Access to roof – via external scaffold/ ladders/hold station(s) – all provided by TW.	Safe access comprising external scaffold and internal fall arrest. Requirements details in site specific method statements/risk assessments.	All 110v power tools and leads to have current PAT test certification. Method Statements/Risk Assessments to be site specific.

Copies of the checklists available from Inhouse – and filed in Folder 3 (Construction Phase HSE Plan Folder 3, F3.07).

3.7 ON-GOING MONITORING

Once a contractor / operative has started on site, on-going monitoring must be undertaken (see Section 1.4.4), particularly:

- Where the activities are deemed high risk
- After a significant change to the scope of works; and/or
- During or following adverse weather or significant change to the scope of works.

Before a contractor / operative starts a new type of activity not discussed at the preliminary meetings and is high risk, the Site Manager must re-use the HSE Site Control Form (see Construction HSE Plan Folder 2, F2.01).

3.7.1 'SUPPORT TEAM' AND 'CREATING A SITE TEAM APPROACH'

Our 'Creating a Site Team Approach' initiative is aimed at providing site management teams with support in monitoring and maintaining good HSE on site. The site management teams are ecouraged to identify operatives and trades on their site to provide support through encouragement and shared ownership in maintaining a safe site. These operatives are awarded with a blue hat to ensure they are visible as part of the Site Management Team.

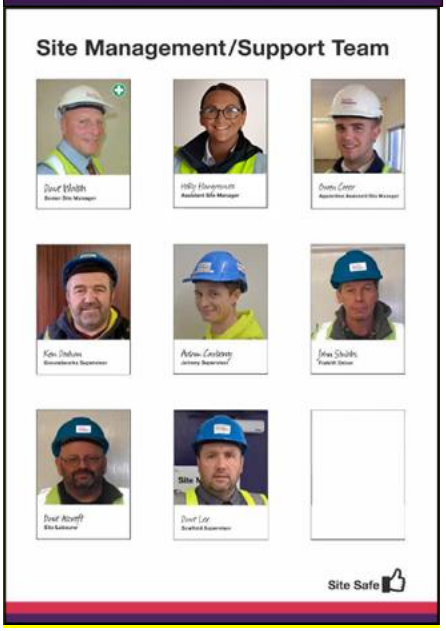
There are three key stages in developing and maintaining a site team approach:

Stage 1: The Groundworks Supervisor
There is no reason why your Groundworks Supervisor cannot have a 'blue hat' and be a key member of your site support team. Over the years TW has run a series of training courses and workshops to help the Groundworks Supervisors develop their skills and understanding of the TW way.

If they are not suited to the task you must discuss with your Production Manager / Director about having your Groundworks Contractor Supervisor replaced.

Your Groundworks Supervisor has been:

- Selected
- Trained
- Key member of your team
- Respected



Stage 2: Grow Your Site Support Team
Who else on your site has the ability to assist you in maintain a safe site?
They could include:

- The Telehandler Operator.
- General Operatives; or
- Individuals within Key Trades [Scaffolder, Bricklayer, Carpenter, etc.]

Stage 2 is about identifying people with the potential [and interest] and working with them to develop their skills and knowledge to participate in maintaining a safe site.

Stage 3: Making it Happen
You have your support team, now you need to maximise their involvement and support by:

- Holding regular team catch-ups.
- SHSEA visits.
- Development Site Visits; and
- Involving them in Site Walkabouts.

3.8 HEALTH

At Taylor Wimpey, we want everyone to go home 'safe' and 'healthy' each day, and to provide an environment that does not affect a person's health. This section provides advice and guidance on how to assess the occupational health risks associated with work activities and identify the necessary controls to prevent harm to health.

We require all Contractors to Risk Assess all their activities and take into consideration the health effects of their work. Suitable controls must be identified, recorded, and communicated to all operatives. This section provides guidance on reducing the risks associated with occupational health.

3.8.1 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

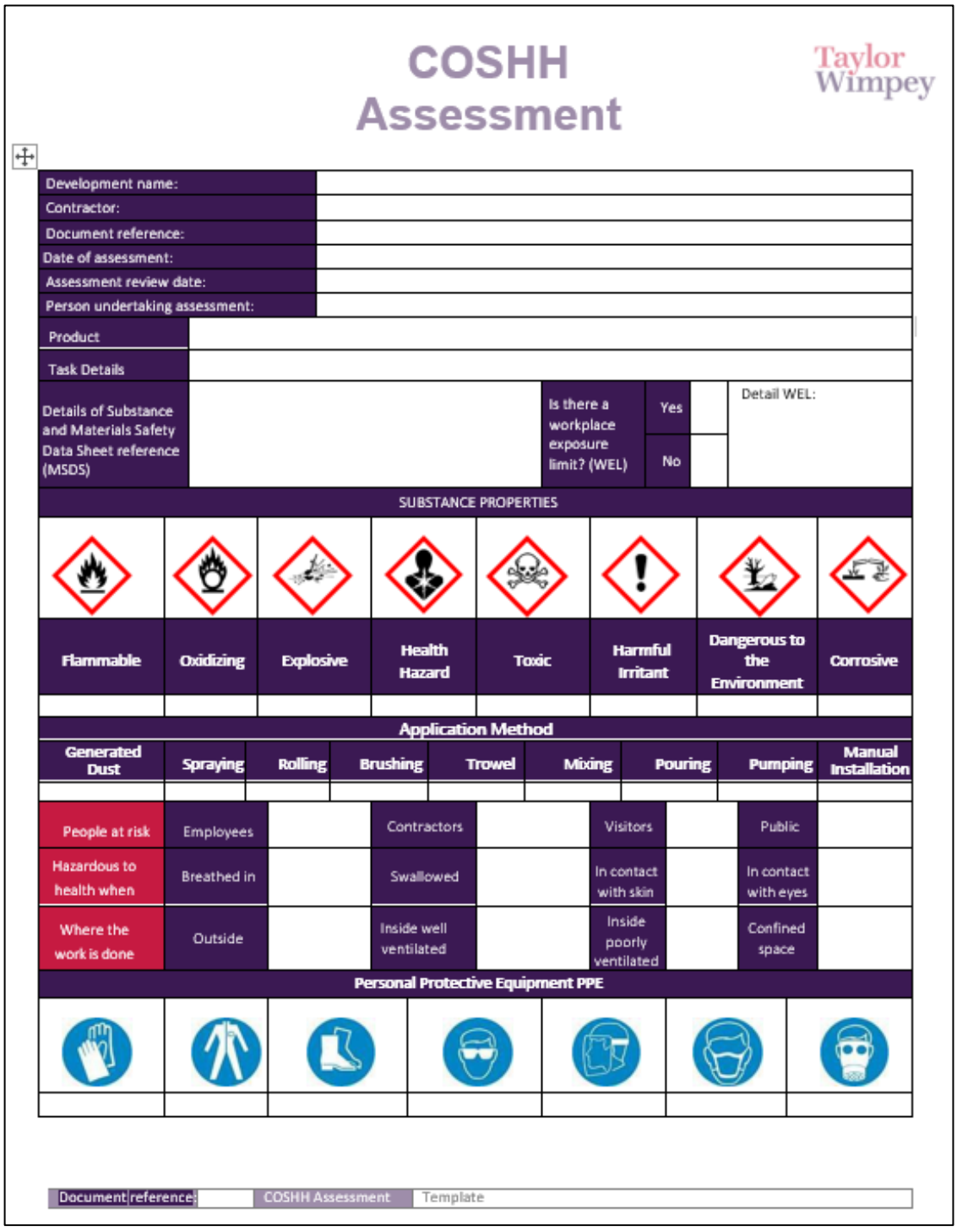
Some of the materials and substances used or produced as part of the construction process can be hazardous to health or the environment. The risks associated with these substances must be assessed and appropriate control measures introduced covering the way the substance is used, stored and disposed of.

COSHH Risk Assessments have been provided for each of the following materials/substances within the overall STAC risk assessment for the site

▪ Brickleen ▪ Spray line paint ▪ Ready mixed concrete ▪ Cement ▪ Plaster ▪ General purpose adhesives ▪ Expanding foams ▪ Expanding foam cleaners ▪ PVA adhesives ▪ Mitre bond and adhesive ▪ Diesel, gas, and oil	▪ Tanalised timber ▪ General multi-origin site dust ▪ Wood/MDF dust ▪ Concrete/brick dust ▪ Plasterboard dust ▪ Lead ▪ Preparation oil ▪ Tar/glue remover ▪ General surface spray cleaners ▪ General hard surface cleaners ▪ Disinfectant

COSHH Assessment Template

There is a blank COSHH Form for creating new assessments as and when necessary (see the Construction HSE Plan - Folder 2, F2.2.4).



COSHH Assessment

Taylor Wimpey

Development name:	
Contractor:	
Document reference:	
Date of assessment:	
Assessment review date:	
Person undertaking assessment:	
Product	
Task Details	

Details of Substance and Materials Safety Data Sheet reference (MSDS)		Is there a workplace exposure limit? (WEL)	Yes / No	Detail WEL:

SUBSTANCE PROPERTIES

Flammable	Oxidizing	Explosive	Health Hazard	Toxic	Harmful Irritant	Dangerous to the Environment	Corrosive

Application Method

Generated Dust	Spraying	Rolling	Brushing	Trowel	Mixing	Pouring	Pumping	Manual Installation

People at risk	Employees		Contractors		Visitors		Public	
Hazardous to health when	Breathed in		Swallowed		In contact with skin		In contact with eyes	
Where the work is done	Outside		Inside well ventilated		Inside poorly ventilated		Confined space	

Personal Protective Equipment PPE

Document reference: COSHH Assessment Template

CONTRACTOR'S COSHH REQUIREMENTS

TW Contractors who bring products or substances that are hazardous to health or the environment into the workplace must ensure they have adequate COSHH Assessments in place with appropriate precautions to protect Operatives who may be exposed to health risks arising from hazardous substances they work with.

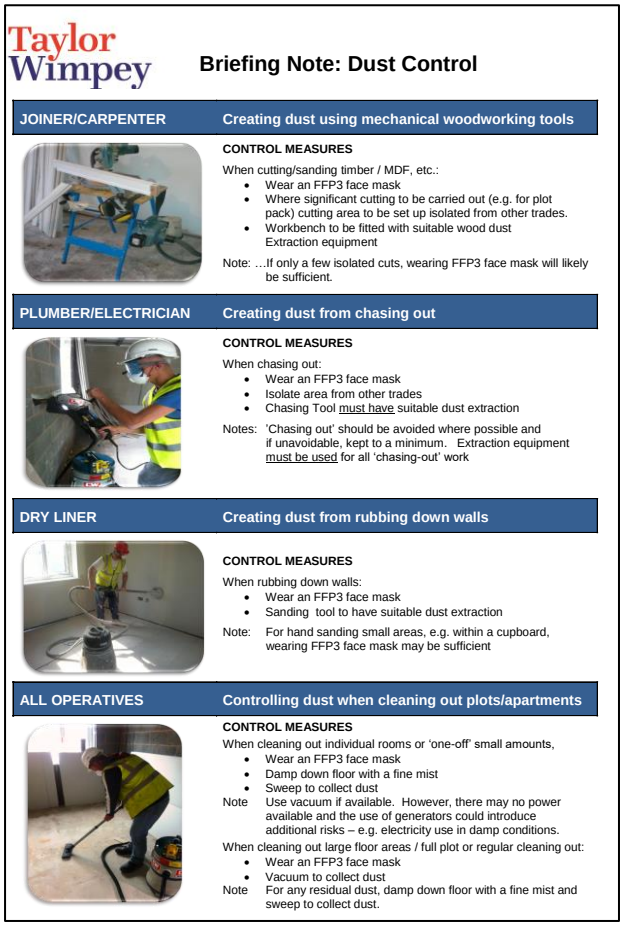
The following steps must be undertaken by all Contractors:

1. Identify the substances employees may be exposed to such as paints and resins and by-products of a process, such as silica from cutting activities.
2. Assess the harm exposure may cause, identify the level of exposure that may cause harm, and the effects of exposure.
3. Where possible, eliminate or control exposure by using a non-harmful substitute, limit the number of people exposed, and use dust suppression or extraction.
4. Provide operatives with information, instruction, and training to include the nature of the risk, the control measures required, and the personal protective equipment to be used.
5. Contractors must also provide details of their monitoring arrangements, to ensure the effectiveness of the precautions and initiate health surveillance, when necessary, within their COSHH assessment.
6. Contractors must keep records of assessments, and your assessments must be included as part of your method statement or activity plan.
7. Contractors must provide the correct P.P.E. for the activity and encourage high standards of personal cleanliness and hygiene.

Note: silica and wood dust are included, however, additional guidance is provided within this manual):

3.8.2 CONSTRUCTION DUST

Regularly breathing construction dust particularly silica dust, over a period can be harmful to health and can potentially cause life-threatening respiratory diseases (such as Silicosis). This section provides guidance on the prevention and control of dust exposure.



Taylor Wimpey

Briefing Note: Dust Control

JOINER/CARPENTER	Creating dust using mechanical woodworking tools

CONTROL MEASURES

When cutting/sanding timber / MDF, etc.:

- Wear an FFP3 face mask
- Where significant cutting to be carried out (e.g. for plot pack) cutting area to be set up isolated from other trades.
- Workbench to be fitted with suitable wood dust Extraction equipment

Note: …If only a few isolated cuts, wearing FFP3 face mask will likely be sufficient.

PLUMBER/ELECTRICIAN	Creating dust from chasing out

CONTROL MEASURES

When chasing out:

- Wear an FFP3 face mask
- Isolate area from other trades
- Chasing Tool must have suitable dust extraction

Notes: 'Chasing out' should be avoided where possible and if unavoidable, kept to a minimum. Extraction equipment must be used for all 'chasing-out' work

DRY LINER	Creating dust from rubbing down walls

CONTROL MEASURES

When rubbing down walls:

- Wear an FFP3 face mask
- Sanding tool to have suitable dust extraction

Note: For hand sanding small areas, e.g. within a cupboard, wearing FFP3 face mask may be sufficient

ALL OPERATIVES	Controlling dust when cleaning out plots/apartments

CONTROL MEASURES

When cleaning out individual rooms or 'one-off' small amounts,

- Wear an FFP3 face mask
- Damp down floor with a fine mist
- Sweep to collect dust

Note Use vacuum if available. However, there may no power available and the use of generators could introduce additional risks – e.g. electricity use in damp conditions.

When cleaning out large floor areas / full plot or regular cleaning out:

- Wear an FFP3 face mask
- Vacuum to collect dust

Note For any residual dust, damp down floor with a fine mist and sweep to collect dust.

The prevention of ill health caused by dust is achieved on site by following these simple steps:

- **Identification of risk** – activities and substances likely to expose operatives to respiratory risks are subject to a suitable COSHH assessment using the manufacturer's safety data sheet and the details of the task to be undertaken.
- **Controls** – equipment fitted with extraction or suppression, dust bags on small tool (e.g. skill saw used on a roof or area with difficult access and only for short durations), vacuum cleaners fitted with HEPA filters, damping down and no dry sweeping
- **PPE** – FFP3 masks (face fit tested) or powered respirators
- **Work practice** – cutting in designated areas and dusts vacuumed up regularly
- **Training** – correct use of equipment and briefing/Site Safe Briefings on the expected safe system of work.

3.8.2.1 SILICA DUST

Even short-term exposure to silica dust can lead to Silicosis. Research also suggests that it is the second most identified cause of occupational lung cancer after asbestos. Silica is found in many construction materials including concrete, stone, and clay products.

Consideration must first be given to 'dust free' methods of cutting – such as hand tools and block and slab splitters, tile nibblers, etc.

However, power tools are sometimes necessary e.g.:

- Groundworkers when mechanically cutting concrete kerbs, slabs, blocks, etc.
- Bricklayers when mechanically cutting bricks and blocks; and
- Roofers when mechanically cutting concrete, clay or artificial slates made from reconstructed slate/resin.

ELIMINATION / REDUCTION

- When installing concrete kerbs, blocks or paving (likely to contain silica) the following measures must be considered to eliminate or limit any dust generated by cutting these products:
- Paving layout and item size can be designed so that the smallest number of cuts is required
- Specifying that materials are cut to size at the point of manufacture, eliminating the need for cutting on site e.g., brick specials, smaller paving slabs (Limiting the number of cuts during design/layout)
- Using equipment such as block splitters, that generally reduces dust

Below are examples of suitable water suppression systems that must be used

Husqvarna Battery Powered Dust Suppression

Makinex Hose 2 Go Constant Pressure Dust Suppression

Hilti DSH 700x or 900x Petrol Driven with integrated water pump (a suitable water supply is required, i.e., an IBC or other suitable container

3.8.2.2 WOOD DUST

Carpentry and Joinery activities such as the cutting, drilling, and sanding of wood or wood-containing materials such as MDF, generates 'wood dust' which is harmful to health

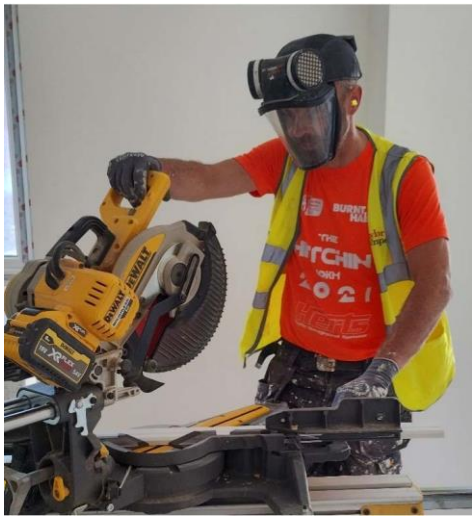
Taylor Wimpey and Contractors are required to protect their Operatives from exposure to wood/wood-containing materials such as MDF dust, as they can cause serious health problems, including:

- Asthma – with Carpenters and Joiners are four times more likely to get compared with other UK workers.
- Cancer – hardwood dust can cause nose cancer

Note: settled dust contains the fine particles that are most likely to damage the lungs.

KEY CONTROLS

Taylor Wimpey and Contractors must identify activities that generate dust, and as part of the risk assessment process, must also undertake a COSHH Assessment (Control of Substances Hazardous to Health) and identify the necessary controls to protect operatives from exposure.



- All Operatives who could be affected by wood dust must be appropriately trained in the hazards and control measures - this will include the controls identified in the COSHH assessments.
- For all wood cutting activities, the Carpenter/Joiner must use M rated (or above) vacuum extraction.
- Some activities which require a limited number of cuts in inaccessible areas such as roof works where it is not practical to use a vacuum extraction system, a dust collection bag is permissible.
- For any control that requires the use of RPE, ensure that the correct type of RPE is used and maintained and that the individuals wearing the RPE have been trained and face fit tested if appropriate.
- There must be suitable arrangements to ensure that all people wearing face-fit masks are following their training correctly.
- Disposable RPE must be made readily available for
- Operatives, and a record of RPE maintained.
- Powered RPE must be maintained following the manufacturer's guidance, and records of maintenance inspections kept.

3.8.2.3 METHODS FOR CONTROLLING CONSTRUCTION DUST

Personal exposure of operatives must be limited where possible by:

- Rotating the task.
- Selecting cutting areas that limit the number of persons in the vicinity.
- Consideration of blade selection, e.g., diamond blades reduce the time of the cut and generate less respirable silica dust.
- Clear up the cutting location regularly, dampening to avoid excessive dust.

a) Joiner / Carpenter - when cutting/sanding timber/MDF, etc., operatives must:

- Set up a cutting area isolated from other trades where significant cutting is to be carried out (e.g., for a plot pack); and
- Use a saw/workbench fitted with suitable wood dust extraction equipment (Minimum M-Rated extraction).
- Wear suitable RPE (see section 3.6.1.6).

Note: If only a few isolated cuts required, e.g., with a handsaw, wearing suitable RPE is enough.

b) Plumber / Electrician – when chasing out brick /block operatives must:

- Isolate area from other trades; and
- Use a chasing tool fitted with suitable dust extraction (Minimum M-Rated extraction).
- Wear suitable RPE (see section 3.6.1.6).

Note: 'Chasing out' must be avoided where possible and, if unavoidable, kept to a minimum.

c) Roofer – the Contractor's Risk Assessment must include:

- How valley tiles, etc. are to be cut, e.g., on a cutting jig, etc. to prevent scaffold boards being damaged.
- What means of dust suppression at source is identified, e.g., powered water suppression, dust extraction, use of a tile nibbler, etc.
- Wear suitable RPE (see section 3.6.1.6);

d) Dry Liner – when rubbing down walls, operatives must:

- Use a sanding tool fitted with suitable dust extraction. [Minimum L-Rated extraction]
- Wear suitable RPE (see section 3.6.1.6).

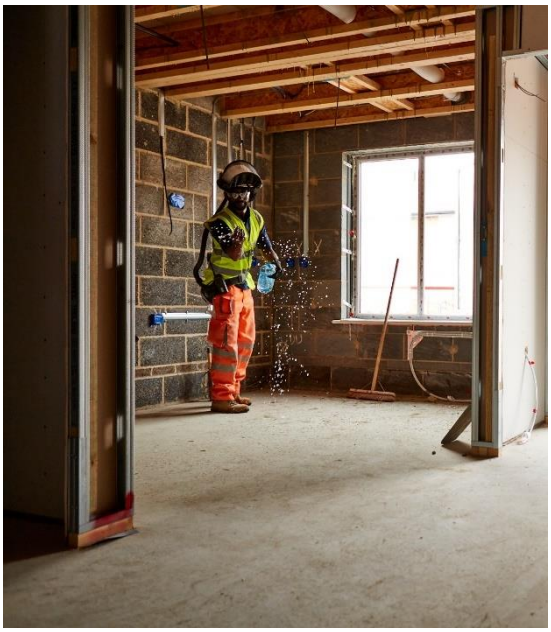
Note: For hand sanding small areas, e.g., within a cupboard, wearing FFP3 face mask is enough.

e) General Site Operatives – When cleaning out large floor areas / full plot or regular cleaning out:

- Use a Class M vacuum to collect dust
- Wear suitable RPE (see section 3.6.1.6)

Note: For any residual dust after vacuuming, damp down floor with a fine mist and sweep to collect dust

When cleaning out individual rooms or 'one-off' small amounts:



- Use a vacuum
- Wear suitable RPE
- Damp down floor with a fine mist; and
- Sweep up to collect dust.

Note: where generators are used to power vacuums additional risks must be considered such as:

- Long cable runs; and
- Use in wet/ damp conditions etc.

Where Personal Protective Equipment (PPE) is necessary, the employer must provide their staff and operatives with appropriate PPE.

Notes:

- Standard PPE is safety footwear, hard hat and high visibility clothing. (These cover general applications only). Specific Risk or COSHH assessments may require some additional items of PPE.

CONTROLS BY DUST EXTRACTION

Where the risk of exposure to construction dust cannot be eliminated (e.g., use of a different material / process, etc.) those potentially exposed to construction dust for certain tasks at work must have their exposure reduced by suitable means of extraction or suppression (depending on trade and activity). RPE must also be used, but only as a secondary control measure.

Type of Dust	Task	Trade	Equipment required
Silica dust [*Respirable Crystalline Silica or RCS*] that comes from silica materials such as concrete, mortar and sandstone	Chasing/drilling out of brick/Blockwork	Plumbers / Electrician	Minimum 'M' rated dust extraction & suitable RPE
	Cleaning out plots	General Site Operative	Minimum 'M' rated dust extraction & suitable RPE
Wood dust	Cutting timber products	Joiner / carpenter	Minimum 'M' rated dust extraction & suitable RPE
Lower toxicity (irritant) gypsum dust	Sanding down joint fillers	Plasterer / Dryliners	Minimum 'L' rated dust extraction & suitable RPE

V-TUF Vacuum order codes:

- TW CODE: TW50 - V-tuf M- CLASS-Vacuum
- TW CODE: TW51 - V-tuf L - CLASS-Vacuum
- TW CODE: TW50A - V-tuf Filter Bag for L and M CLASS (Pack-of-10)

Accessories include:

- 10 Metre suction hose
- 8 Metre electrical supply cable
- Floor 'sweep-up' tool
- Power tool connection.
- Shovels

Power and means of securing / transporting the unit can also be provide by the supplier.

Power Source	Vacuum	Vacuum and Power tool
TW CODE: TW60 Petrol Quiet Generator - 110V Lightweight	Yes	No
TW CODE: TW65 VTGD 4000 Diesel Generator	Yes	Yes
TW CODE: TW60a Petrol 5KVA Generator - 110V Lightweight	Yes	Yes

Securing /Transporting

TW70
Secure / transportable unit for all the kit, including generator

Available from:
V-TÜF | 18 Crofton Drive, Allenby Industrial Estate, Lincoln, LN3 4NR, United Kingdom
Tel: 01522 515767
Mobile: 07848455979
Email eugene@v-tuf.com

When using a generator with the dust extraction unit the same control measures detailed in section 2.4.2 must be applied.

3.8.3 RESPIRATORY PROTECTION EQUIPMENT [RPE]

Given the nature of some work activities, it is not always possible to eliminate or contain all the dust created by the task, therefore, suitable RPE must be provided to the operatives involved in the task/activity.

There are two main types of RPE available:

1. Tight Fitting RPE (either disposable or reusable face masks)

These masks are:

- Half or full face (dependent on task)
- Disposable or re-usable
- Reliant on a good seal

The effectiveness of the mask relies on a good seal between the mask and the face of the operator. All operatives who are required to use these types of masks must be '**face fit' tested** to ensure the suitability and effectiveness of the mask and seal to the user.

Face -fit testing can be undertaken by your Site HSE Advisor, mask supplier, and any person who has undertaken the necessary training. Discuss any training requirements with your Regional HSE advisor.

2.Loose Fitting RPE (powered respirators/helmets with TH2 Filter)

Tight fitting masks are not always suitable for operatives with facial hair, i.e., stubble, beards, etc. Where a seal with the mask can't be achieved, alternative RPE must be provided to these operatives.

These masks are:

- Full face
- Re-usable
- Powered to maintain air pressure

Note: When an operative is using a Loose-Fitting Respirator there is no requirement for them to have had a "Face Fit" test.

Trade Operatives

Trades such as, Bricklayers, Joiners, Roofers, including general site operatives etc. are exposed to construction dust during their activity.

If the operatives' "Face Fit" Test has indicated a suitable seal cannot be achieved using a disposable / reusable face mask (e.g., facial hair) – a powered helmet must be provided.

The recommended equipment to be provided by Taylor Wimpey for our directly employed operatives or our Trade Contractor for their operatives is:

JSP Jetstream Constructor Kit (TW Order code: HEA020JET)	
Enfield Code	**Consumable Description**
TWHEA020JET	Jetstream® Dust Constructor Kit (PSL) with Multi Plug
TWHEA600FIL	Jetstream® Dust Filter TH2PSL

The Respirators and the accessories listed below must be ordered from Enfield Safety Supplies using Taylor Wimpey Code (see above).

For access to demonstration videos, use the QR codes

Enfield Safety Supplies
Langley House
Station Road
Standon
Hearts. SG11 1QN

Tel: 0333 003 5710
Web: www.enfieldsafety.co.uk
Email: sales@enfieldsafety.co.uk

Groundworks Activities

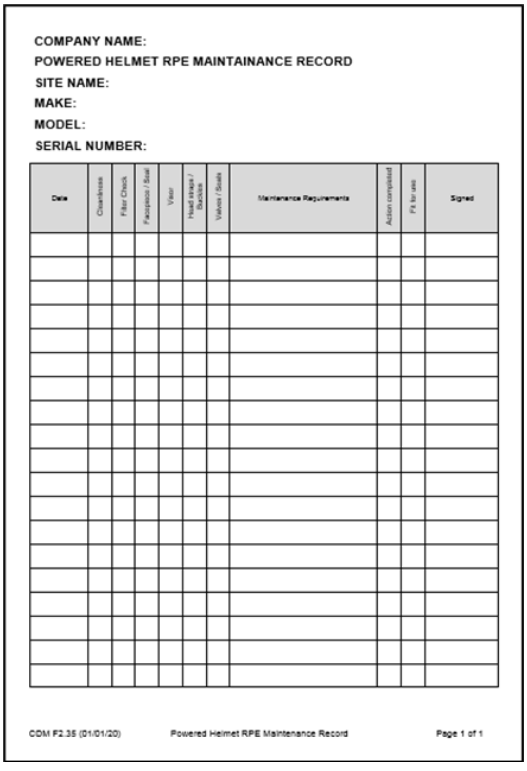
If the operatives' "Face Fit" Test has indicated a suitable seal cannot be achieved using a disposable / reusable face mask (e.g., facial hair) – a powered helmet must be provided.

The recommended equipment for use by our Groundworks Contractors is either of the powered helmets indicated or a similar product provided it is to be the same standard (if in doubt contact your RHSEA)

PowerCap Infinity Complete Unit (TW Order code: TWHEA001RES)	
TWHEA001RES	Powercap® Infinity® PAPR - Complete unit - Black
TWHEA660FIL	TH3P R SL Filters for the PowerCap® Infinity® PAPR - Pair

For access to demonstration videos, use the QR codes

Maintenance of Powered Helmets



COMPANY NAME:
POWERED HELMET RPE MAINTAINANCE RECORD
SITE NAME:
MAKE:
MODEL:
SERIAL NUMBER:

Date	Cleanliness	Filter Check	Facepiece / Seal	Visor	Head straps / Cushions	Valves / Seals	Maintenance Requirements	Action completed	Fit for use	Signed

CDM F2.35 (01/01/20) Powered Helmet RPE Maintenance Record Page 1 of 1

Responsibility

The operative issued with the helmet is responsible for daily visual inspections and monthly recorded checks. Site Manager responsible for monitoring checks are made.

When

Monthly

Purpose

To record that the Powered Helmet is maintained in good condition and suitable for use.

3.8.4 ASBESTOS

New build homes are not constructed using asbestos contacting materials (ACM). However, asbestos could be found during demolition, refurbishment or activities involving breaking ground.

For ground-breaking works, e.g., excavations (see Section 4.3)

For demolition or refurbishment works, prior to carrying out any works the following must be in place:

- Full asbestos survey carried out and reviewed by TW.
- Specialist asbestos removal contractor appointed (Asbestos licences, certification and training checked where applicable).
- Safe system of work prepared for the safe removal of asbestos / asbestos containing materials.
- Safe system of work reviewed and confirmed adequate by Production / RHSEA.
- For licenced removal, the Health and Safety Executive must be informed at least 14 days in advance. (sent by the licenced contractor)
- Upon completion, certification/evidence provided by the asbestos removal contractor that the area is clean, and all asbestos removed.

Following the removal of asbestos, site operatives involved in subsequent groundworks or refurbishment works must be briefed on:

- Where asbestos works was carried out.
- Type and information on asbestos source.
- If asbestos is found, works must be stopped immediately; and
- Regional HSE advisor and Production Director to be contacted to arrange programme of asbestos remedial works.

Note: If in doubt, assume materials are asbestos/ACM until confirmed laboratory testing has been completed.

3.8.5 MANUAL HANDLING

Manual handling involves lifting, carrying, pushing, or pulling objects by hand or bodily force. It is a common activity in many workplaces and can lead to musculoskeletal disorders (MSDs) if not performed correctly. This section provides information about the hazards of manual handling and outlines control measures to reduce the risk of injury. This information is intended for the Site Management Team as well as Contractors with the control measures expected to be implemented when working on our sites.

TW sites are provided with telehandlers to minimise manual handling and materials are always delivered as close to the work area as possible to reduce the need for manually handling. However, there will be occasions when heavy, bulky or awkwardly shaped items need to be moved manually - the risks associated with manually handling these items must be assessed and appropriate control measures introduced.

MANUAL HANDLING ASSESSMENT

When carrying out manual handling assessments consider:

- The weight of the item; generally, items over 25kg for men and 16kg for women (or 20kg and 13kg if repetitive handling is required) need to be given greater consideration.
- The repetitiveness of the lift.
- The size of the item, e.g., whether it lends itself to a 2-person/team lift.
- Whether lifting aids can be used; and
- What general controls can be introduced to reduce the risk of musculoskeletal injury.

KEY CONTROL

- Avoid or minimise manual handling by using mechanical lifting/handling where possible.
- Taylor Wimpey's telehandler is available to move materials to the required plots or locations.
- Employees must have manual handling training where appropriate.
- Communicate to operatives the hazards associated with the activity and train them in lifting techniques.
- Provide the suitable equipment necessary to carry out any manual handling, such as grips, trolleys, etc.
- Identify loads that must be shared for heavy or awkward lifts.
- Plan the position and height of stacks to reduce carrying distances.
- Consider the size of the material and consider replacing it with a smaller size.

CONTRACTOR'S MANUAL HANDLING REQUIREMENTS

All Contractors are responsible for providing Manual Handling Risk Assessments for any heavy or bulky items their employees are required to handle and for managing the associated control measures. This assessment must be included within their Site Safety Documentation.

To minimise the risk of injury to operatives, Contractors must assess each work activity and identify the manual handling requirements, then once identified and take suitable precautions to avoid or reduce the risk to the Operatives (see Section 3.8.7).

Contractors are responsible for briefing their Operatives on manual handling.

Certain items such as Stair Sets, or Doors must have a 'Weights Warning Alert' attached to provide details of both the weight of the item and any precautions to be taken.

See Site Safe Briefing: Manual Handling.

Kerb Lifter

Brick Grab

Plasterboard Grab

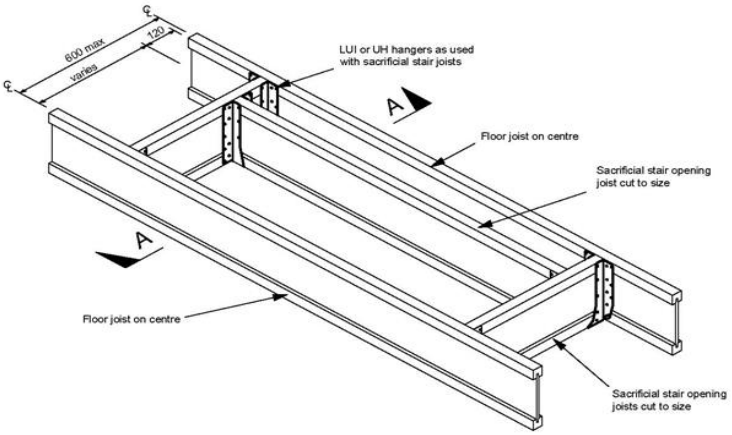
Plasterboard Lifter

PLASTERBOARD SLOTS - Category 1: Standard Temporary Works

To prevent injury from either the manual handling or storage of plasterboard, the following controls are to be adopted:

- Packs of plasterboard to be mechanically transported by telehandler to the designated plot and either:
  - Placed as close as possible to the entrance on suitable ground, or
  - Placed on a load loading bay for apartment buildings or timber frame houses
- When placed external at ground level suitable barriers to be placed around the packs to segregate from any traffic routes
- Individual sheets of plasterboard to be manual carried into the plot and laid flat within the plot
- For traditional houses plasterboard can be manual carried to the upper floors via two methods:
  - Manual carried up the stairs and placed (laid flat) in the required areas, or
  - Manual passing the plasterboard through a designed plasterboard slot and then laid flat in the required areas.

PLASTERBOARD SLOTS - Category 1: Standard Temporary Works



- A slot is constructed in the mid-floor utilising the design opposite, this requires one additional temporary joist to support the metal hatch
- A reusable high grade metal box with an 'opening trap hatch' is then inserted into the slot
- Operatives using the plasterboard board slot must be briefed on it's safe use – keep closed when not in use

Reusable plasterboard slots can be provided by:

Protec International Ltd - sales@protection.co.uk

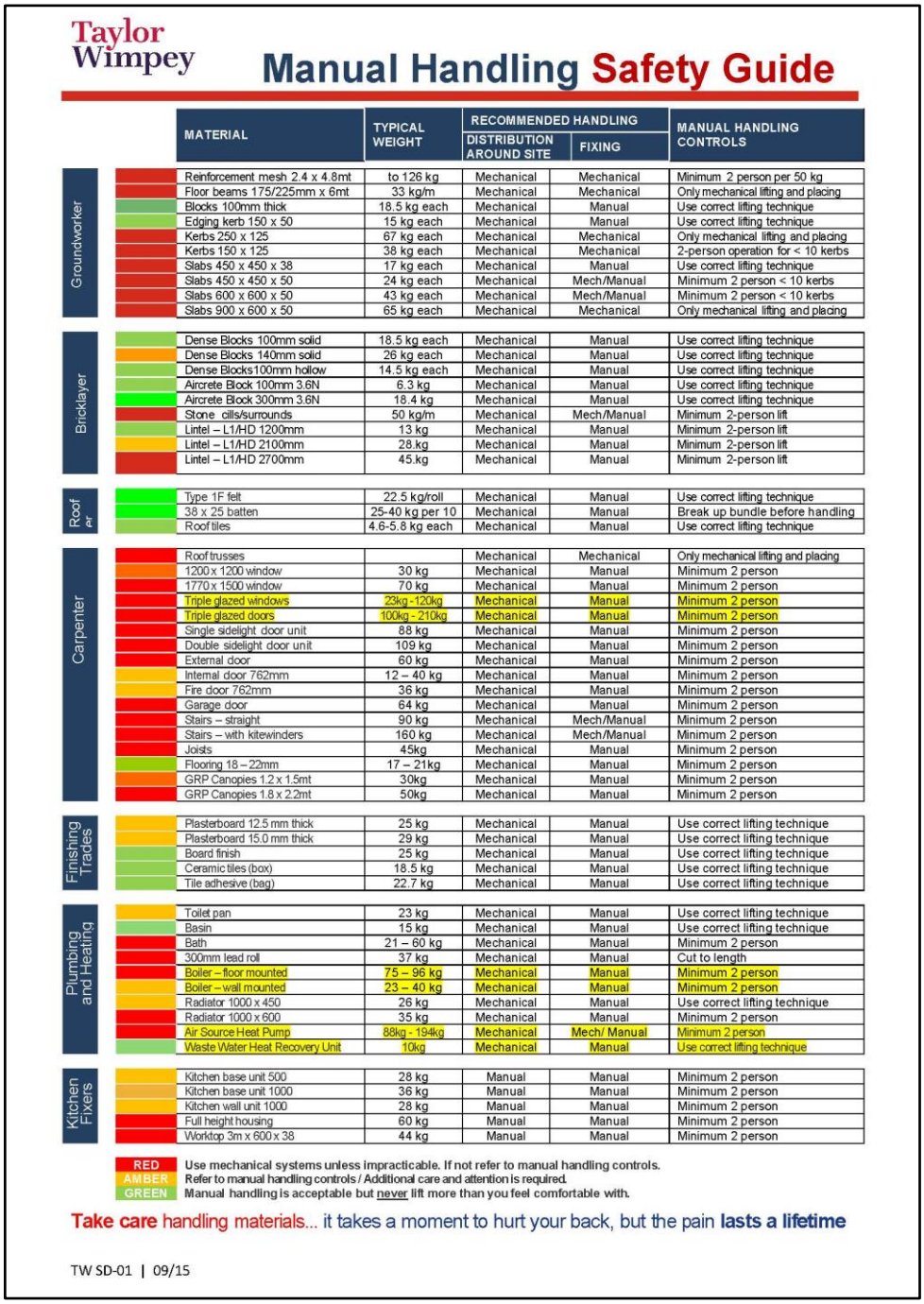
Leachs - sales@leachs.co.uk

Note: The use of plasterboard slots must be considered on all plots, where the layout makes it difficult to manually handle the boards.

MANUAL HANDLING SAFETY GUIDE

The TW Manual Handling Safety Guide, illustrated below, is available on Inhouse

Poster packs are provided to site. If you are concerned about potentially heavy items being handled, manually check the control measures in the contractor's risk assessment.



Taylor Wimpey

Manual Handling Safety Guide

	MATERIAL	TYPICAL WEIGHT	RECOMMENDED HANDLING		MANUAL HANDLING CONTROLS
			DISTRIBUTION AROUND SITE	FIXING	
Groundworker	Reinforcement mesh 2.4 x 4.8mt	to 126 kg	Mechanical	Mechanical	Minimum 2 person per 50 kg
	Floor beams 175/225mm x 6mt	33 kg/m	Mechanical	Mechanical	Only mechanical lifting and placing
	Blocks 100mm thick	18.5 kg each	Mechanical	Manual	Use correct lifting technique
	Edging kerb 150 x 50	15 kg each	Mechanical	Manual	Use correct lifting technique
	Kerbs 250 x 125	67 kg each	Mechanical	Mechanical	Only mechanical lifting and placing
	Kerbs 150 x 125	38 kg each	Mechanical	Mechanical	2-person operation for < 10 kerbs
	Slabs 450 x 450 x 38	17 kg each	Mechanical	Manual	Use correct lifting technique
	Slabs 450 x 450 x 50	24 kg each	Mechanical	Mech/Manual	Minimum 2 person < 10 kerbs
	Slabs 600 x 600 x 50	43 kg each	Mechanical	Mech/Manual	Minimum 2 person < 10 kerbs
	Slabs 900 x 600 x 50	65 kg each	Mechanical	Mechanical	Only mechanical lifting and placing
Bricklayer	Dense Blocks 100mm solid	18.5 kg each	Mechanical	Manual	Use correct lifting technique
	Dense Blocks 140mm solid	26 kg each	Mechanical	Manual	Use correct lifting technique
	Dense Blocks100mm hollow	14.5 kg each	Mechanical	Manual	Use correct lifting technique
	Aircrete Block 100mm 3.6N	6.3 kg	Mechanical	Manual	Use correct lifting technique
	Aircrete Block 300mm 3.6N	18.4 kg	Mechanical	Manual	Use correct lifting technique
	Stone cills/surrounds	50 kg/m	Mechanical	Mech/Manual	Minimum 2-person lift
	Lintel – L1/HD 1200mm	13 kg	Mechanical	Manual	Minimum 2-person lift
	Lintel – L1/HD 2100mm	28.kg	Mechanical	Manual	Minimum 2-person lift
	Lintel – L1/HD 2700mm	45.kg	Mechanical	Manual	Minimum 2-person lift
Roofer	Type 1F felt	22.5 kg/roll	Mechanical	Manual	Use correct lifting technique
	38 x 25 batten	25-40 kg per 10	Mechanical	Manual	Break up bundle before handling
	Roof tiles	4.6-5.8 kg each	Mechanical	Manual	Use correct lifting technique
Carpenter	Roof trusses		Mechanical	Mechanical	Only mechanical lifting and placing
	1200 x 1200 window	30 kg	Mechanical	Manual	Minimum 2 person
	1770 x 1500 window	70 kg	Mechanical	Manual	Minimum 2 person
	Triple glazed windows	23kg - 120kg	Mechanical	Manual	Minimum 2 person
	Triple glazed doors	100kg - 210kg	Mechanical	Manual	Minimum 2 person
	Single sidelight door unit	88 kg	Mechanical	Manual	Minimum 2 person
	Double sidelight door unit	109 kg	Mechanical	Manual	Minimum 2 person
	External door	60 kg	Mechanical	Manual	Minimum 2 person
	Internal door 762mm	12 – 40 kg	Mechanical	Manual	Minimum 2 person
	Fire door 762mm	36 kg	Mechanical	Manual	Minimum 2 person
	Garage door	64 kg	Mechanical	Manual	Minimum 2 person
	Stairs – straight	90 kg	Mechanical	Mech/Manual	Minimum 2 person
	Stairs – with kitewinders	160 kg	Mechanical	Mech/Manual	Minimum 2 person
	Joists	45kg	Mechanical	Manual	Minimum 2 person
	Flooring 18 – 22mm	17 – 21kg	Mechanical	Manual	Minimum 2 person
	GRP Canopies 1.2 x 1.5mt	30kg	Mechanical	Manual	Minimum 2 person
	GRP Canopies 1.8 x 2.2mt	50kg	Mechanical	Manual	Minimum 2 person
Finishing Trades	Plasterboard 12.5 mm thick	25 kg	Mechanical	Manual	Use correct lifting technique
	Plasterboard 15.0 mm thick	29 kg	Mechanical	Manual	Use correct lifting technique
	Board finish	25 kg	Mechanical	Manual	Use correct lifting technique
	Ceramic tiles (box)	18.5 kg	Mechanical	Manual	Use correct lifting technique
	Tile adhesive (bag)	22.7 kg	Mechanical	Manual	Use correct lifting technique
Plumbing and Heating	Toilet pan	23 kg	Mechanical	Manual	Use correct lifting technique
	Basin	15 kg	Mechanical	Manual	Use correct lifting technique
	Bath	21 – 60 kg	Mechanical	Manual	Minimum 2 person
	300mm lead roll	37 kg	Mechanical	Manual	Cut to length
	Boiler – floor mounted	75 – 96 kg	Mechanical	Manual	Minimum 2 person
	Boiler – wall mounted	23 – 40 kg	Mechanical	Manual	Minimum 2 person
	Radiator 1000 x 450	26 kg	Mechanical	Manual	Use correct lifting technique
	Radiator 1000 x 600	35 kg	Mechanical	Manual	Minimum 2 person
	Air Source Heat Pump	88kg - 194kg	Mechanical	Mech/ Manual	Minimum 2 person
	Waste Water Heat Recovery Unit	10kg	Mechanical	Manual	Use correct lifting technique
Kitchen Fixers	Kitchen base unit 500	28 kg	Manual	Manual	Minimum 2 person
	Kitchen base unit 1000	36 kg	Manual	Manual	Minimum 2 person
	Kitchen wall unit 1000	28 kg	Manual	Manual	Minimum 2 person
	Full height housing	60 kg	Manual	Manual	Minimum 2 person
	Worktop 3m x 600 x 38	44 kg	Manual	Manual	Minimum 2 person

RED Use mechanical systems unless impracticable. If not refer to manual handling controls.
AMBER Refer to manual handling controls / Additional care and attention is required.
GREEN Manual handling is acceptable but never lift more than you feel comfortable with.

Take care handling materials... it takes a moment to hurt your back, but the pain **lasts a lifetime**

TW SD-01 | 09/15

3.8.6 NOISE

Construction sites can be noisy environments, with many activities generating noise that without suitable management could result in hearing damage or permanent hearing loss to operatives.

Operatives may also develop tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition which can lead to disturbed sleep.

TW aims to work towards, and with contractors to eliminate, or minimise exposure to noise by:

- Identifying the Risk – Measures to include assessing all activities that are likely to expose operatives or members of the public to excessive noise.
- Controls Measures – Reviewing the selection of plant and equipment used to reduce exposure to noise.
- PPE – Selection and provision of appropriate hearing protection to operatives carrying out the works.
- Work Practice – Where necessary, establishing 'noise zones' to segregate cutting equipment from rest of workforce, regular rotation of operatives and monitoring of exposure times.
- Training – Educating operatives in the correct use of equipment and exposure limits via HSE Induction and Site Safe Briefings/Toolbox talks on the expected safe system of work.

INDENTIFYING THE RISK

- Compression breakers, core drilling, chop saws, vibrating rollers, excavators, angle grinders and many other common pieces of equipment used in construction can generate potentially harmful levels of noise.
- Some equipment like cartridge operated fixing tools create a very short burst of noise above the 'Peak lower exposure action value' which will cause hearing damage in a shorter time than lower noise levels.
- Exposure to noise is not limited to the individual using the equipment, but also those within the surrounding areas and needs to be managed accordingly.
- Short exposure to lower noise levels can sometimes be overlooked, however should be a consideration during assessment.

CONTROL MEASURES AND WORK PRACTICE

- Identify any general controls that can be introduced to reduce the noise to remove the need for operatives having to wear hearing protection.
- Observe if operatives are required to spend time in areas where the noise is at, or over the 'lower exposure action value' of 80 dB (A-weighted) and, if so, encourage the use of hearing protection.

  (See Listening Checks below).
- Observe if operatives are required to spend time in areas where the noise is at, or over the 'upper exposure action value', of 85 dB (A-weighted) and, if so, enforce the use of hearing protection.
- Equipment such as cartridge operated fixing tools create a very short burst of noise above the 'Peak lower exposure action value' of 135 dB (C-weighted) or 'upper exposure action value' of 137 dB (C-weighted). With such equipment, enforce the use of hearing protection.
- Where practicable, keep as far away from noise sources as possible.
- Select quieter equipment and adopt work best practices whenever possible, such as opting for quieter blades for table saws, keeping blades sharp and selecting the right height adjustment for cutting.
- Do not leave machinery running when not in use to prevent exposing others to noise.
- If possible, keep the noise source and work area sperate by considering the positioning of equipment and implementing the use of screening between the source and receiver.
  Note: a screen is most effective when placed near to either the source or the receiver, not halfway between.
- Where possible, position noise creating activities (cutting stations etc.) away from sensitive receptors such as occupied parts of the site or neighboring homes or businesses.

LISTENING CHECKS

LISTENING CHECKS *

- Are employees exposed to noise which makes it necessary to shout to talk to someone **1 m away,** for more than about **half an hour per day** in total? ***The noise level here is probably 90 dB or more.***
- Are employees exposed to noise which makes it necessary to shout to talk to someone **2 m away,** for more than about **two hours per day** in total? ***The noise level here is probably 85 dB or more.***
- Is conversation at 2 m possible, but **noise is intrusive -** comparable to a busy street, a typical vacuum cleaner or a crowded restaurant - for more than about **six hours per day** in total? ***The noise level here is probably 80 dB or more***

* extracted from HSE Guidance "Controlling Noise at Work. The Control of Noise at Work Regulations 2005 L108 (Second Edition).

TW DIRECTLY EMPLOYED OPERATIVES:

- Operatives are responsible for the procurement of their own tools and must select suitable models with low noise output.
- Operatives are responsible for ensuring that their tools and equipment are serviced and maintained in line with the manufacturer's instructions.
- Prior to Operatives undertaking work on a site, they are to identify what tools they are likely to be using and refer to the Daily/weekly noise exposure charts (Ref below) as part of their TW HSE Induction.
- Names of tools, sound pressure (dB) and duration of exposure must be logged and stored within their TW HSE Passport. If it is identified that an Operative is above the daily/weekly exposure limit of 85dB for Lower Exposure Points, or 140dB for Peak Sound Pressure with control measures and PPE in place, no work is to commence, and you must contact your Site Manager or Supervisor.

PPE: HEARING PROTECTION

- Noise exposure in decibels (dB) must be avoided by use of either ear defenders or ear buds.
- The SNR rating of the hearing protection has a related reduction in dB value. For example, an SNR rating of 27 used with equipment emitting 100dB would reduce the exposure level to 73dB (100 – 27 = 73).
- Ear protection is available from the Site Management Team for general use; however, the SNR rating must always be checked within specific Risk Assessments to ensure the protection is suitable. Selecting an SNR rating that is too effective can also cause a risk by reducing your ability to hear activities around you.
- If using disposable earplugs, make sure you insert them correctly as per the manufacturer's instructions. Insert them by rolling them up and inserting them into your ear whilst pulling the top of your ear upwards to open the ear canal.
- Always insert earplugs with clean hands and dispose of used earplugs after each shift. Ear defenders and reusable earplugs must be cleaned regularly.
- If ear defenders are used with headbands around the neck, the fabric head-strap must be used.
- Never wear earphones under ear defenders - You must never wear earphones when you're working on site in any case
- If you have problems wearing earplugs or ear defenders (such as significant discomfort), report this to your Trade Supervisor or Site Manager and do not proceed with the task without suitable protection.

TRAINING

As part of the core training for all directly employed Operatives, a 1 Day HSE Occupation Health Awareness Course must be undertaken.

MONITORING

During the monthly HSE inspections the SHSEA advisor may conduct spot checks on factors of Occupational Health including Noise.

If it is identified that an operative is exposed over the daily EAV of 75 pts, then they are to engage with their supervisor or Site Manager.

CONTRACTOR'S NOISE CONTROLS

Contractors must assess each activity, tool or equipment being used, then assess the personal noise exposure of workers, and record the results of the assessments. As part of the assessment, the Contractor must identify suitable control measures to reduce the risk of noise exposure.

Where reasonably practicable, Contractors must reduce the noise levels at the source (e.g. by using silencers, mufflers, or by using quieter machines), if it is not possible to reduce noise levels to below the action levels, the Contractor must provide suitable hearing protection.

Contractors must communicate to their Operatives what noise levels they are exposed to, how their hearing may be at risk, and what controls they must follow to protect their hearing.

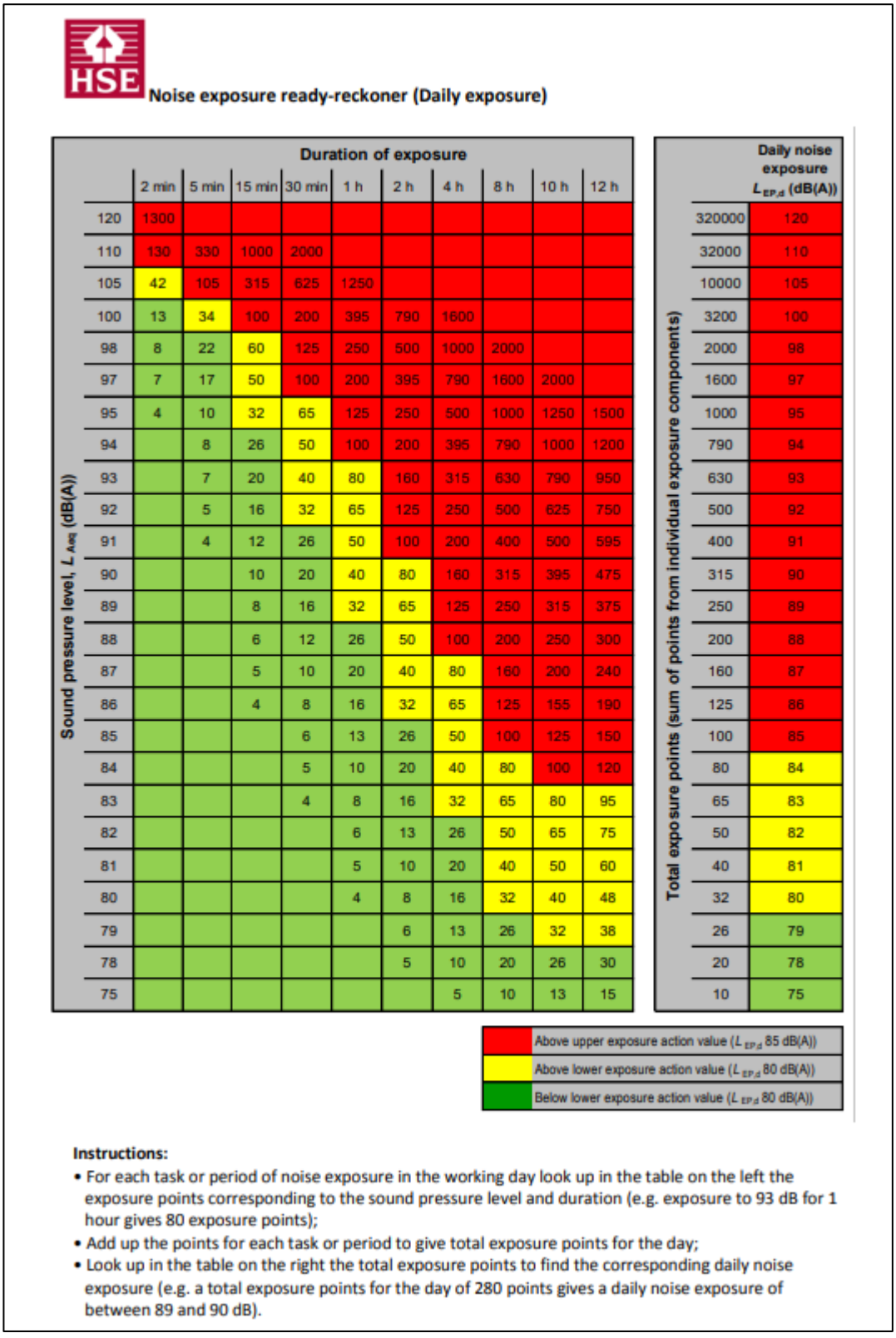
For some activities, it may be necessary to designate a hearing protection zone and remove all personnel not directly involved with the activity from inside the zone. The Contractors' supervisor must liaise with the Taylor Wimpey Site Management Team to establish specific 'hearing' zones if needed.

The Contractor must provide employees with the necessary hearing protection identified within the risk assessment and ensure operatives are briefed on the controls, with a copy held on site for review.

The Contractor's supervisor must monitor and manage the exposure to their operatives, and ensure controls are implemented and followed.

Hearing protection is always the last line of defense. Wherever possible, other measures to reduce or control the risk should be adopted first.

The HSE provide advice and guidance for employers and employees on the identification of risk and the controls of noise on their website - [HSE: Noise at work – health and safety in the workplace]



Noise exposure ready-reckoner (Daily exposure)

Sound pressure level, L_{Aeq} (dB(A))	Duration of exposure									
	2 min	5 min	15 min	30 min	1 h	2 h	4 h	8 h	10 h	12 h
120	1300									
110	130	330	1000	2000						
105	42	105	315	625	1250					
100	13	34	100	200	395	790	1600			
98	8	22	60	125	250	500	1000	2000		
97	7	17	50	100	200	395	790	1600	2000	
95	4	10	32	65	125	250	500	1000	1250	1500
94		8	26	50	100	200	395	790	1000	1200
93		7	20	40	80	160	315	630	790	950
92		5	16	32	65	125	250	500	625	750
91		4	12	26	50	100	200	400	500	595
90			10	20	40	80	160	315	395	475
89			8	16	32	65	125	250	315	375
88			6	12	26	50	100	200	250	300
87			5	10	20	40	80	160	200	240
86			4	8	16	32	65	125	155	190
85				6	13	26	50	100	125	150
84				5	10	20	40	80	100	120
83				4	8	16	32	65	80	95
82					6	13	26	50	65	75
81					5	10	20	40	50	60
80					4	8	16	32	40	48
79						6	13	26	32	38
78						5	10	20	26	30
75							5	10	13	15

Total exposure points (sum of points from individual exposure components)	Daily noise exposure $L_{EP,d}$ (dB(A))
320000	120
32000	110
10000	105
3200	100
2000	98
1600	97
1000	95
790	94
630	93
500	92
400	91
315	90
250	89
200	88
160	87
125	86
100	85
80	84
65	83
50	82
40	81
32	80
26	79
20	78
10	75

Above upper exposure action value ($L_{EP,d}$ 85 dB(A))
Above lower exposure action value ($L_{EP,d}$ 80 dB(A))
Below lower exposure action value ($L_{EP,d}$ 80 dB(A))

Instructions:

- For each task or period of noise exposure in the working day look up in the table on the left the exposure points corresponding to the sound pressure level and duration (e.g. exposure to 93 dB for 1 hour gives 80 exposure points);
- Add up the points for each task or period to give total exposure points for the day;
- Look up in the table on the right the total exposure points to find the corresponding daily noise exposure (e.g. a total exposure points for the day of 280 points gives a daily noise exposure of between 89 and 90 dB).

3.8.7 HAND ARM VIBRATION

Vibration affects the human body either through the hands and arms (HAV or hand-arm vibration) or through the legs or buttocks (WBV or whole-body vibration). HAVS and WBV cause contraction of blood vessels exposed to vibration, as well as secondary tissue changes, this causes impaired sensation and eventually persistent pain.

Vibration can become a significant health problem when operatives are regularly exposed to work activity with significant levels of vibration. For example, hand-held tools and equipment can affect the fingers and hands, leading to conditions such as Hand-Arm Vibration Syndrome (HAVS) and Carpel Tunnel Syndrome (CTS).

HAND ARM VIBRATION

Regular exposure to HAV can give rise to permanent injuries such as:

- Vascular changes in the blood vessels of the fingers.
- Neurological changes in the peripheral nerves.
- Muscle and tendon damage in the fingers, hands, wrists and forearms.
- Suspected bone and joint changes.

Tools such as those listed below are known to cause HAV problems:

- Cordless Drill
- Hammer Drill
- Grinders and Polishers
- Multi Tool
- Hand-Held Grinders and Sanders
- Hedge Trimmers
- Belt Sander
- Pedestal Grinders
- Power Hammers and Chisels
- Impact Wrench
- Vibration Levelers and Compactors

All Contractors, including Taylor Wimpey for directly employed Operatives must review the tools and equipment used, assess the risk associated with the activities and identify the necessary control measures. For example, the need to use handheld tools for some tasks can be removed entirely by changing the method of work.

Taylor Wimpey's approach to the prevention of ill health caused by vibration is achieved on site by the following:

- Identification of risk – activities likely to expose operatives to hand arm vibration and whole-body vibration are risk assessed, using information provided by the tool and plant suppliers, HSE Daily Vibration Calculator
- Controls – selection of low vibration tools, anti-vibration handles and mounts and consider where possible the use of work benches, and operative rotation
- PPE – gloves to keep hands warm and dry
- Work practice – trigger times recorded, and work stopped once daily limit is reached, welfare breaks and operative rotation.
- Training – correct use of equipment and briefing/Site Safe Briefings on the expected safe system of work, including trigger times.

Exposure Action Value (EAV) and Exposure Limit Value (ELV):

Exposure Action Value (EAV) is a time-weighted average exposure limit. It is the level of daily exposure to hand arm vibration for an operation and steps to be taken to reduce exposure. The exposure action value EAV is calculated by dividing the exposure limit value (ELV) by an 8-hour workday.

Taylor Wimpey identifies the exposure action value (EAV) as 100 pts and the exposure limit value (ELV) as 400 pts for both sub-contractor and directly employed operatives.

Assessing the risk TW Operatives:

Prior to Operatives undertaking work on site, they are to identify what tools they will be using and complete the Personal Vibration Exposure Record as part of their Taylor Wimpey Induction process.

Operatives who are responsible for the procurement of their own tools must:

- Select tools with a low vibration output
- Ensure that their tools and equipment are serviced in line with the manufacturer's instructions

Operatives must record the following in their TW HSE Passport:

- Names of tools
- Points per minute, and
- Maximum time using tools within an 8-hour shift.

If it is identified that an operative is exposed over the daily EAV of 100pts then they are to engage with their Trade Supervisor or Site Manager.

Risk Assessment – TD Series:

The Operatives TD risk assessment is reviewed with their line manager to assess suitable control measures in relation to their exposure to vibration. The standard TD risk assessment may be adequate if an Operative is not exposed above EAV. However, specific control measures may need to be implemented based on the outcome of potential EAV.

When collating a HAVS risk assessment, consider the following:

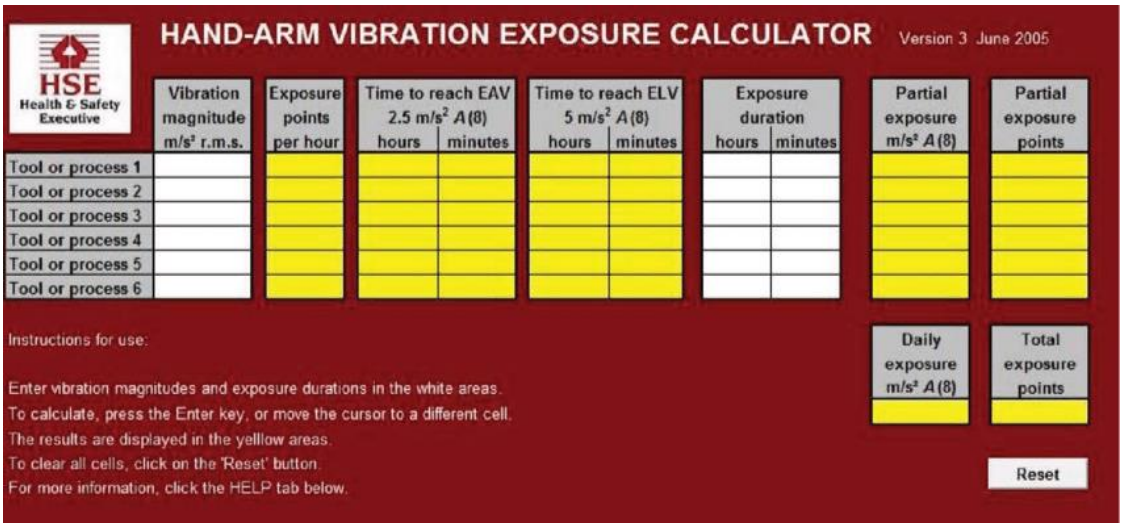
- Realistic duration of exposure to vibration – how long is the tool being used for over an 8-hour period?
- Contact force – the amount of grip and / or push used on tools / equipment.
- Factors affecting circulation – such as medication and smoking.
- Types of tools used.

Training:

Directly employees Operatives undertake a 1-Day Occupational Health Course as part of their core training.

CONTRACTOR'S HAVS CONTROLS

All Contractors must review the tools and equipment used, assess the risk associated with the activities and identify the necessary control measures.



Contractors may use the HSE calculator available on their website:

https://www.hse.gov.uk/vibration/hav/calculator-guide.htm

The communication of the controls identified within the risk assessment is key in ensuring Operatives fully understand risks and the controls they must take to reduce the risk. As most of the actions required to reduce the risk are under the Operative's control, it's critical that the risk assessment is communicated clearly, the controls to reduce/prevent exposure are explained and that the necessary controls are available.

Contractors must maintain records of their briefings and are available on request

Contractors are responsible for monitoring and managing activities that expose their Operatives to vibration. For example, in tasks requiring job rotation, manage the changeover of personnel to ensure that the maximum trigger time is not reached.

When it becomes obvious that the maximum trigger time is likely to be reached the operation must be reassessed, and alternative controls put in place. If alternatives controls are not available, the the operation must cease until the following day.

The methods of work are reviewed at regular intervals to confirm that it is still the most appropriate way of carrying out the operation, the correct tools are being used and vibration levels are being reduced.

Occupational Health guidance must be sought for personnel diagnosed with HAVS and/or CTS before they can operate vibrating tools.

Tools and Equipment:

All Contractors must maintain an appropriate tool and equipment register, identifying:

- Unique tool identification number
- Vibration output
- Maximum usage time

A regime must be in place for monitoring Operative's usage and applying control measures where necessary.

Risk Assessment:

All Contractors are required to have in place risk assessments which identify the following:

- Identification of tools/activities where operatives will be exposed to hand-arm vibration.
- Details of how exposure is being recorded and kept under the exposure action value (75/100pts)
- Consideration given to tools with a lower vibration exposure.
- Tools and equipment to be serviced as per manufacturers instruction and PUWER.
- Consideration for regular breaks in cold weather to warm up and exercise hands.
- Provision of gloves in cold weather to try and reduce the effect of vibration.
- Consideration for regular breaks in cold weather to warm up and exercise hands.
- HAVS and tool training

Health Surveillance:

All Contractors must identify a regime of health monitoring, such as providing health questionnaires, identifying Operatives with pre-existing conditions.

Contractors must provide health surveillance when Operative's exposure is or above the EAV and in other circumstances where there is risk, for example, after diagnosis of HAVS and exposure continues but below the EAV.

Health surveillance can involve just a short set of questions until, for example, signs or symptoms are reported. A health surveillance scheme must include access to a competent occupational physician.

3.8.8 WHOLE BODY VIBRATION (WVB)

Whole-body vibration (WBV) is transmitted through the seat or feet of Operatives who drive mobile machines, or other work vehicles, over rough and uneven surfaces as a main part of their job.

Large shocks and jolts may cause other health risks such as back pain.

Control Measures for Whole Body Vibration:

Introducing working methods which eliminate or reduce exposure, e.g. replace manned with unmanned machines such as remotely controlled compactors or rollers.

Visibility should be such that the machine can be operated without stretching and twisting. It should be easy to get in and out of the machine by using handholds and footholds so that the temptation to climb or jump is minimised

Regular maintenance of vehicles (including their seats and suspension) and maintenance of unmade roads and ground conditions throughout sites to suit the machines that use them will greatly reduce shocks and jolts.

3.8.9 ENVIRONMENTAL VIBRATION

Vibration from activities such as demolition or piling activities on site may be perceived by those within proximity of the site (residents and businesses), as being a major issue. Generally, persons are 'very sensitive receptors' when it comes to issues such as noise and vibration and, as such, the residents and businesses must be consulted prior to these works commencing to ensure that these groups are made aware of the issues and that there is no cause for concern.

Where complaints are received directly to the site or TW, the Environmental Advice / Incident Line (0845 003 8752) must be contacted to ensure that it is logged and that any corrective action is put in place.

3.8.10 DERMATITIS

Dermatitis: an inflammation of the skin that can arise from exposure to a range of materials or substances. The main signs and symptoms are dryness, redness, itching, swelling, flaking, cracking & blistering, and it can be very painful and debilitating.

Substances within the construction industry that can potentially cause work related dermatitis, include:

- Wet cement.
- Epoxy resins and hardeners.
- Acrylic sealants.
- Bitumen or asphalt.
- Solvents used in paints or glues.
- Petrol, diesel, oils and greases; and
- Degreasers and detergents.

See Site Safe Briefing: Dermatitis (Site HSE Briefing Folder)

3.8.11 LEPTOSPIROSIS (Weil's Disease)

Leptospirosis is spread in the urine of infected animals, most commonly rats, mice, cows, pigs and dogs. You can get leptospirosis from soil or freshwater (such as water from a river, canal or lake) that contains infected urine and it gets in your mouth, eyes or a cut. External trades such as groundworkers or landscapers are more at risk from leptospirosis.

Most people who get leptospirosis have no symptoms, or mild flu-like symptoms. But some people get seriously ill.

Leptospirosis is rare in the UK. However, there are some things you can do to avoid it such as :

- Clean any wounds as soon as possible
- Cover any cuts and grazes with waterproof plasters
- Wear protective clothing and the correct PPE such as gloves when working in soil

3.8.12 STAYING SAFE IN THE SUN

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 inHouse

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.

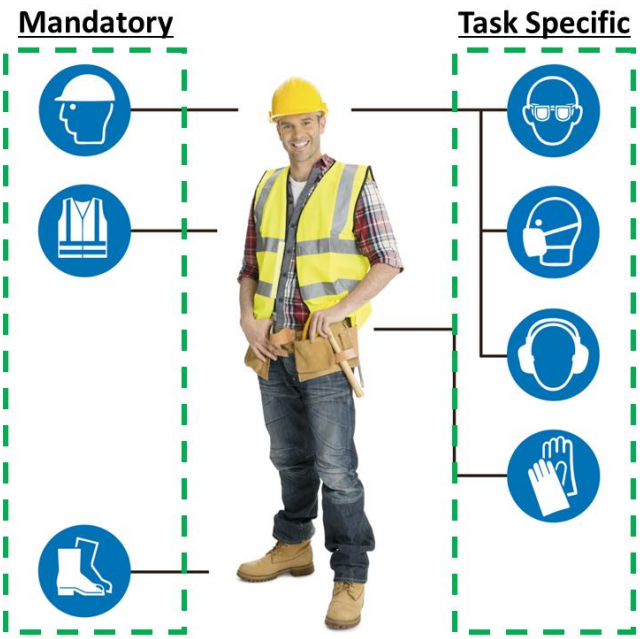
Note: this includes where we have sites operating with temporary welfare facilities (e.g., site start / close-down).

Sensible precautions to reinforce during hot weather include:

- Keep your top on. Cover up by wearing appropriate clothing and stay in the shade whenever possible, especially during breaks.
- Consider rotating personnel to different tasks throughout the day to reduce the length of time workers are exposed to the sun.
- Use a high-factor sunscreen (at least SPF15). TW provides SPF30 suncream for your use within the welfare facilities.
- Watch for symptoms that include appearance of new moles or spots, changes to shape, size, colour of moles and spots or if they itch or bleed (seek medical advice)
- Drink plenty of water to avoid dehydration

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

3.9 PERSONAL PROTECTIVE EQUIPMENT (P.P.E)



Mandatory PPE

The following standard PPE must be worn as a minimum whilst on site:

- Hard hat (BS EN 397)
- Safety footwear (BS EN 20345)
- Hi-Viz jacket/vest (BS EN 20471)

Task Specific PPE

Additional, PPE/RPE must be provide where identified in a task specific Risk Assessment or COSHH assessment, for example:

- RPE when dust is generated during cutting activities, i.e., silica dust, wood dust, etc.
- ARC rated overalls when excavating near underground electrical services (see Section 4.19)
- Hand protection
- Eye protection
- Hearing protection

Note: all PPE is provided by the Operative's employer

The wearing of shorts is permitted unless the activity Risk Assessment identifies the need to protect skin due to exposure to a hazardous substance, such as wet cement or concrete.

Operatives to report any PPE that is damaged, deteriorated or past its use-by-date to their Supervisor/Employer, for it to be replaced.