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 vetted (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, 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 hold 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 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

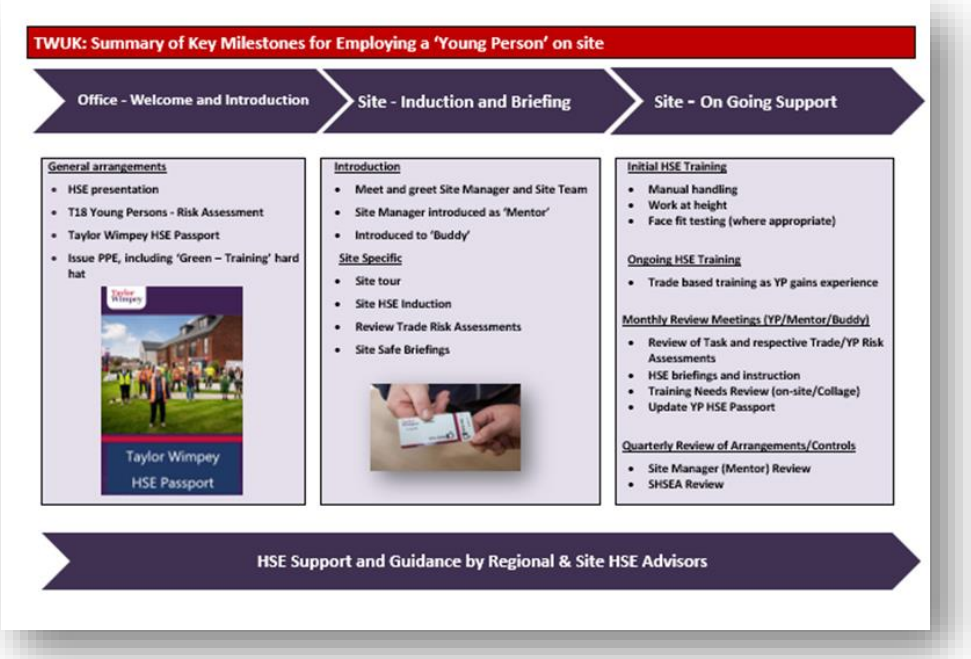
  Contractor's Supervisor confirms to the Site Manager that the operatives understand the critical HSE control measures e.g. the use of PPE on site.

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
- Provided with their Young Person's Risk Assessment (T18)
- Taylor Wimpey HSE Passport
- Details of their mandatory HSE training
- Issued with 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.  
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 YP 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 YP, 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/YP 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 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 YP is expected to carry out are detailed and recorded in the Taylor Wimpey HSE Passport

Directly Employed Apprentices/Young Persons		Approved Provider
Apprentice Manager	▪ 3-Day HSE Procedures ▪ TW Site HSE Induction	Regional HSE Advisor TW 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 ▪ 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/Supplier

3.2.5 CONTRACTORS YOUNG PERSONS

If a Contractor's Young Person's is on site, then the T18 Risk Assessment must be used to check and confirm that the Contractors 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 - T18 Young Person)

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 will hold a manager or Professionally Qualified person card (Dependant on NVQ qualification).

Operatives, including directly employed, will 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.

Labourer

Apprentice

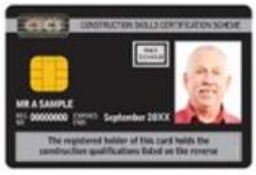
Trainee

Experienced Technical, Supervisor or Manager

Experienced Worker

Skilled Worker

Advanced Craft / Supervisory



Manager

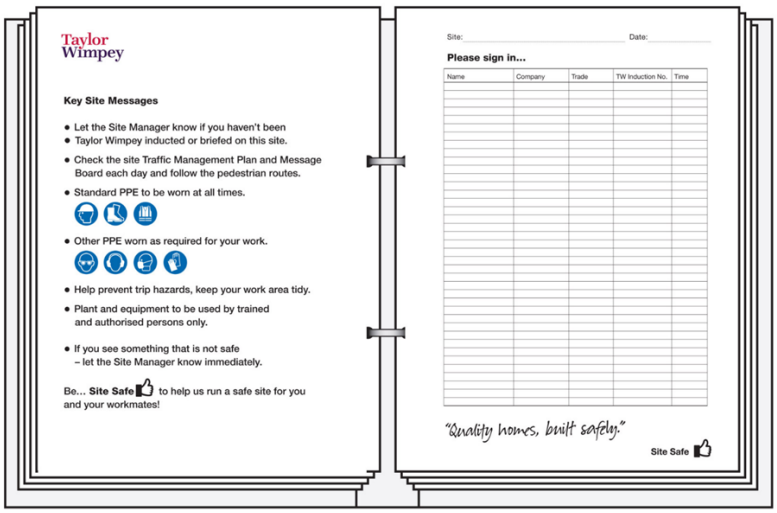
Academically Qualified Person

Professionally Qualified Person

Provisional [temporary card]

Basic Skills

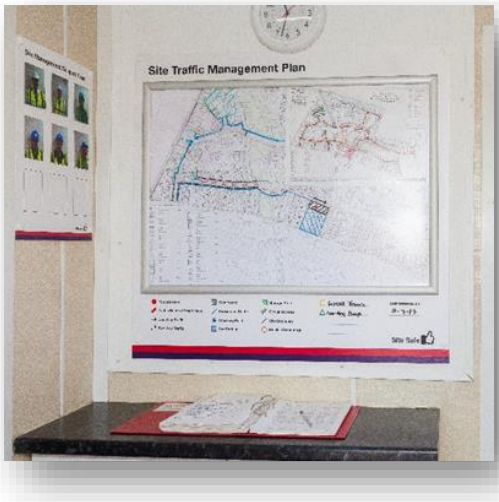
3.4 SIGNING-IN



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

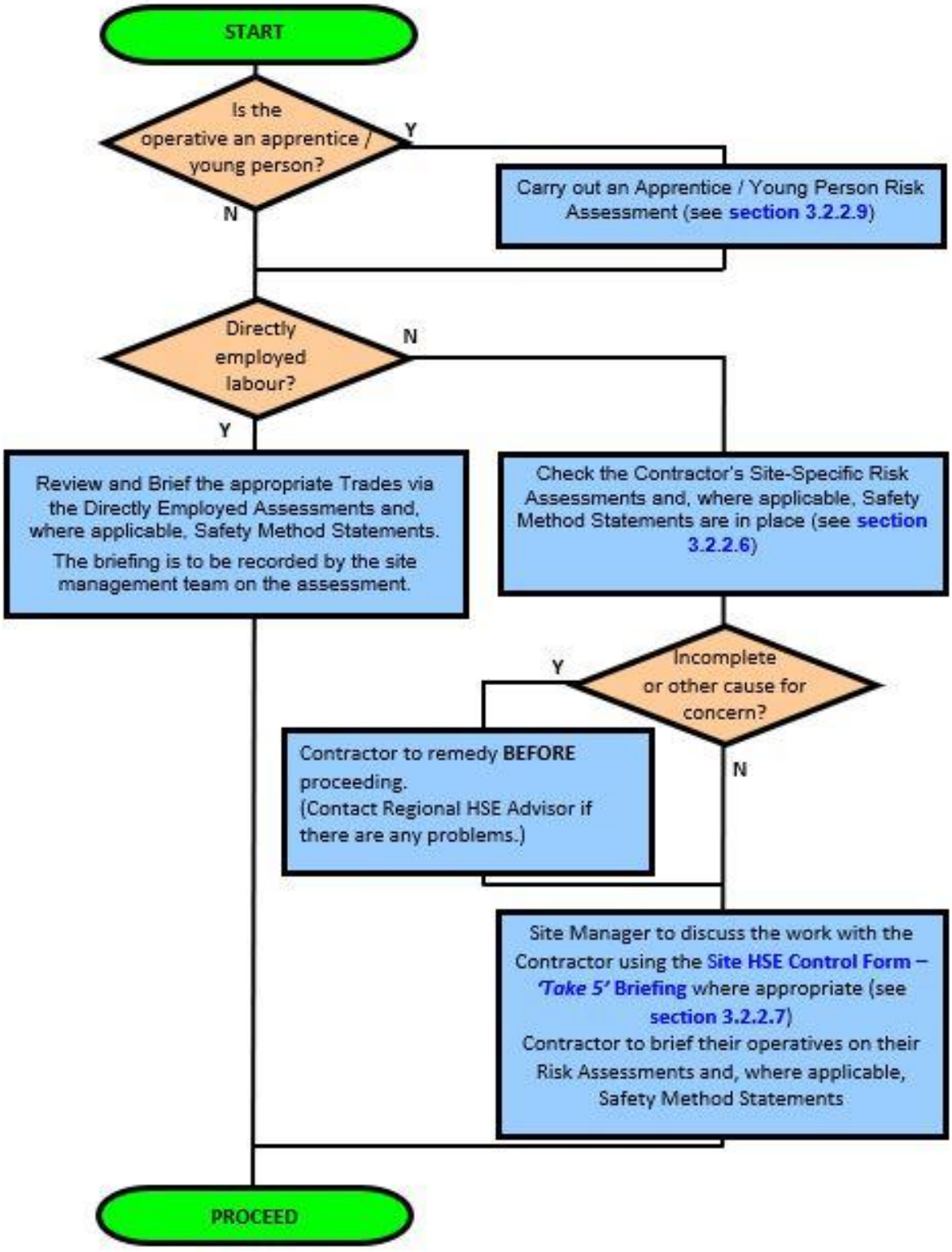


The Signing-in Point must be easily identified within the Site Compound

Magnetic Traffic Management boards can also be used - Provided by C-Graphics

3.5 RISK ASSESSMENTS AND INSTRUCTIONS

3.5.1 OVERVIEW



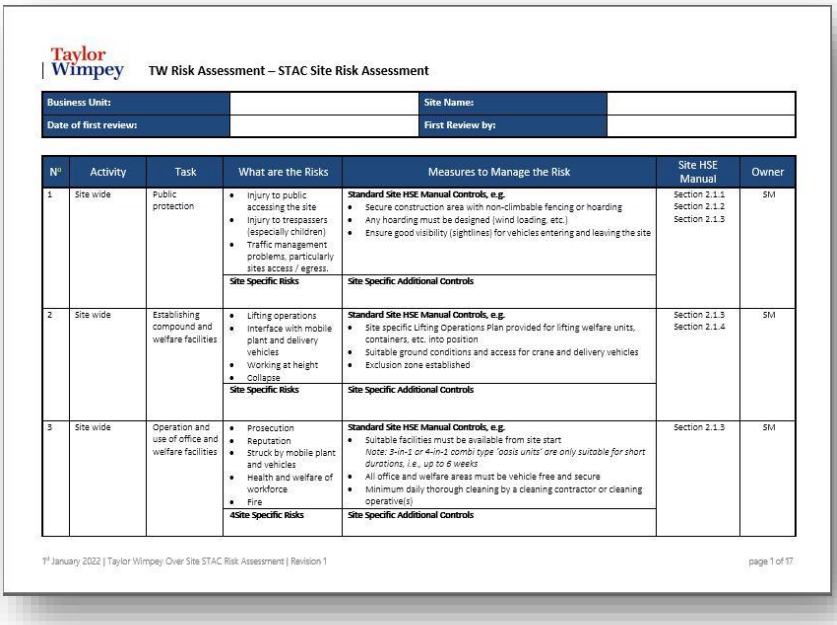
3.5.2 TW STAC SERIES RISK ASSESSMENTS

The TW Risk Assessment and Key Control Measures provide Site Managers with four sets of risk assessments (STAC series) for their sites and contractor activity. A copy of each must be included in the STAC and HSE Control Forms Folder. The four sets are:

- S - Site-Wide
- T – Trade/Direct
- A - Additional Series, supplementing the T-series; and
- C – COSHH, supplementing the T-series

The STAC series risk assessment is a combined document containing each of the four sets.

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



Taylor Wimpey

TW Risk Assessment – STAC Site Risk Assessment

Business Unit:		**Site Name:**	
Date of first review:		**First Review by:**	

N°	Activity	Task	What are the Risks	Measures to Manage the Risk	Site HSE Manual	Owner
1	Site wide	Public protection	• Injury to public accessing the site • Injury to trespassers (especially children) • Traffic management problems, particularly sites access / egress.	**Standard Site HSE Manual Controls, e.g.** • Secure construction area with non-climbable fencing or hoarding • Any hoarding must be designed (wind loading, etc.) • Ensure good visibility (sightlines) for vehicles entering and leaving the site	Section 2.1.1 Section 2.1.2 Section 2.1.3	SM
			Site Specific Risks	**Site Specific Additional Controls**		
2	Site wide	Establishing compound and welfare facilities	• Lifting operations • Interface with mobile plant and delivery vehicles • Working at height • Collapse	**Standard Site HSE Manual Controls, e.g.** • Site specific Lifting Operations Plan provided for lifting welfare units, containers, etc. into position • Suitable ground conditions and access for crane and delivery vehicles • Exclusion zone established	Section 2.1.3 Section 2.1.4	SM
			Site Specific Risks	**Site Specific Additional Controls**		
3	Site wide	Operation and use of office and welfare facilities	• Prosecution • Reputation • Struck by mobile plant and vehicles • Health and welfare of workforce • Fire	**Standard Site HSE Manual Controls, e.g.** • Suitable facilities must be available from site start *Note: 3-in-1 or 4-in-1 combi type 'oasis units' are only suitable for short durations, i.e., up to 6 weeks* • All office and welfare areas must be vehicle free and secure • Minimum daily thorough cleaning by a cleaning contractor or cleaning operative(s)	Section 2.1.3	SM
			4Site Specific Risks	**Site Specific Additional Controls**		

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Direct Trade Risk Assessments (and relevant additional and COSHH supplements) are provided for use by direct employees/operatives

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 Risk Assessment' (T18) 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.

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:

- Be site/operation specific and, where appropriate, incorporate TW procedures.
- Include relevant diagrams or plans where necessary to clearly communicate the information; and
- Be 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 T SERIES: Trade

Within the overall STAC Risk Assessment the 'T-Series' element comprises a summary of the standard Site HSE Manual controls along with references to the Site HSE Manual of where more detailed information on the expected controls can be found.
There is also the opportunity to include any additional site-specific risks and their additional controls

N°	Activity	Task	What are the Risks	Measures to Manage the Risk	Site HSE Manual	Owner
			Site Specific Risks	Site Specific Additional Controls		
17	Groundwork Groundwork	Exposing or excavating near underground services	• Fire • Explosion	Standard Site HSE Manual Controls, e.g. • Hold a service review meeting • Identify excavation on Ground Penetration Log and complete a full ATP • Site Services Pack available on site	Section 4.3.3 Section 4.3.4 Section 4.3.5 Section 4.3.6 Section 4.3.7	SM GWS
			Site Specific Risks	Site Specific Additional Controls		
18	Groundwork Groundwork	Working near Overhead services	• Fire • Explosion	Standard Site HSE Manual Controls, e.g. • Establish exclusion zones • Where necessary establish plant/vehicle crossing points • Obtain a GS6 survey or equivalent	Section 4.3.8	SM GWS
			Site Specific Risks	Site Specific Additional Controls		
19	Groundwork	Confined spaces	Asphyxiation	Standard Site HSE Manual Controls, e.g.	Section 4.3.9	SM

3.5.5 A SERIES - ADDITIONAL

Nº	Activity	Task	What are the Risks	Measures to Manage the Risk	Site HSE Manual	Owner
			Site Specific Risks	Site Specific Additional Controls		
35	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
			Site Specific Risks	Site Specific Additional Controls		
36	Additional	Needlestick injuries	Skin puncture Diseases	**Standard Site HSE Manual Controls, e.g.** • Operatives briefed as part of site induction • On discovery, don't touch and immediate report to Site Manager • Collected and removed by specialist contractor	Section 3.6	SM
			Site Specific Risks	Site Specific Additional Controls		

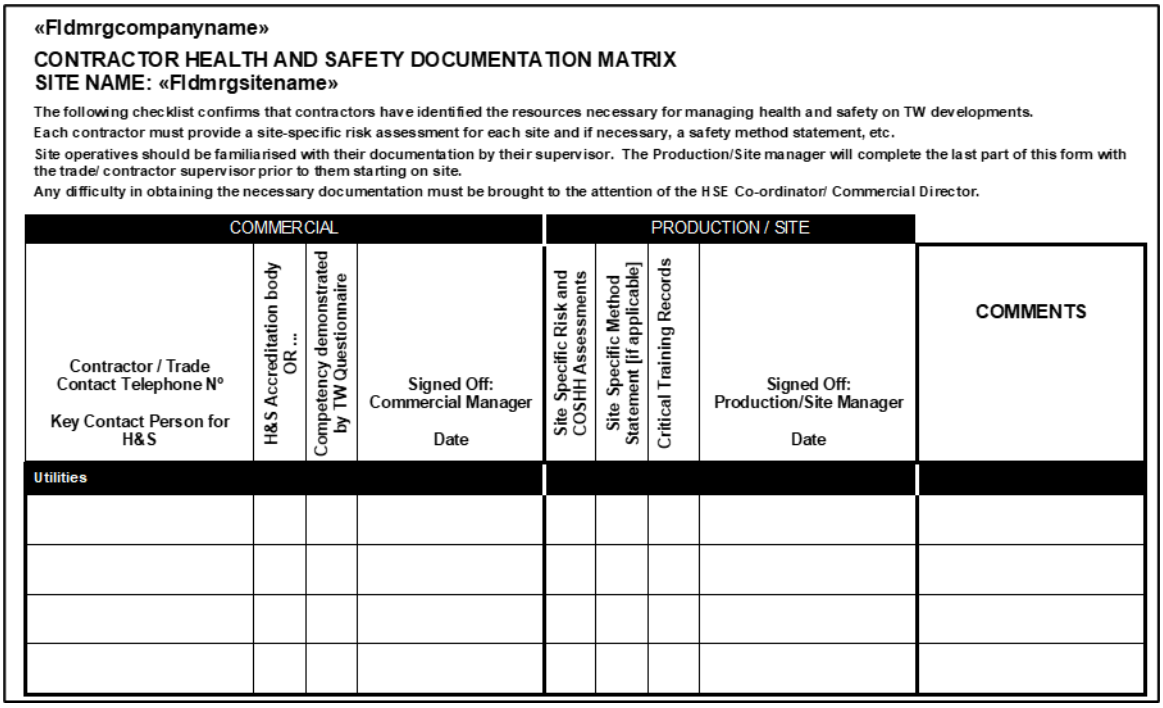
3.5.6 C SERIES - COSHH

COSHH

	Product	Normal Use	Key Risks	Control Measures	Emergency Procedures	Storage/Disposal
1	*Brickleen*	*Proprietary acid product for cleaning brick externally.*	• Corrosive irritant do not allow to come in contact with skin or enter eyes / mouth. • Hazardous if inhaled.	• Follow manufacturer's instructions shown on packaging. • Wear goggles and waterproof gloves/ clothing. • Avoid splashing people. • Keep hazard data sheet on site.	• Ingestion: Do not induce vomiting. Give plenty of water in sips. • Eye: Irrigate with water for at least 15 minutes. • Skin: Wash with soap/cleanser and rinse with plenty of water. • If spilt, dilute with water.	• Dispose of full or partly full containers, or spills as **hazardous waste.** • Liquid products to be bunded and disposed of by a licensed waste transporter. • Dispose of empty containers as **non-hazardous.**
2	Spray line paint	Spraying direct from tin to mark out areas.	• Extremely flammable High concentrations of vapours are narcotic and may cause headache, fatigue, dizziness, and nausea. • Irritant to eyes. Repeated exposure to skin may result in dryness and cracking	• Follow manufacturer's instructions shown on packaging. · • Keep hazard data sheet on site. · • Not to be used near sumps, drains, etc.	• Inhalation: remove to fresh air and seek prompt medical attention • Ingestion: immediately rinse mouth and provide fresh air. Do not induce vomiting. • Skin contact: wash skin with soap and water. • Eye contact, rinse with water for at least 15 minutes and seek medical attention if irritation persists. • Fire: water, dry powder or CO2 extinguishers may be used.	• Store in moderate temperatures in a dry, well ventilated area. • Dispose of full or partly full containers, or spills as hazardous waste. • Liquid products to be bunded and disposed of by a licensed waste transporter. · • Dispose of empty containers as non-hazardous.

3.5.7 CONTRACTOR RISK ASSESSMENTS

The site-specific Risk Assessments and, where applicable, Safety Method Statements must have been received from the contractor prior to their starting on site and recorded in the Contractor Health and Safety Documentation Matrix (Construction HSE Plan – Folder 3, F3.4).



«Fldmrgcompanyname»

CONTRACTOR HEALTH AND SAFETY DOCUMENTATION MATRIX
SITE NAME: «Fldmrgsitename»

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 should be familiarised with their documentation by their supervisor. The Production/Site manager will complete 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	H&S Accreditation body OR ...	Competency demonstrated by TW Questionnaire	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								

The Site Manager must:

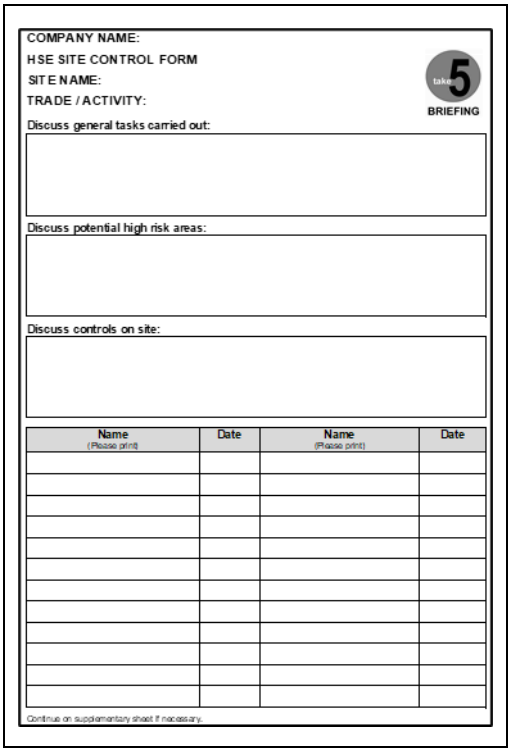
- Review the Risk Assessments/Safety Method Statements to ensure that they reflect the work activity on site involved; and
- Ensure that the operatives have been briefed in them by their employer.

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

3.5.8 '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.

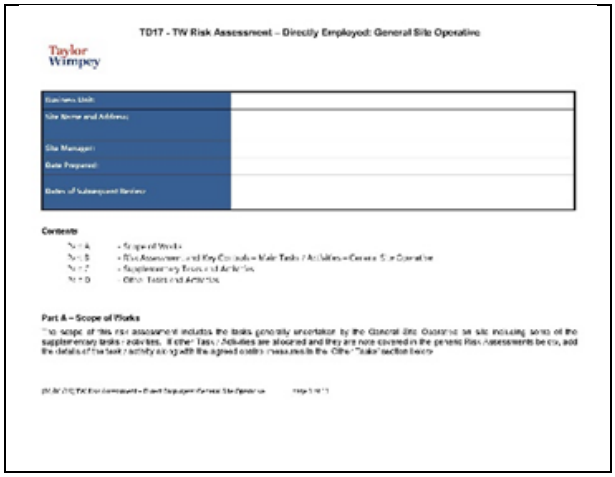
See Site Safe Briefing: General Operatives.

3.5.9 DIRECT TRADE RISK ASSESSMENT

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.

The Risk Assessment and Key Control Measures TD02, TD03 etc. are used to brief the TW directly employee 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:

3.5.10 APPRENTICE / YOUNG PERSON RISK ASSESSMENT

Young Person Risk Assessment (T18) 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 'Apprentice / Young Person Risk Assessment' (T18) 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;
- Identifying 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 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.

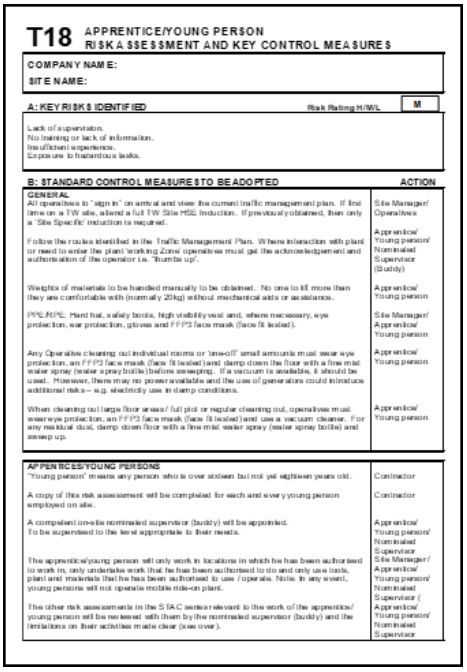
The Apprentice/Young Person tasks and implementation of the control measures is monitored by both the Site Manager and Nominated Buddy

3.5.11 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 T18 Young Person.



T18 APPRENTICE/YOUNG PERSON RISK ASSESSMENT AND KEY CONTROL MEASURES

COMPANY NAME:
SITE NAME:

A: KEY RISKS IDENTIFIED — Risk Rating H/M/L: M

Lack of supervision.
No training or lack of information.
Insufficient experience.
Exposure to hazardous tasks.

B: STANDARD CONTROL MEASURES TO BE ADOPTED	ACTION
GENERAL	
All operatives to "sign in" on arrival and view the current traffic management plan. If first time on a TW site, attend a full TW Site HSE Induction. If previously obtained, then only a 'Site Specific' induction is required.	Site Manager/ Operatives
Follow the routes identified in the Traffic Management Plan. Where interaction with plant or need to enter the plant 'working Zone' operatives must get the acknowledgement and authorisation of the operator i.e. "thumbs up".	Apprentice/ Young person/ Nominated Supervisor (Buddy)
Weights of materials to be handled manually to be obtained. No one to lift more than they are comfortable with (normally 20kg) without mechanical aids or assistance.	Apprentice/ Young person
PPE/RPE. Hard hat, safety boots, high visibility vest and, where necessary, eye protection, ear protection, gloves and FFP3 face mask (face fit tested).	Site Manager/ Apprentice/ Young person
Any Operative cleaning out individual rooms or 'one-off' small amounts must wear eye protection, an FFP3 face mask (face fit tested) and damp down the floor with a fine mist water spray (water spray bottle) before sweeping. If a vacuum is available, it should be used. However, there may no power available and the use of generators could introduce additional risks – e.g. electricity use in damp conditions.	Apprentice/ Young person
When cleaning out large floor areas / full plot or regular cleaning out, operatives must wear eye protection, an FFP3 face mask (face fit tested) and use a vacuum cleaner. For any residual dust, damp down floor with a fine mist water spray (water spray bottle) and sweep up.	Apprentice/ Young person
APPRENTICES/YOUNG PERSONS	
"Young person" means any person who is over sixteen but not yet eighteen years old.	Contractor
A copy of this risk assessment will be completed for each and every young person employed on site.	Contractor
A competent on-site nominated supervisor (buddy) will be appointed. To be supervised to the level appropriate to their needs.	Apprentice/ Young person/ Nominated Supervisor
The apprentice/young person will only work in locations in which he has been authorised to work in, only undertake work that he has been authorised to do and only use tools, plant and materials that he has been authorised to use / operate. Note. In any event, young persons will not operate mobile ride-on plant.	Site Manager/ Apprentice/ Young person/ Nominated Supervisor (
The other risk assessments in the SRA C series relevant to the work of the apprentice/ young person will be reviewed with them by the nominated supervisor (buddy) and the limitations on their activities made clear (see over).	Apprentice/ Young person/ Nominated Supervisor

Note: Where used, the Assessment / T18 needs to be 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.
Data 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 Co 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. Where possible use mechanical lifting equipment.	Warning signs installed when working.	On arrival at site liase 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 jackets/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-lubing 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 packs 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, F2.02).

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 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 last six 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.

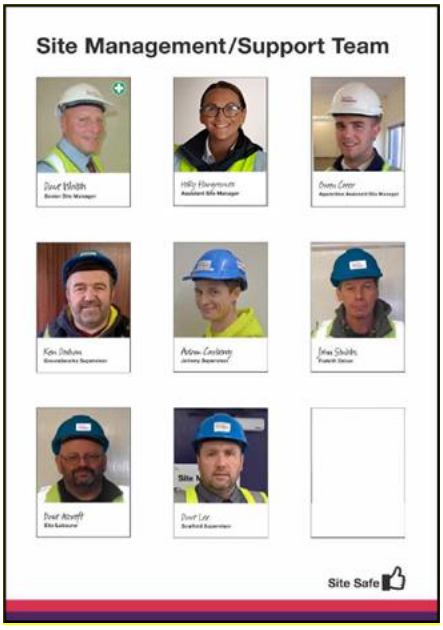
Your Groundworks Supervisor has been:

- 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

3.8.1 COSHH INCLUDING DUST

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 ▪ Mire 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

Example COSHH assessment

	Product	Normal Use	Key Risks	Control Measures	Emergency Procedures	Storage/Disposal
		Use of lead solder for roof work / plumbing operations.	• Direct contact with skin (potential blood lead poisoning).	• Note: If prolonged work or in confined space, further assessment to be carried out with regards to appropriate RPE.		
19	Preparation oil	Application to lead flashings (by absorbent cloth)	• Inhalation of fumes • Possible irritant to nose, throat, eyes, and skin. • Flammable •	• Eye protection to be worn. • Wear non-absorbent (waterproof) gloves. • Operatives must wash hands after use, especially before eating.	• Fire: use CO_2 or powder extinguisher (not water). • Ingestion: do not induce vomiting, rinse mouth thoroughly with water. Seek medical attention. • Eye contact: wash thoroughly with water for 15 minutes. If irritation persists, seek medical attention. • Skin contact: wash with soap and water.	• Store in its sealed container in cool, dry conditions. • Unused contents and oil-soaked rags must be disposed of as hazardous waste in accordance with TW SSEAP (i.e., toxic to aquatic organisms).
20	Tar and glue remover	Removal of oil-based stains, tar and adhesives from fabrics and paintwork.	• Low-toxic Irritant. • Inhalation can cause headache and dizziness. • Highly flammable.	• Follow manufacturer's instructions shown on packaging. • Keep container away from heat sources • Wear pvc/rubber gloves and, if splashes likely, face/eye shield. • Keep hazard data sheet on site. •	• Ingestion: Do not induce vomiting. • Eye: Irrigate with water for at least 15 minutes. • Skin: Thoroughly wash with soap and water. • Inhalation: Remove to fresh air. If breathing is difficult, obtain immediate medical attention and give oxygen. • Contain soils with dry absorbent and transfer to a suitable container for disposal. Wash area of spillage with plenty of water.	• Store in cool dry, well ventilated place away from heat sources. • Do not permit discharge into water courses. • Dispose of as **non-hazardous.**
21	Surface clean sprays Pledge	Aerosol Polish. .	• Non-toxic irritant. • Highly flammable.	• Follow manufacturer's instructions shown on packaging. • Keep container away from heat sources • Wear eye protection. • Keep hazard data sheet on site.	• Ingestion: Do not induce vomiting. • Eye: Irrigate with water for at least 15 minutes. • Skin: Thoroughly wash with soap and water. • Inhalation: Remove to fresh air.	• Store in cool dry, well ventilated place. • Dispose of as **non-hazardous.**

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

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 in use.

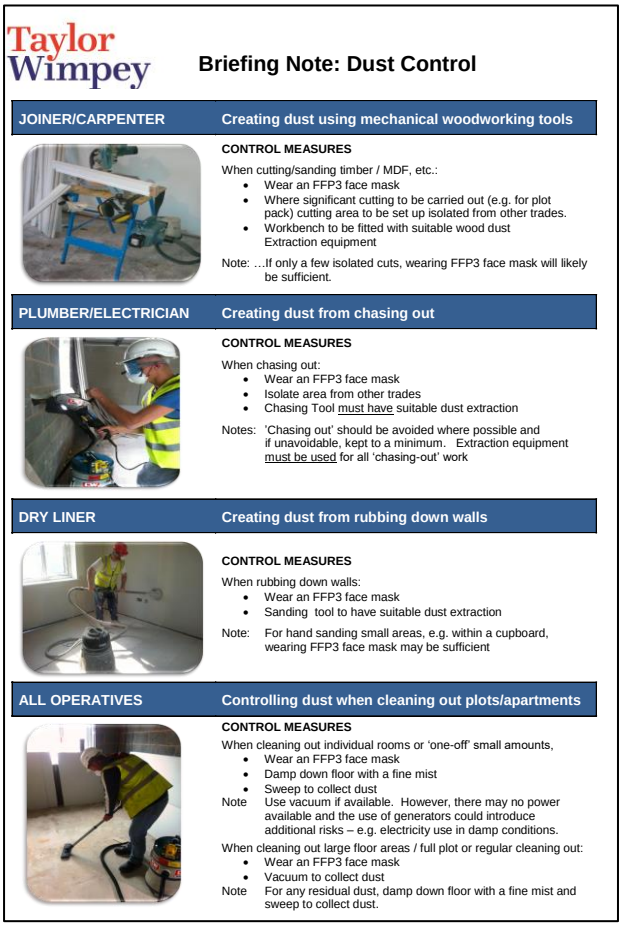
When carrying out a COSHH Risk Assessment consider:

- If there is a less hazardous substance that can be used;
- How the substance will be used and any way in which an operative is likely to encounter it, e.g. if it is sprayed onto a surface is it likely to rebound onto the operative or others;
- Whether the substance will affect any part of the person it comes in contact with (see the Hazard
- Data Sheet), e.g. if it touches their skin will it burn, will contact the skin cause irritation;
- For naturally occurring substances it may be possible to change working methods e.g. to dampening dust;
- If the operative (or anyone else) needs to wear any specific PPE; and
- What are the proper waste disposal arrangements?

3.8.2 CONSTRUCTION DUST [Incl. Silica]

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).

COSHH Assessments are carried out for any activities likely to expose operatives, etc. to respiratory risks, e.g., dusts.



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 tools, 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.

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

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 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.

DUST SUPPRESSION

Dust suppression equipment must be used to control dust created by some cutting activities [e.g. cutting blocks/paving slabs/ roof tiles etc]. A water supply for the suppression equipment can come directly from either the mains, an IBC or a portable source such as a powered or pressurised freestanding container

Examples of Suitable Dust Suppression

Husqvarna Battery Powered Dust Suppression

Makinex Hose 2 Go Constant Pressure Dust Suppression

Hilti DSH 700x or 900x Petrol Driven with integrated water pump

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 operative. All operatives who are required to use these types of mask must be '**face fit' tested** to ensure the suitability and effectiveness of the mask and seal to the user.

Mask suppliers can carry out 'train-the-trainer' sessions for 'Face-fit' testing. Your Site HSE Advisor is trained to carry out 'Face-fit' testing. 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

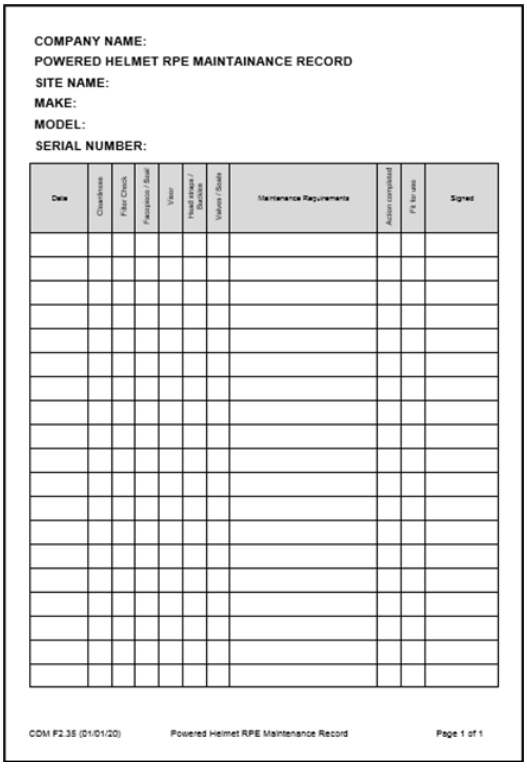
If the operatives' "Face Fit" Test has indicated a suitable seal cannot be achieved using a disposable / reusable face mask (e.g. facial hair) – a powered helmet must be provided.

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 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.

In these cases, the following control measures must be followed:

- Dust suppression
- Respiratory Protective Equipment (RPE)

3.8.5 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);

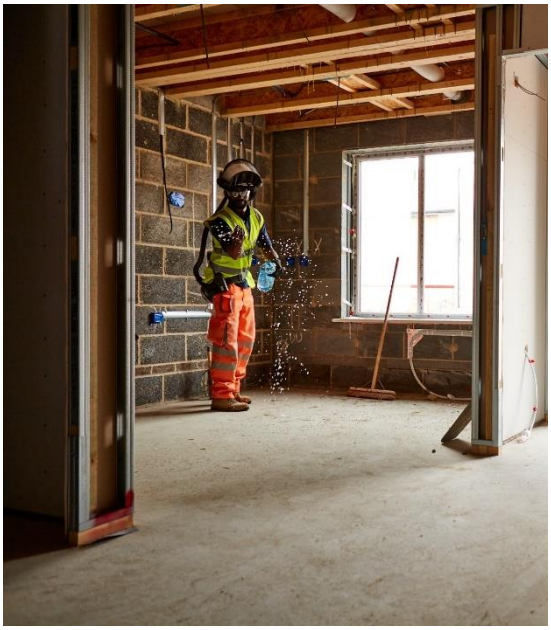
Note: For hand sanding small areas, e.g. within a cupboard, wearing FFP3 face mask is enough.

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

- Use 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 and record its issue.

Notes:

- Where small contractors / self-employed operatives lack key items of standard PPE, they can be supplied with the items subsequently charged to them.
- Standard PPE is generally safety footwear, hard hat and high visibility clothing. (These cover general applications only). Specific Risk or COSHH assessments may require some specific items of additional PPE to a standard.
- Additional PPE can include items such as ear protectors and gloves etc.

3.8.6 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 presume that the martial is asbestos or ACM until sampled and proved that it's not

3.8.7 MANUAL HANDLING AIDS

TW sites are provided with telehandlers to minimise manual handling and materials, where possible, are always delivered as close to the work area as possible to reduce the need to handle manually. 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.

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 two-man lift;
- Whether lifting aids can be used; and
- What general controls can be introduced to reduce the risk of musculoskeletal injury.

Contractors are responsible for providing Manual Handling Risk Assessments for any heavy items their employees need to handle and for managing the associated control measures. These will be included with their site safety documentation. They are also responsible for briefing their operatives on manual handling. They may use the following to assist their briefing:

Certain items such as Stair Sets, or Doors will 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

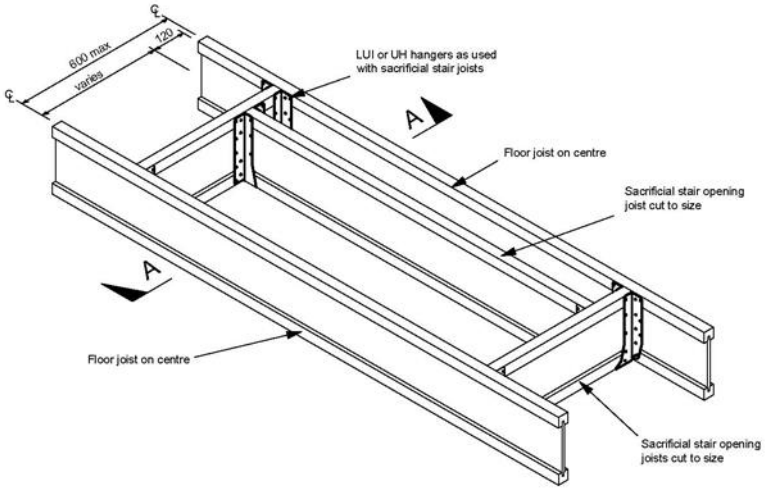
Plasterboard Grab

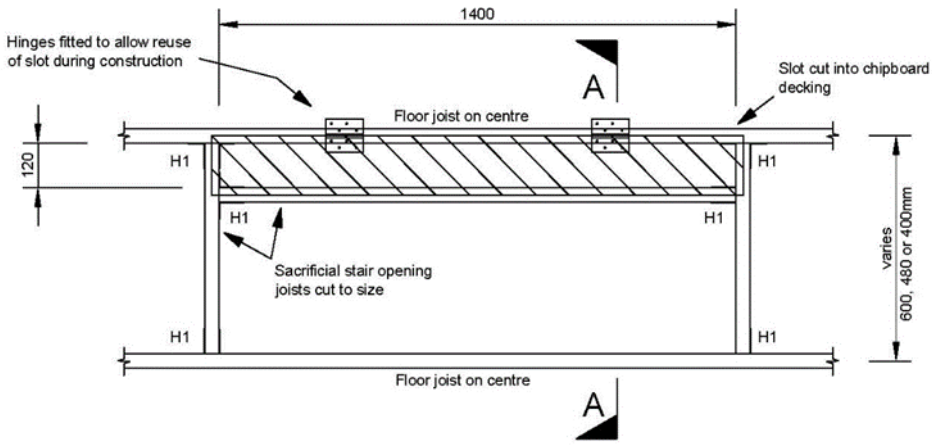
Plasterboard Lifter

PLASTERBOARD SLOTS

The diagram below shows a plasterboard slot which can be constructed in a finished floor to assist with taking plasterboard to upper levels and reducing the manual handling risk. The use of plasterboard slots must be considered on all plots; however, they must be fitted in all plots with a kite winder or other staircase where the layout makes it difficult to manually handle the boards.

The Optional Plasterboard Slot Details are available on Inhouse



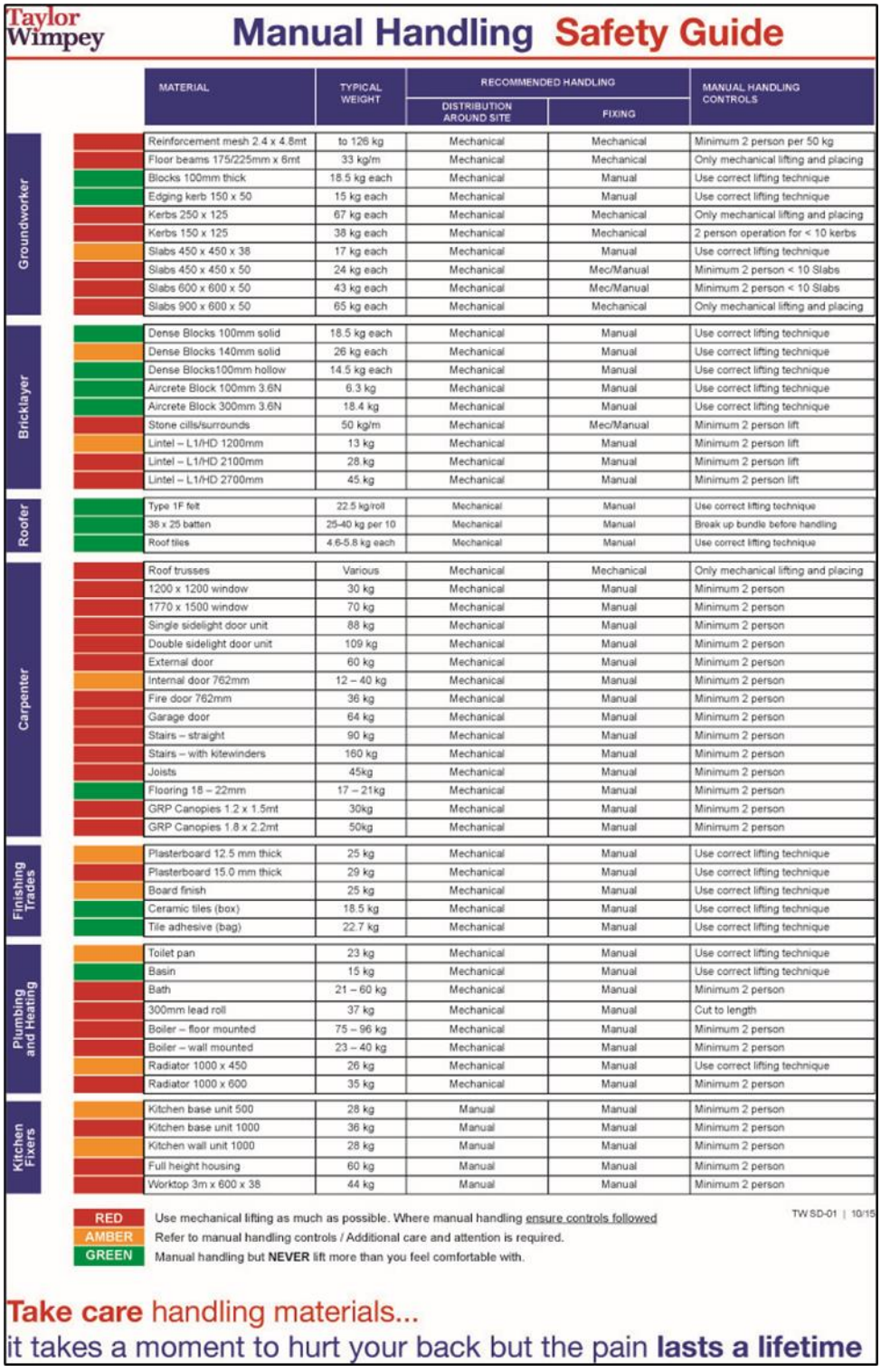


Where a slot has been installed, the contractor must instruct his employees that the slot must be closed over when not in use.

MANUAL HANDLING SAFETY GUIDE

The TW Manual Handling Safety Guide, illustrated on the following page, 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	Mec/Manual	Minimum 2 person < 10 Slabs
	Slabs 600 x 600 x 50	43 kg each	Mechanical	Mec/Manual	Minimum 2 person < 10 Slabs
	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	Mec/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	Various	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
	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	Manual	Minimum 2 person
	Stairs – with kitewinders	160 kg	Mechanical	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
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 lifting as much as possible. Where manual handling ensure controls followed

AMBER — Refer to manual handling controls / Additional care and attention is required.

GREEN — Manual handling but **NEVER** lift more than you feel comfortable with.

TW SD-01 | 10/15

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

3.8.8 NOISE GENERAL AREAS TO BE AWARE OF

Construction sites can be noisy environments and TW aims to eliminate or minimise exposure to noise by:

- **Identification of risk** – measures to include assessing all activities that are likely to expose operatives to noise above 80dB(A)
- **Controls** – selection of plant and equipment to reduce noise and where necessary establishing noise zones
- **PPE** – Selection and provision of appropriate hearing protection to operatives carrying out the works
- **Work practice** – segregate cutting equipment from rest of workforce and regular rotation of operatives
- **Training** – correct use of equipment and briefing/Site Safe Briefings on the expected safe system of work.

The Site-Specific Environmental Action Plan (SSEAP) (see section 9.2.1) provides details of any associated potential noise issues for your site. Further details on noise as a 'Statutory nuisance' (see Section 9.4).

- Generators - Consider use of fully canopied and silenced generators;
- Use of screening between the source and a receiver of noise. A screen is most effective when placed near to either the source of the noise (e.g. generator / compressor) or the receptor but not halfway between the two;
- Not leaving plant / equipment running overnight (limit to site working hours), this is specifically the case if it can be heard at the site boundary (however consider drying room needs);
- Ensuring plant is regularly maintained;
- Always keeping doors and hoods of vehicles and machinery closed; and
- Ensuring that noisy equipment is not left running when not in use.

Note: Working hours are likely to have been restricted as a planning condition.

NOISE CONTROL MEASURES

- 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.
- Some equipment like 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.

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).

Contractors are responsible for considering the noise levels of equipment they bring on site, providing Noise Risk Assessments where necessary and managing the control measures. The Site Manager must be notified when high noise levels affect other site personnel so that appropriate measures can be implemented. If you are concerned about the noise being generated by a contractor's equipment, check the control measures in the contractor's risk assessment.

3.8.9 VIBRATION

Vibration has a health and safety, and nuisance effect both of which the site needs to be aware of.

There are three areas covered in this section:
- Hand Arm Vibration (HAV);
- Whole-Body Vibration (WBV); and
- Environmental vibration

Our approach to the prevention of ill health and nuisance caused by vibration risks is achieved on site by following these simple steps:

- 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 or HAVTEC website to determine exposure levels for operatives.
- Controls – selection of low vibration tools, anti-vibration handles and mounts and consider where possible the use of work benches.
- PPE – gloves to keep hands warm and dry
- Work practice – trigger times recorded, and work stopped once daily limit is reached.
- Training – correct use of equipment and briefing/Site Safe Briefings on the expected safe system of work, including trigger times.

Vibration can be minimised through regular plant maintenance

*Contractors are responsible for providing Risk Assessments for any plant or equipment that creates a vibration hazard and managing any control measures required. If you are concerned about the way any plant or equipment is being used, check the control measures in the contractor's risk assessment.

HAND / ARM VIBRATION (HAV)

HAV Risk Assessments must consider:

- What general controls can be introduced to reduce the risk;
- Whether there is a safer way to carry out the operation (e.g. using machine mounted hydraulic breaker instead of handheld jack hammers);
- The vibration level of the equipment;
- How the equipment will be used and the estimated length of time it will be used for;
- If there is a need for health monitoring; and
- If the operative needs to wear any specific PPE.

See Site Safe Briefing: Hand/Arm Vibration (HA).

WHOLE BODY VIBRATION (WBV)

- WBV health hazards can generally be avoided by:
- keeping seats and anti-vibration mountings in good condition;
- not driving off-road (if possible); and
- not driving too fast.

ENVIRONMETAL 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 a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats. The bacteria can get into your body through cuts and scratches and through the mouth and eyes after contact with infected urine or contaminated water, such as in sewers and ditches or dirty surfaces such as canteen tables.

3.9 PERSONAL PROTECTIVE EQUIPMENT (P.P.E)

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

Notes:

- Where small contractors / self-employed operatives lack key items of standard PPE, they can be supplied with the items subsequently charged to them.
- Standard PPE is generally safety footwear, hard hat and high visibility clothing. (These cover general applications only). Specific Risk or COSHH assessments may require some specific items of additional PPE.
- Additional PPE can include items such as ear protectors and gloves etc.