SECTION 2:

SETTING UP A NEW SITE

Contents

2.1 ESTABLISHING A SITE

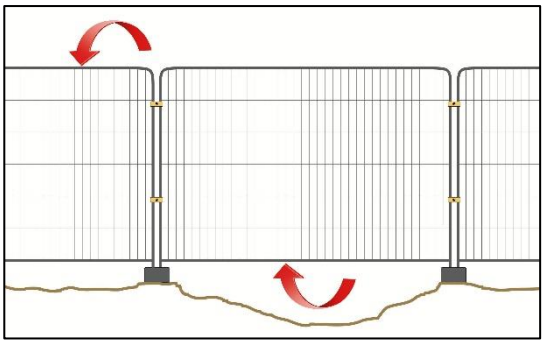
2.1.1 SITE PERIMETER

Prior to starting on site, it is important to ensure that there are adequate arrangements for:

- Securing the site perimeter against unauthorised access
- Daily checks to monitor the suitability/effectiveness of the site perimeter

2.1.1.1 HERAS FENCING

- To be at least 2m high;
- To be secured to fixed posts or with double clips on the inside;
- To be propped and braced with zig-zag panels to prevent long runs toppling or blowing over;
- To be suitably arranged to remove or reduce the gaps underneath to prevent access;



- To be close mesh anti-climb – no hand or footholds;
- To have no spikes on top;
- To be further supported and stabilised against high winds to prevent from falling / tipping over.
- To be arranged adequately with no trip or entanglement hazards.

The integrity of site perimeter must be inspected regularly and at the end of the working day and the inspection recorded in the Site Diary together with any remedial action taken. Particular attention must be paid to ensuring that all temporary fencing panels are secured correctly with double clips and have appropriate signage attached where necessary.

The Site HSE Induction must emphasis the requirement for all work areas to be left safe and secure. Any significant breach of site security or malicious damage to perimeter fencing must be reported to the police.

2.1.1.2 HOARDING

All hoarding enclosing the site must be subject to a temporary works design, with the design prepared by a suitably qualified engineer/designer. The details outlined in any hoarding design must be available to the Site Manager and Installer.

Below are two examples of support systems:

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

Key design information:

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

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

Key design information:

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

2.1.1.3 INSPECTION AND MONITORING

To ensure the integrity and effectiveness of the site perimeter, the site management team, with the assistance of their contractors and support team, must carry out daily checks. These checks include:

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

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

- Only the specified TW perforated protective sheeting can be used
- The support needed to maintain stability needs to be assessed and additional rakers / struts, 'V' bracing and posts, etc. added to ensure that the sheeted fence will withstand strong winds;
- If any doubt, then remove the sheeting.

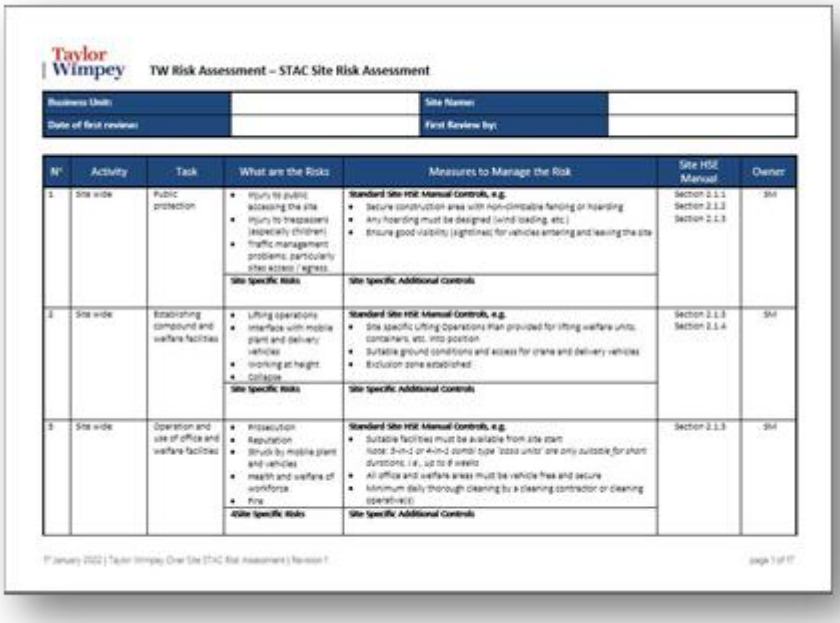
In addition to the stability checks the site management team must also check that the site boundary is secure:

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

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

2.1.2 SITE WIDE RISK ASSESSMENTS AND KEY CONTROL MEASURES

The TW Side Wide Risk Assessments and Key Control Measures ('S' Series) provide Site Managers with the general set of Risk Assessments for the site establishment / set-up and activities. The Site-Manager must review, tailor and sign off for the development before starting work on site (e.g. – if there are no overhead services, the risk assessment must be edited accordingly.) A copy of the assessment is included in the STAC and HSE Control Forms Folder (see section 3.2.1).



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 'cess units' are only suitable for short durations, i.e., up to 8 weeks • All office and welfare areas must be vehicle free and secure • Minimum daily thorough cleaning by a cleaning contractor or cleaning operatives	Section 2.1.3	SM
			Site Specific Risks	Site Specific Additional Controls		

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NOTE: There are three other series in the STAC set of risk assessment, each relating to Operatives (see section 3.2.2):

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

2.1.3 COMPOUND AND WELFARE SET-UP

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

2.1.3.1 TEMPORARY FACILITIES

- Consider the location.
- Can these be located such that they don't need to be relocated later in the build process?
- Does the location of the office/welfare area allow good access from off-site areas and then on to all work areas?
- Can the office/welfare area be located so that direct pedestrian access is provided? (See section 2.1.3.2).
- Locate refuelling area and mortar silos in the bulk materials storage area and set up this area such that no access is required through it.

2.1.3.2 COMPOUND LAYOUT

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

When planning and setting up the compound it is critical that the correct size is selected that not only reflects the anticipated numbers of people on site but is also proportionate to the level and speed of build.

The three compound layouts shown in the Production Manual are an illustration of 'good practice' and to be adopted where possible

However, the following key HSE principles are mandatory:

- Site operatives' car park with direct access to welfare and accommodation units;
- Not located near overhead cables to avoid risk of electrocution by contact when placing containers and other loading and unloading;
- Suitable Welfare/Accommodation;

- Lock up / material Storage area (2m max. gate fot telehandler boom access only);
- Brick / Block compound – including refuelling area and mortar silo;
- No blind spots for vehicles approaching the compound; and
- The need for vehicle manouvering minimised.

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

2.1.3.3 PRE-USE CABIN CHECKS

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

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

2.1.3.4 WELFARE PROVISION

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

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

Where a delay is unavoidable, a suitably sized "oasis" unit(s) or similar is acceptable, provided only for small numbers of people on site and on a temporary basis, i.e. short duration. Examples of where 'Oasis' units can be used are at the start and completion of a site.

Additional porta-loos may be used on large sites but only if they have access to hot running water and soap.

2.1.3.5 CANTEENS

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

Instant hot water heater

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

NOTE: If any old-style water boilers, they must be secured to prevent displacement

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

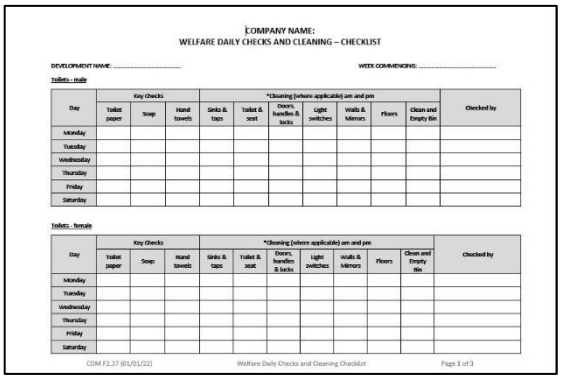
There must also be some means of heating food (e.g. a microwave) and a supply of drinking water. If the canteen has a food preparation area the provisions of the following table apply (see over).

Canteen facility must:

- Classed as a clean environment

- Be provided with mains electricity as first chosen option for sites indicated as non-transient work sites. Silent generators may be used as an alternative where mains electricity cannot be provided. Where temporary generator is required, see section 2.4.2
- Not allow smoking/vaping
- Adequate heating and lighting
- Area to prepare food and clean utensils
- Storage for utensils and cutlery
- Means of heating food e.g Microwaves
- Kettle (hydro boiler -secured)
- All water heaters/boilers located in site accommodation units must be equipped with a suitable warning sign that warns the user that the water may be hot.
- Fridges for the number of persons on site.
- Adequate number of tables and chairs (seating with backs) unfixed style chairs
- Not be used for the storage of plant, equipment, or materials.
- A notice board to display information and instruction, including no smoking, cleaning records and emergency arrangements etc.
- Where necessary, suitable facilities for pregnant women or nursing mothers to rest lying down.
- Where welfare facilities are limited for the total number of personnel on site, breaks could be staggered (a maximum of 2 sittings of any one break period? so that the facilities are not overcrowded
- Formal arrangement for cleaning and maintaining the facilities. E.g minimum daily, to an acknowledgement specification and clean recorded.

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



COMPANY NAME:
WELFARE DAILY CHECKS AND CLEANING – CHECKLIST

DEVELOPMENT NAME: ..... WEEK COMMENCING: .....

Toilets - male

Day	Key Checks			*Cleaning (where applicable) am and pm							Checked by
	Toilet paper	Soap	Hand towels	Sinks & taps	Toilet & seat	Doors, handles & locks	Light switches	Walls & Mirrors	Floors	Clean and Empty Bin	
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

Toilets - female

Day	Key Checks			*Cleaning (where applicable) am and pm							Checked by
	Toilet paper	Soap	Hand towels	Sinks & taps	Toilet & seat	Doors, handles & locks	Light switches	Walls & Mirrors	Floors	Clean and Empty Bin	
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

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

Responsibility:
Persons carrying out the clean

When:
Am and or PM, after a clean

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

Compound Cleaning Specifications / Aide Memoir.

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

Taylor Wimpey

Welfare Cleaning Specification - Aide Memoir

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

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

Welfare Cleaning Specification - Aide Memoir Page 1 of 2

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

Summary of Canteen / Food Preparation area requirements (LA may have other specific requirements)	
Registration	▪ Canteen must be registered with the local authority
Building	▪ Designed so as to prevent ingress of vermin/insects/pests ▪ Walls, floors and ceilings should be impervious, in sound condition and easy to clean (no bare wood surfaces). ▪ Strip lighting units must be fitted with a diffuser / cover
Work Surfaces	▪ Smooth, impervious, washable and non-toxic ▪ Maintained in sound condition ▪ Colour coded non-wood chopping boards.

Sinks	▪ One stainless steel sink and drainer for the preparation of food and washing of equipment (double sink/drainer) ▪ Separate sink for hand washing with soap (liquid / bacterial soap), nail brush, disposable paper towels ▪ Hot and cold or temperature-regulated water
Power sockets	▪ Adequate number (to eliminate trailing leads) ▪ Located away from sources of water / heat
Ventilation	▪ Adequate ventilation and if necessary mechanical ventilation / cooling ▪ Open windows must be covered with fly screen and/or electronic fly killer will satisfy the requirement for pest control, provided not sited above work tops
Smoking	▪ No Smoking signs to be displayed
Fire equipment	▪ 9 litre water fire extinguisher ▪ 1.2 kg CO_2 fire extinguisher ▪ 1.2m^2 fire blanket
First Aid	▪ First Aid kit containing BLUE plasters ▪ Food handlers must report / record any injury ▪ Staff must not work in kitchen if suffering from infected wounds, sores, skin infection, diarrhoea, sickness, etc.
Staff	▪ Require safety induction ▪ At least one must hold a basic Food Hygiene certificate ▪ All staff must be properly trained in the area of food handling for which they are responsible
Protective clothing	▪ Hat / hairnet in the kitchen (but not elsewhere) ▪ Coverall - light coloured, washable, press studs, no external pockets. Should completely cover personal clothing ▪ Sufficient quantity provided to allow for laundering ▪ Suitable non slip footwear to protect from spillage of a hot liquid ▪ Storage locker for outdoor clothing
Cleaning / housekeeping	▪ Appliances moved and cleaned under / behind regularly ▪ Cleaning schedule for systematic approach ▪ No accumulations of foodstuffs or waste / packaging ▪ Sufficient bins with close fitting lids, emptied daily
Food storage	▪ All food which is handled, stored, packaged, displayed and transported, shall be protected against any contamination ▪ Food placed and/or protected to minimise any contamination risk ▪ Fresh food brought in preferably daily / max. 2 days stock ▪ Foodstuffs marked with date placed in refrigerator/freezer

Temperature controls	▪ Foodstuffs stored at max 8°C unless lower temp. is stipulated. ▪ Hot food served / kept above 63°C minimum ▪ Limited periods outside temperature control are permitted where necessary to accommodate the practicalities of handling during preparation, transport, storage, display or service of food ▪ Food reheated must be reheated to over 82°C (once only and then discarded)
Temperature checks	▪ Temperatures of refrigerators / freezers must be checked twice daily; 5°C maximum for refrigerators, Minus 18°C minimum for freezers ▪ Records of temperature checks helpful to show that legal requirements have met "due diligence" ▪ Records should identify action to remedy any discrepancies identified by routine monitoring ▪ A temperature probe must be provided to the canteen person for regular random sampling of batches of hot food ▪ Probe to be cleaned with anti-bacterial wipes between foods

2.1.3.6 DRYING ROOMS

Provision must be made for storing clothes not worn on site and protective clothing required for site work. Facilities for safely drying wet clothes must be available. In most cases, this will require heating facilities to run overnight, e.g. storage radiators, even if powered by a generator (see section 2.4.2). Any heating appliance must be fitted with a suitable grille to prevent the fire risk from hanging clothes encountering the heater.

2.1.3.7 TOILETS AND WASHING FACILITIES

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

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

No of people on site	No of toilets to be provided	No of urinals to be provided
1 – 15	1	1
16 - 30	2	1
31 – 45	2	2
46 - 60	3	2
61 - 75	3	3
76 - 90	4	3
91 +	4	4
No of people on site	**No of washbasins to be provided**	
1 - 5	1	-
6 - 25	2	-
26 - 50	3	-
51 - 75	4	-
76+	5	-

A hand skin safety protection unit must be provided.

2.1.3.8 WATER & WATER QUALITY ON SITE

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

Drinking water must be provided as follows.

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

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

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

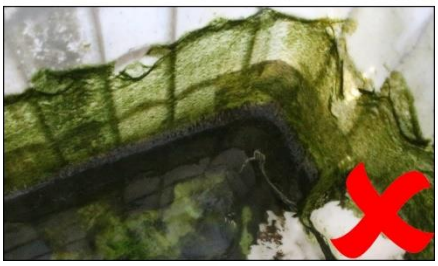
Where a mains-fed water supply is not available arrangements must be made with a tanked water supplier to provide:

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

Bulk water storage tank

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

Intermediate Bulk Containers



- Ensure that the tank lid on any Intermediate Bulk Container (IBC) is kept secured and not damaged or that no debris including algae growth is within the container. If the IBC does contain any algae (or unidentified substances) then contact the tank supplier to have the IBC cleaned and disinfected.

- As IBC's are moved around site and located for use, a suitable proprietary stillage is required for safe transportation.

- IBC's are numbered for recognition and a Weekly Inspection carried out on the condition of the tank and stored water supply.

- Inspections are recorded in F2.7 Work Equipment and Lifting

Bulk Water Storage Tanks and Intermediate Bulk Containers must be supplied with a Cleansing and Disinfection Certificate before first use

BCs must not be transferred from site to site without undergoing a full cleansing and disinfection process by the supplier.

Where clean mains water is not available the site office and canteen areas must be provided with bottled drinking water or serviced drinking water dispensers. Each supply of drinking water must be clearly marked with a 'Safe Drinking Water' sign.

2.2 DOCUMENTATION, NOTICES AND SIGNAGE

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

2.2.1 DOCUMENTS TO BE AVAILABLE / DISPLAYED IN THE SITE ACCOMMODATION

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

Documents to be available in the Site Office	
Construction Phase HSE Plan (Folders 1, 2 & 3)	
STAC and HSE Site Control Forms (Take 5)	
Site Safe Briefing folder	
TW Site HSE Manual	
Electrical Installation Test Certificate	
Registration for Canteen if applicable (Local Authority Environmental Health)	
Permit for Hoarding - Local Authority Highways (if applicable)	
TW Site Induction Pack	
Telehandler Operator Passports	
What to do in the event of an Insurance Claim	
TW Standard Silo Slab Arrangement Drawing	
TW Standard Compound Refuelling Slab Arrangement Drawing	
TW Telehandler Weights Guide	
Site Waste Management Plan	

Documents to be displayed (Site Office, Canteen, Material Store or Signing in point)	
F10 Notification of Project	
Employer's Liability Insurance Certificate	
Health and Safety Law Poster	
'Safecall' Poster	
No Smoking Sign	
TW General HSE Policy Statement	
TW Construction Code of Practice	
Traffic Management Plan	
Site Information/Services Plan	
Fire Safety Plan and Checklist	
Accident Record Forms	
Accident Procedure Flowchart, Emergency Procedure and Contact Nos directions/map	
'Manual Handling Safety Guide' Wall Chart	
Health and Safety Campaign Posters	
Site Specific Environmental Action Plan Summary (SSEAP)	
Site Waste Management Matrix	
Certificate of Site Premises Notification (EA) for Hazardous Waste (if applicable)	

2.2.2 SITE OFFICE NOTICES

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

a) Those that can be grouped together on a dedicated notice board:

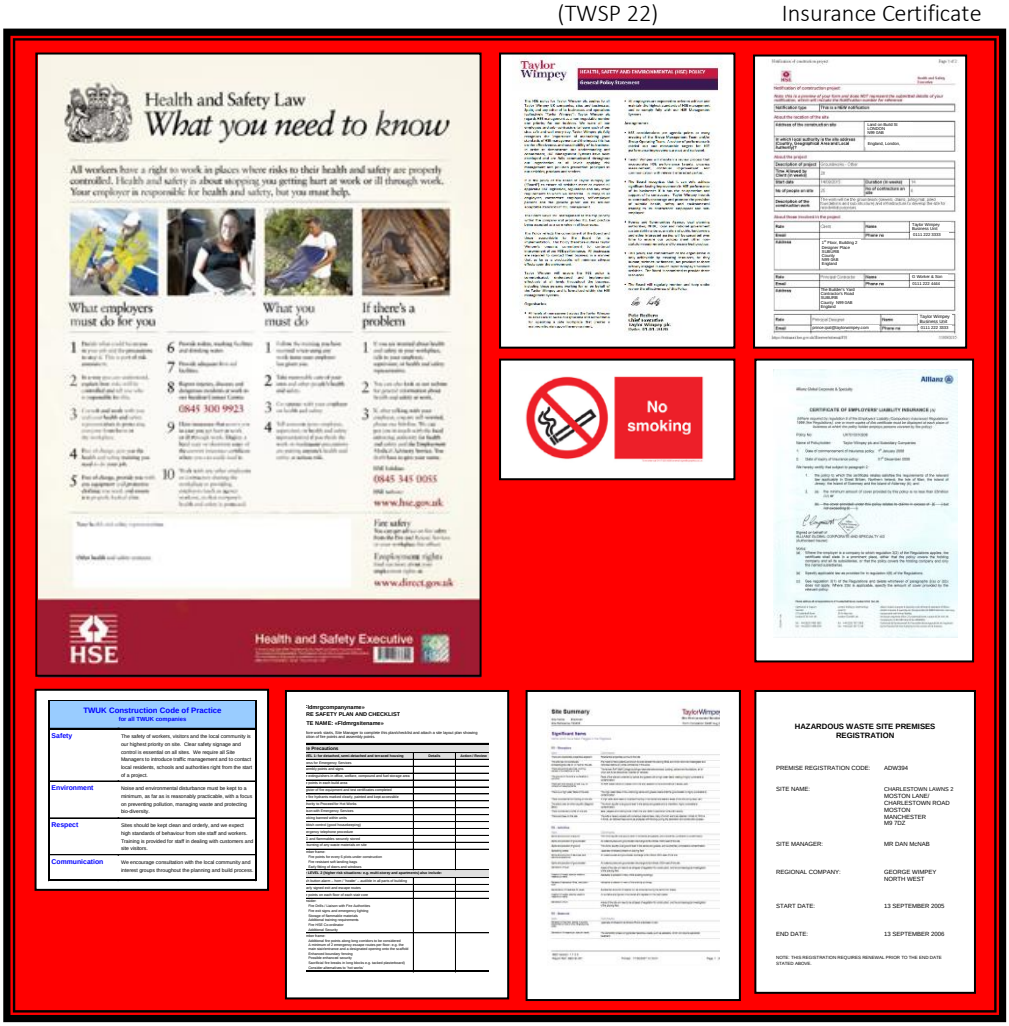
Health and Safety Law Poster

TW HSE Policy

No smoking sign (TWSP 22)

F10 Notification

Employer's Liability Insurance Certificate



TW Construction Code of Practice

Fire Safety Plan

SSEAP Summary

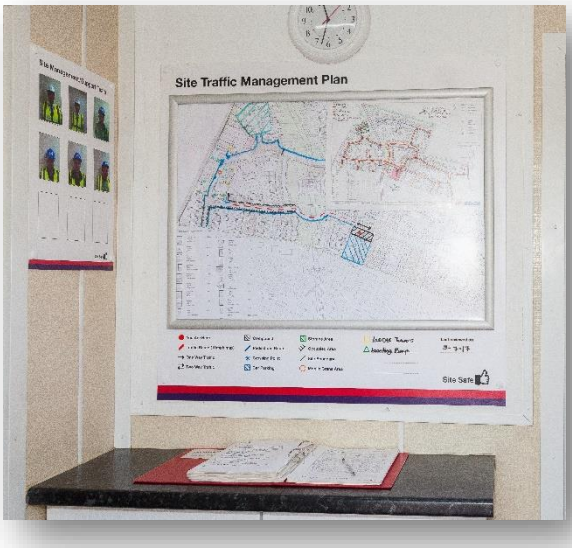
Certificate of Site Premises Notification (EA) for hazardous waste where applicable

b) Those that must be displayed at particular locations:

- Traffic Management Plan (see section 2.2.2.1) at the sign-in point;
- The Site Information Plan (see section 2.2.2.2) in the site office;
- Emergency Procedures and Contact Details and Reporting an Accident or Dangerous Occurrence notices (see section 2.2.2.3) by the telephone;
- First Aid Notice (see section 2.2.2.4) on the Site Manager's Office Door; and
- Safecall Poster (see section 2.2.2.5) in the canteen.

2.2.2.1 TRAFFIC MANAGEMENT PLAN (TMP)

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

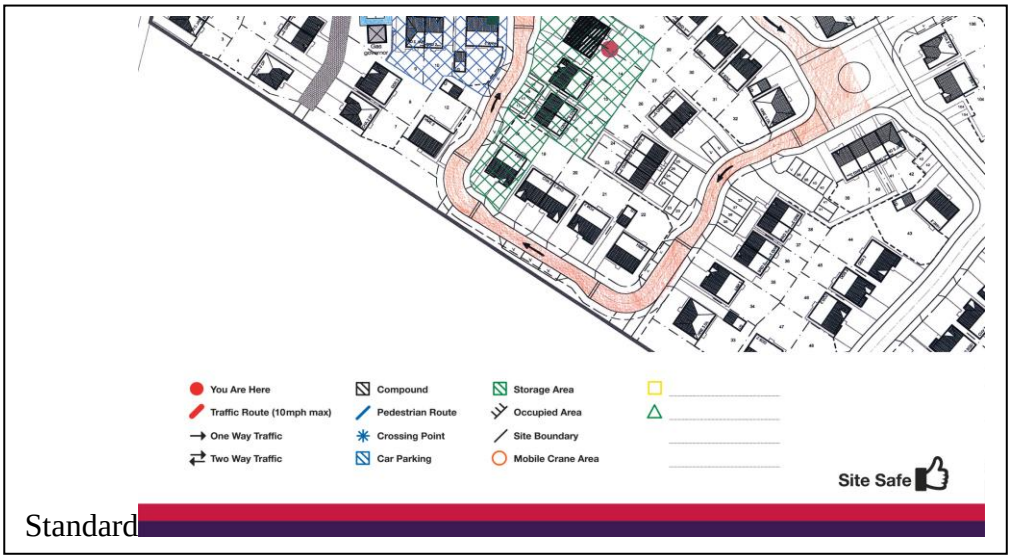


The Traffic Management Plan (TMP) must be reviewed by the Site Manager or Assistant Site Manager at the start of each working day and during site walk-abouts. This helps ensure the TMP and Traffic Controls accurately reflects the site activities and specific tasks that day, such as, site deliveries;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

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

The TMP:

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



The TW standard TMP pack is provided at site start.

TMP: Implementation, Control and Continuous Review

Construction sites are dynamic environments. Once developed the Traffic Management Plan (TMP) must be reviewed by the Site Manager at the start of each working day, and during site walk-abouts, to ensure it accurately reflects the activities and tasks that day. Such as, Deliveries; Mobile Crane on Site; Excavations; Roadworks, etc.

Key points to consider are:

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

2.2.2.2 THE SITE INFORMATION PLAN

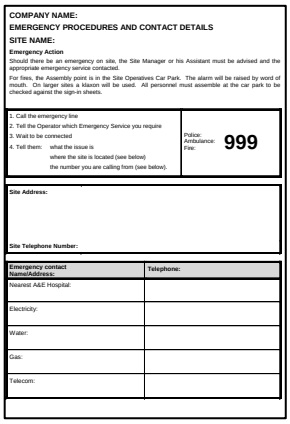
The Site Information Plan must be displayed in the Site Office. It collates the following information on one drawing so that potential hazards, especially service runs and environmental aspects, etc. can be highlighted. Note, the Site Information Plan is not a substitute for consulting detailed service information when necessary (see section 4.3.4.1).

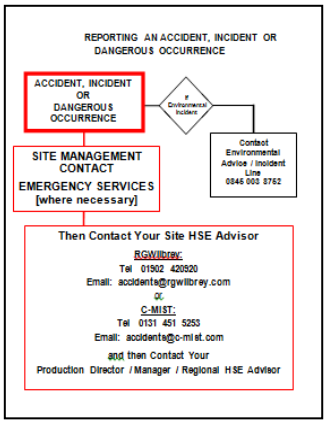
It includes:

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

2.2.2.3 EMERGENCY PROCEDURES, CONTACT DETAILS AND REPORTING AN ACCIDENT / INCIDENT

These notices must be displayed in the Site Office:


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



- Completed Emergency Procedures and Contact Details form (Folder 2 F2.14); and
- Reporting an Accident or Dangerous Occurrence notice (available on inHouse).
- See section 2.3.2.1.

2.2.2.4 FIRST AID NOTICE

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

2.2.2.5 SAFECALL POSTER

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

2.2.3 SITE SIGNAGE

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

See the TW Site HSE Signage Catalogue. For more information on non-standard signage, see

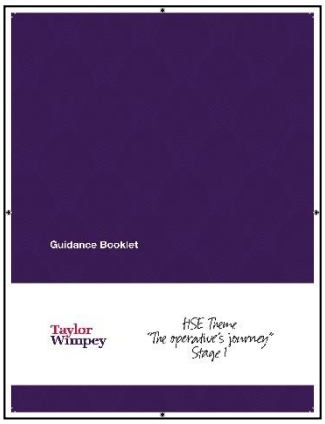
Branded signs must be sourced from C-graphics (Construction Graphics (telephone 0117 925 6066).

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

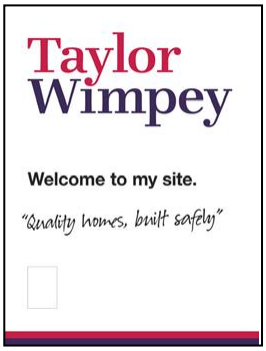
Note: The sign codes used throughout this manual refer to the TW Site HSE Signage catalogue.

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

2.2.4 HSE THEME: 'THE OPERATIVE'S JOURNEY'



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



Compound Entrance

(TW HSE 1-01 and TW HSE 1-02)

- The first opportunity to send out the right HSE message to operatives coming on to site.

Canteen Posters

- New poster campaigns are rolled out quarterly by the HSE Team.

(EXAMPLE POSTERS)

Pedestrian Walkways

(TW HSE 1-23)

- To be displayed along walkways.

Walkway Crossing Points

(TW HSE 1-22)

- To be displayed at walkway crossing points.

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

2.2.5 PLANT PROMPTS

The main purpose of the 'Plant Prompts' is to act as a key reminder of the safety critical actions that helps ensure the safe use of plant on site. Where Dumpers, Excavators and Telehandlers are operated on site, the authorised operators must be issued with the corresponding 'Plant Prompt'. These can also be issued to task specific visitors to site (e.g. Mobile Crane, HIAB and Mobile Concrete Pump), and returned to the site Manager prior to leaving site.

The booklet provided gives some suggestions for the issue of 'Plant Prompts' to the operators and for use on particular machines. Further advice or assistance on this can be obtained from your Regional or Site HSE Advisor.

2.3 ACCIDENTS, INCIDENTS AND EMERGENCIES

2.3.1 FIRST AID

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

2.3.1.1 FIRST AIDERS

First Aid Measures Checklist	
First Aider	A minimum of one certificated first aider at work must always be on site when work is being carried out.
First Aid information	Information on the provision of first aid to be clearly displayed on the Site Management Team board.
First Aid equipment – minimum required (See sections 2.3.1.2 and 2.3.1.3)	A large size BS-8599-1 compliant first aid kit Suitable eyewash station to be available where there is no clean tap water supply.
First Aid equipment - location	Must be: • Easy to access (not locked away); • In a dust-free location; and • Near hand-washing facilities
Accident / Incident Report Sheets (Construction Phase HSE Plan, Folder 2 f2.16)	A supply of blank forms to be in display and accessible to all operatives on site

The Site Manager is responsible for ensuring that there is first aid support on site.

The Site Manager must confirm that the local ambulance service has been given information on the project (copy letters must be filed in the Construction HSE Plan – Folder 3, Section 11). If not, immediately contact your Regional HSE Advisor.

NOTE: The ambulance service must be provided with updated details of site access if there has been a significant change in circumstances due to the layout of the site.

2.3.1.2 FIRST AID KITS

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

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

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

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

2.3.1.3 EYE WASH STATION

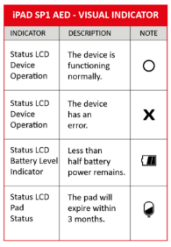
Where mains tap water is not readily available for eye irrigation an eye-wash station is required with at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers. (Once the seal has been broken, the containers must not be kept for re-use.) The containers must not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

2.3.1.4 DEFIBRILLATORS

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

Defibrillator

Defibrillator Cabinet



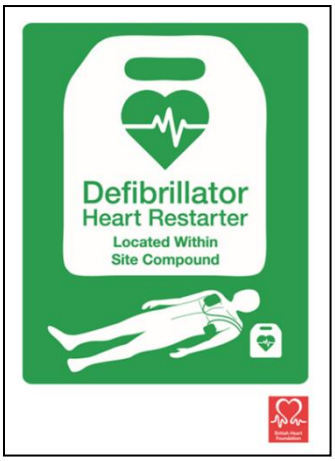
iPAD SP1 AED - VISUAL INDICATOR		
INDICATOR	DESCRIPTION	NOTE
Status LCD Device Operation	The device is functioning normally.	○
Status LCD Device Operation	The device has an error.	✕
Status LCD Battery Level Indicator	Less than half battery power remains.	
Status LCD Pad Status	The pad will expire within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

To be Located next to the cabinet

Defibrillator Signage

To be Located next to the cabinet

To be located on the door to the canteen



To be located on the site boundary adjacent to the canteen

Defibrillator and Cardiopulmonary Resuscitation (CPR) Training

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

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

2.3.2 REPORTING AN ACCIDENT, INCIDENT OR DANGEROUS OCCURRENCE

2.3.2.1 IMMEDIATE INTERNAL REPORTING

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

Responsibility:

- All TW employees

When:

- Immediately via telephone hotline for serious accidents/Incidents, e.g. if emergency services called
- Within 48hrs via online portal for minor accidents e.g. where first aid only is given.

Purpose:

- To ensure all accidents and incidents are reported
- Enable a suitable investigation to be carried out
- Learn any lessons and reduce the likelihood of a re-occurrence.

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

Step [1] Regional HSE Advisor contact Business Unit MD and Head of HSE.

Step [2] Business Unit MD, or nominated Deputy, to advise Chief Executive TW and Company Secretary.

Step [3] Business Unit MD to have Press Statement prepared [for approval by Chief Executive TW and TW Legal Director].

Step [4] Business Unit MD and RHSEA to attend incident scene and liaise with Head of HSE.

All other incidents involving damage to the Works, in progress or completed, or damage to Third Party Property must be notified direct to the office by phone or email using the Accident/Incident Report Sheet (see section 2.3.2.2).

See Claim Procedure available on inHouse

2.3.2.2 ACCIDENT / INCIDENT PORTAL

The SHE Assure Accident Portal combines the statutory duty to record details (replacing the "Accident Book") with the TW internal recording policy.

TW Accident/Incident Report is completed by the Site Manager for all accidents. By scanning the adjacent QR code

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

Where minor injuries have been sustained and the Injured Party left, or did not return to the site, the RHSEA must be provided with the details as soon as possible so that they can contact the Injured Party or their employer to obtain the following information:

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

2.3.2.3 ACCIDENTS AND INCIDENTS REPORTABLE TO HSE, EA or SEPA

CATEGORY	ACTION
SPECIFIED INJURIES TO WORKERS (e.g. – death, broken bone (except finger or toe), amputations, loss of an eye, severe burns, loss of consciousness through lack of oxygen, 24 hours in hospital)	Follow the procedure charted in section 2.3.2.1
OVER 7 DAY INCAPACITATION OF A WORKER (i.e. Resulting in more than 7 consecutive days, excluding the day of the injury, unable to resume normal duties)	Follow the procedure charted on section 2.3.2.1
FIRST AID INJURY (i.e. Minor with no loss of time)	Contact your Site HSE Advisor and HSE Administrator Contact details section 2.3.2.1
DANGEROUS OCCURRENCE (e.g. collapse of lifting appliance, explosion, serious electrical fire, scaffold collapse)	Follow the procedure charted in section 2.3.2.1
ENVIRONMENTAL INCIDENT (e.g. fuel spill, statutory nuisance complaint)	Contact Environmental Advice / Incident Line (0845 003 8752) see section 2.3.2.1

The Site Manager is responsible for:

- Following the steps on the flowchart (see section 2.3.2.1);
- Securing the scene and any equipment involved in the accident if in any doubt about the likelihood of an investigation;
- Liaising with their Regional HSE Advisor / Site HSE Advisor (as appropriate); and
- Recording the accident details (including first aid injuries) on the Accident/Incident Report Sheet (see section 2.3.2.2).
- If circumstances allow, collate names and contact details of witness, etc.

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

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

2.3.2.4 ENVIRONMENTAL INCIDENTS (ENVIRONMENTAL ADVICE / INCIDENT LINE)

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

(Environmental Advice / Incident Line 0845 003 8752)

for ALL Environmental Incidents

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

Environmental Incident Categories	
MAJOR	Obvious immediate risk to receptors –specialist advice required
MEDIUM	No immediate threat to receptors – may require outside help
MINOR	Dealt with by site
ADVICE	Advice only

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

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

2.4 SETTING UP AN ELECTRICAL SUPPLY

2.4.1 INSTALLATION OF ELECTRICAL SUPPLY TO COMPOUND.

When installing the electrical supply to the compound, ensure:

a) Main Cupboard (Origin of the Supply)

- Mains meter to be in a lockable cupboard with a warning sign;

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

- Must be fully earthed to an 'Earth Rod'

b) Cables for Mains Supply to the Compound

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

The compound drawing must be updated to highlight the position of any of the temporary cable runs and, if underground, appropriate 'underground services' signage displayed.

Never assume that an old temporary supply is no longer live without authoritative written evidence.

c) Inspection and Monitoring

Weekly visual inspections are carried out by a member of the site management team to determine whether deterioration and/or damage have occurred to the installation. Results of the inspection are recorded within the Work Equipment and Lifting Equipment Inspection Record (Construction HSE Plan – Folder 2, F2.7). Any defects noted during inspections must result in the supply being turned off until rectified by an electrician.

Consumer unit checks (including mains cupboard):

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

Compound Electrical installation - General checks:

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

2.4.2 GENERATORS

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

2.4.2.1 OPERATION OF DIESEL GENERATORS

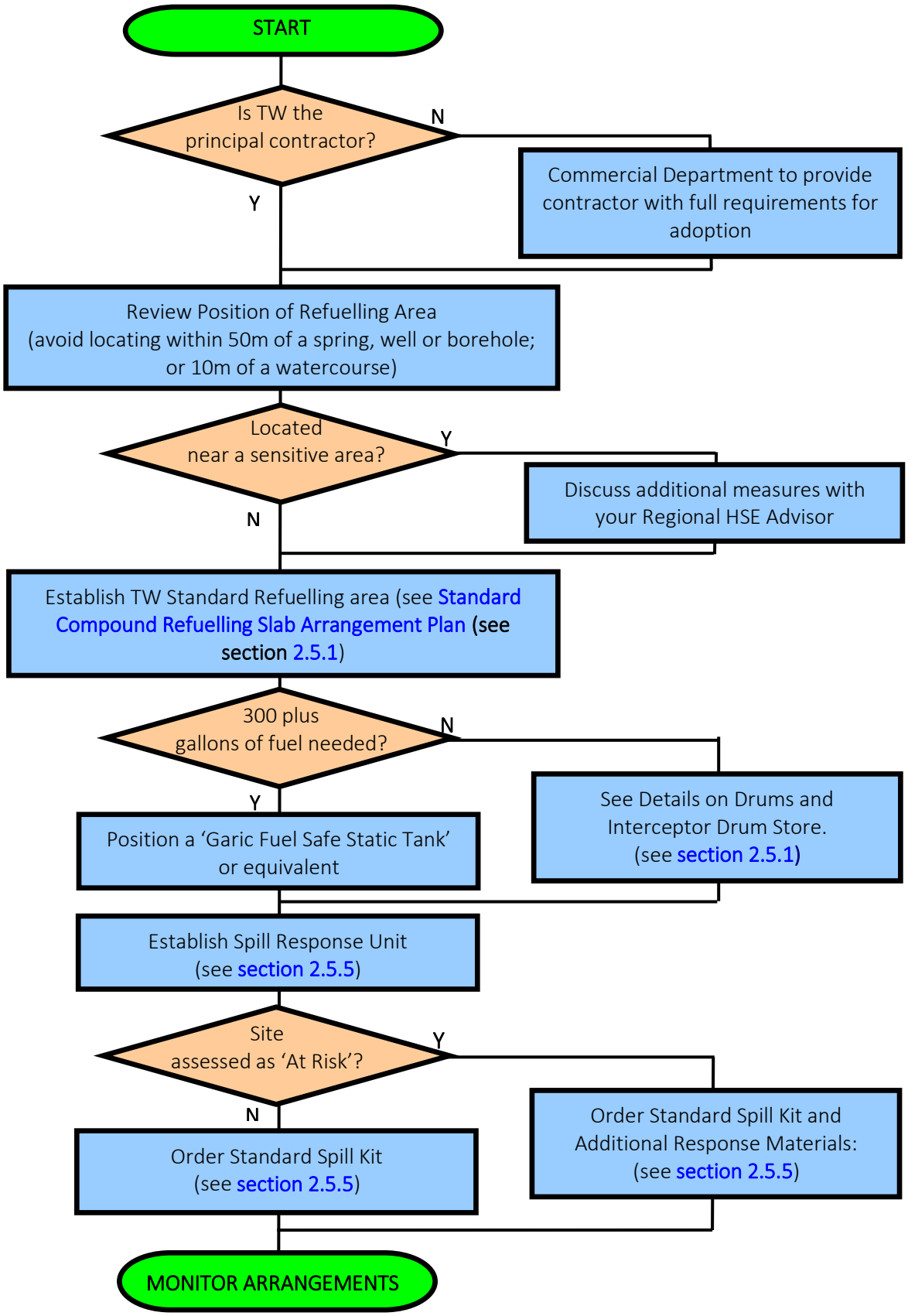
When setting up the generators the following measures must be taken:

- The generator must be situated away from doorways and windows that could be opened to prevent exposure to the noise and fumes. Where this cannot be achieved, exhaust ducting must be used to remove any fumes to a height above the building, or horizontally to an area where they present no hazard. This must be done to manufacturer's specification;
- If there are difficulties with location/access, etc. request the generator supplier to visit the site to undertake a site survey;
- The generator's exhaust must be positioned at the furthest away point from any doorway and window opening;
- A minimum of 1 metre all round must be achieved for maintenance purposes;
- All live terminals must be securely covered and closed. Only the supplier is to carry out any electrical tests or repairs;
- Adequate measures to be adopted to prevent accidental or deliberate fuel spillages. The site must have provisions for containing and soaking up any spillages – (see section 2.5.5 Provision and use of spill kits)
- Where access to the generator is restricted, consider the use of a timer for remote generator starting up and switching off; and
- Any suspicion of fumes in the office, the generator must be switched off immediately and the supplier contacted. Any signs of excessive noise, vibration or smoke from the generator must also be reported to the supplier immediately.
- Noise reduction measures should be considered and where possible equipment with a low noise rating used.

2.4.2.2 SMALL PORTABLE GENERATORS

Consider the use of smaller/portable generators carefully. There is an increased risk of noise, pollution and fuel spills. Ensure that they are operated with a drip tray.

2.5 FUEL STORAGE AND USE



2.5.1 REFUELLING AREA AND TANK

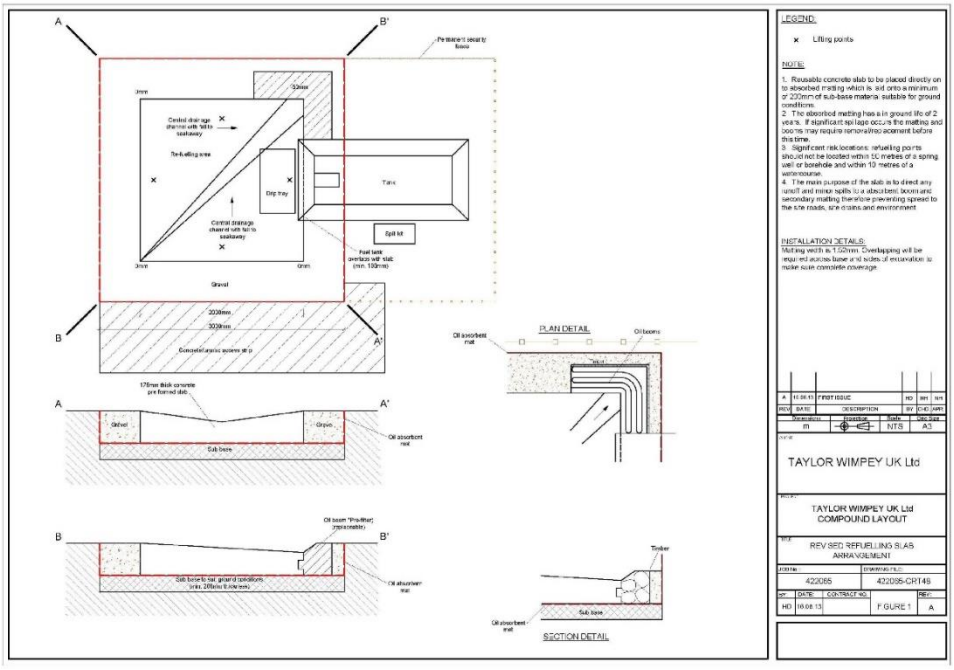
Where a refuelling area is required by TW or any contractor the TW Standard Compound Refuelling Slab Arrangements (drawings available on inHouse –) must be used and set up as soon as possible.

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

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

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

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

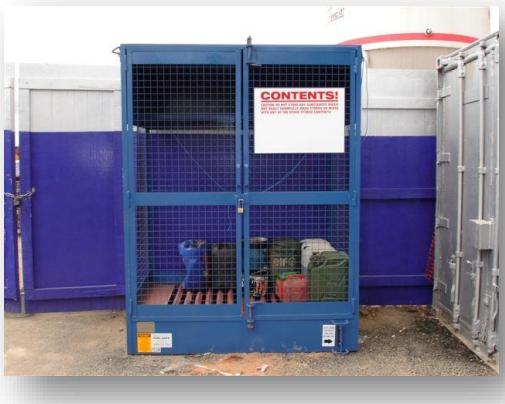


All fuel tanks must be either 'Garic Fuel Safe Static Tank' (300 or 500 gallon) or equivalent. With the following TW requirements met:

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

NOTE:

- If your fuel gauge becomes opaque, either replace it or insert a small floating coloured ball within pipe to show the fuel level.
- Agree designated key holder for the lockable fuel tank to organise deliveries and refuelling.
- Inspect tank for leaks.
- If only a small amount of fuel is required on site use 45 gallon fuel drums. These must be stored in an Interceptor Drum Store within a designated refuelling area.



Inspection and Maintenance

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

2.5.2 MOBILE BOWSERS

TW specify that mobile bowsers can only be brought on site for temporary periods and only where it is highly impractical to utilise the standard refuelling area. Bowsers must be fully and integrally bunded to the same requirements as static tanks and meet the following requirements:

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

Temporary Spill Pad

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

XXL40

2.5.3 USE OF RED DIESEL

HMRC have strict rules on the use of red diesel. Approved use depends on the type of vehicle and its function, e.g.:

- An excavator;
- A telehandler operating on a construction site; or
- A telehandler on public roads but only if:
  - Un-loading vehicles on the public road where it is not possible to un-load within the site boundary; or
  - It has to use the public road to access different parts of the site, or to travel to another site provided the distance between them is less than 1km.

If in any doubt contact your Production Director / Manager or the Environmental Advice/Incident Line (0845 003 8752).

2.5.4 REFUELLING ARRANGEMENTS FOR SMALL PLANT

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

All fuel (including waste oil) must be in fuel safe containers and a fuel tag should be used to identify contents.

A more effective alternative to standard drip trays is the 'Plant Nappy'. While containing any drips or spills of oil, the mat freely allows passage of water, such as rainfall, thus eliminating costly emptying of water filled contaminated drip trays after use.

2.5.5 PROVISION AND USE OF SPILL KITS

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

- Standard Spill Kit (TW001and TW002); and
- Enhanced Spill Kit for "at risk" sites with drains, watercourses, boreholes etc (Standard Spill Kit plus TW003, TW004 and TW005).

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

Standard Spill Kit (minimum requirement for all sites):

New Pig Code		Description	Qty
TW001:	PLP201	PIG® Lite-Dri® Absorbent 8kg bag – Bag Absorbs 30L	2
	BAG201-L	Poly Disposal Bags 91cm x 152cm	10
TW002:	NPK201-999	Wheeled Container (Empty)	1
	SGN303	3D Spill Station Sign	1
	PAK921	PIG® Utility Tray (Drip Tray) 102cm x 13cm x 72cm	1
	BOM405	PIG® Oil-Only Boom 4/Bag 13cm Dia x 3m L *Note: for use with the refuelling slab arrangement.*	1

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

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

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

Replacement Materials:

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

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

In the event of a spill, follow the procedure outlined in section 2.5.6.

2.5.6 SPILL RESPONSE (EG. FUEL)

In order to minimise the risk of contaminating surface water, groundwater or ground, all spillages on site must be immediately responded to and reported to the Site Manager.

Once a spillage has occurred:

- Assess the hazard. If necessary, evacuate all personnel not directly involved in dealing with the spillage (e.g. where mass volumes of fuel have spilled / tank rupture);
- Take action to contain the spillage, considering any dangers associated with the spill;
- Once contained, contact the Environmental Advice Line for further advice on action to be taken or further advice needed (see section 2.3.2.4);
- In some cases, the Environment Agency will need to be informed. This may be done by the Environmental Advice Line or by a TW representative;
- Spill kits must be located next to refuelling areas or in areas deemed necessary by the Site Manager;
- Any contaminated materials must be bagged appropriately, labelled as hazardous waste and segregated from the usual waste streams on site for collection by a licensed hazardous waste carrier; Reconomy Solutions or your other approved Waste Contractor can advise;
- Records must be maintained of any clean-up carried out. Where this is extensive it must be validated by your Environmental Consultant;
- Make prompt arrangements to replace used spill kit materials.

2.5.7 LPG STORAGE

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

- TWSP 27

2.5.8 UNDERGROUND FUEL LINES

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

2.6 MORTAR SILO

2.6.1 MORTAR SILO SLAB

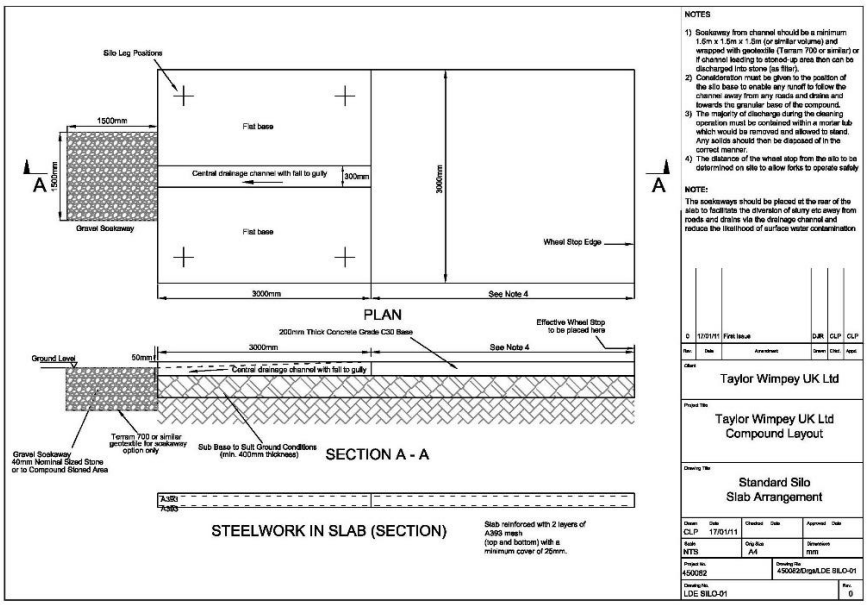
Where a mortar silo is required, the TW Standard Silo Slab Arrangement is used (see below). This arrangement incorporates a wheel stop (see section 2.6.2) and a central drainage channel. The wheel stop block is intended to prevent an interface between the operatives at the silo and the machine (extending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

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

Further information on the environmental controls for concrete, cement and grout washout are contained (see section 9.3.2.5 Site Environmental Issues and Controls)

See also Site Safe Briefings g: Safe Use of Silos.

TW Standard Silo Slab Arrangement Drawing available on inHouse



2.6.2 WHEEL STOPS

Wheel stops **must** be in place (built and suitably secured against accidental displacement) at the Mortar Silo and where mobile mixers are used. This is to keep the telehandler at a safe distance from the operatives at the silo (or mixers) i.e. retrieval of the mortar tub, etc. is only possible by extending the hydraulic boom.

Permanent mixing areas are located away from the main site traffic routes, with vehicle run-ups as short as possible to prevent a build-up of excessive speed.

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

Temporary Arrangements

- If the silo is moved, use temporary roadblocks.

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

2.7 WASTE MANAGEMENT AND SEGREGATION

Full details of TW's Waste Management Procedures are given in Section 9 of this Manual.

2.7.1 WASTE CONTAINERS / SKIPS

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

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

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

2.7.2 WASTE SEGREGATION AREA / SIGNAGE PACKS

You must have appropriate signage on site to identify what material is permitted in each skip / container.

Contact your Waste Champion to clarify what arrangements need to be in place for your site.

Your waste segregation area must be set up close to the site compound, with adequate hard standings for the waste containers and unobstructed access for telehandler and waste removal vehicles. The area must have clear signage indicating to operatives which waste container is for each waste stream.

2.7.3 GOOD PRACTICE TIPS

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

2.8 COMPOUND MATERIAL STORAGE ON SITE

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

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

- Keep waste covered to prevent it becoming wet;
- Bricks/blocks:
- Not to be stacked more than 2 packs high;
- On hardstanding; and
- Always follow suppliers' storage instructions; and

- Bricks and blocks must be delivered with adequate banding to maintain the integrity of the cube during unloading, transport around site and loading at height;

Hazardous materials must be stored in suitable containers to ensure safe working practices and minimal impact on the environment. Ensure inventory taken of items and cross-refer to COSHH assessments (Construction HSE Plan – Folder 3, Section 6), please see section 3.6.1.1 for further details.

2.9 FIRE PRECAUTIONS ON SITE

This section covers:

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

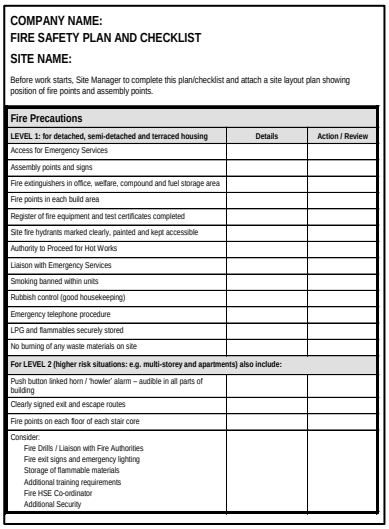
2.9.1 GENERAL PRINCIPLES OF FIRE PREVENTION

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

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

2.9.2 GENERAL FIRE PRECAUTIONS

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



COMPANY NAME:
FIRE SAFETY PLAN AND CHECKLIST
SITE NAME:

Before work starts, Site Manager to complete this plan/checklist and attach a site layout plan showing position of fire points and assembly points.

Fire Precautions		
LEVEL 1: for detached, semi-detached and terraced housing	Details	Action / Review
Access for Emergency Services		
Assembly points and signs		
Fire extinguishers in office, welfare, compound and fuel storage area		
Fire points in each build area		
Register of fire equipment and test certificates completed		
Site fire hydrants marked clearly, painted and kept accessible		
Authority to Proceed for Hot Works		
Liaison with Emergency Services		
Smoking banned within units		
Rubbish control (good housekeeping)		
Emergency telephone procedure		
LPG and flammables securely stored		
No burning of any waste materials on site		
For LEVEL 2 (higher risk situations: e.g. multi-storey and apartments) also include:		
Push button linked horn / 'howler' alarm – audible in all parts of building		
Clearly signed exit and escape routes		
Fire points on each floor of each stair core		
Consider: Fire Drills / Liaison with Fire Authorities Fire exit signs and emergency lighting Storage of flammable materials Additional training requirements Fire HSE Co-ordinator Additional Security		

Responsibility:
Site Manager.
When:
When setting up the site; and
Regularly reviewed.
Purpose:
To ensure that the required alarms, extinguishers, etc. are available;
Identify if a 'Level 1' or 'Level 2' site; and
Identify if timber frame precautions required.

There are 2 levels of fire precautions depending on the size and complexity of the structures being built, each with additional measures in the event of the structure being timber frame:

- LEVEL 1 for detached, semi-detached and terraced housing; and
- LEVEL 2 for higher risk situations e.g. multi storey buildings and apartment blocks that may have more complex escape routes and increased fire loadings.

It could be that some sites have both Level 1 and Level 2 fire precautions in place, Level 1 in the area of the site where houses are being built and Level 2 within any apartment buildings under construction.

2.9.3 FIRE ALARMS AND EXTINGUISHERS

The provision of fire extinguishers in the welfare and sales/show areas must be as follows:

- Site Office 1 no 6kg powder
- Site Compound 2 no 9lt Water, 2 no 6kg powder
- Site Canteen 1 no 9lt water, 1 no 1.2kg CO^2, 1 no 1.2m^2 fire blanket
- Fuel/LPG storage 1 no kg powder
- Show Office 1 no 2lt AFFF
- Show Home 1 no 2lt AFFF
- Operatives carrying out hot work, e.g. plumber, must have a fire extinguisher on hand
- Traditional Construction – (see section 2.9.4)
- Timber Frame Construction – (see section 11)

2.9.3.1 FIRE POINTS

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

Typical Fire Point, containing:

- Fire alarm (push button alarm);
- Fire extinguishers;
- Instructions of what to do in an emergency;
- Location drawing could be displayed in large apartment buildings;
- If outdoors, needs to be weatherproof and raised off the ground.

Typical Mobile Fire Point:

- Where necessary, mobile fire point units fitted with appropriate fire extinguishers can be used e.g. at the site of hot works; construction plots remote from the compound, etc.

2.9.4 TRADITIONAL CONSTRUCTION FIRE PRECAUTIONS

The specific fire precautions that are adopted for traditional methods of construction (brick and block) are set out in the Fire Plan and Checklist (see section 2.9.2.). For Timber Frame Construction (see section 11.5)

LEVEL 1 Traditional Construction Precautions
for detached, semi-detached and terraced housing

LEVEL 1 – STANDARD FIRE-PLAN MEASURES:

- Access for Emergency Services
- Assembly points and signs
- Fire extinguishers in office, welfare, compound and fuel storage area
- Fire points in each build area
- Register of fire equipment and test certificates completed
- Site fire hydrants marked clearly, painted and kept accessible
- Authority to Proceed used for Hot Works (fire extinguishers to hand)
- Liaison with Emergency Services
- Smoking banned within units
- Rubbish control (good housekeeping)
- Emergency telephone procedure
- LPG and flammables securely stored
- No burning of any waste materials on site

FIRE EQUIPMENT:

- Subject to assessment with at least 1 fire point per build area

LEVEL 2 Traditional Construction Precautions
for higher risk situations e.g. traditional build multi-storey and apartments that reflect more complex escape routes and increased fire loadings:- **review with Site HSE Advisor**

STANDARD MEASURES (LEVEL 1) PLUS:

- Push button linked horn / 'howler' alarm– audible in all parts of building, e.g. as shown
- Clearly signed exit and escape routes (i.e. fire plan displayed)
- Fire points on each floor of each stair core

ASSESSMENT TO CONSIDER:

- Fire drills / liaison with Fire Authorities
- Fire exit signs and emergency lighting
- Storage of flammable material
- Additional training requirements
- Fire HSE Co-ordinator
- Additional security

FIRE EQUIPMENT:

- Subject to assessment but at least 1 fire point per floor per stair core

2.9.5 HOT WORKS PROCEDURE

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

Part 1: Controls

Part 2: Declaration before work starts

Part 3: Declaration on completion of work

COMPANY NAME:
AUTHORITY TO PROCEED – HOT WORKS
SITE NAME:

JOB LOCATION :

To be completed by the contractor's Supervisor and Site Manager.

Part 1 : Controls :	**Yes / No / NA**
• Clear area of loose combustible material.	
• Isolate gas supplies.	
• If work is against or next to a wall or partition check behind to ensure material will not be ignited by conducted heat.	
• Cover wood floors and other combustible materials that cannot be moved with non-combustible material.	
• If products have been used in the area which may have released fumes or vapours, ensure adequate ventilation takes place prior to works commencing to allow for the residual fumes or vapours to fully disperse.	
• Protect adjacent areas from sparks (if welding, cutting or grinding).	
• Provide fire extinguisher and a fire blanket where combustible materials need to be protected.	
• Secure gas cylinder in vertical position and check it is fitted with regulator and flashback arrester.	
• Check area frequently whilst hot works are being carried out.	
• Turn off all sources of ignition and check area before taking rest break.	
• Check area when works complete and 1 hour later.	
• A specific risk assessment to be provided for "tar" boilers.	

Part 2 : Declaration before work starts :

I confirm that all necessary control measures are in place and will be carried out during this work:
Signed (Contractor) : .....
Date : Time :

Work is authorised to proceed:
Signed (Site Management) : .....
Date : Time :

Part 3 : Declaration on completion of work :

Work completed (at least one hour before end of shift), area checked with Final check (1 hour after work completed) to ensure area is safe:
Signed (Contractor) :
Date : Time :

Hot Work Permit completed:
Signed (Site Management) :
Date : Time :

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

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

2.10 SITE TRAFFIC MANAGEMENT

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

2.10.1 GENERAL ARRANGEMENTS

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

Note: The Site Traffic Management Plan must be regularly reviewed and updated by the Site Management Team (see section 2.2.2.1).

A Traffic Management Plan that accurately reflects the site conditions (see section 2.2.2.1);

Establishing and maintaining signposted pedestrian routes that are to and from work areas that are segregated from vehicular traffic (see section 2.2.4).

'Thumbs Up' plant awareness boards (see section 4.2.3.2) for use in groundworks areas where there is a potential risk from the plant; and

Maintenance of the 'safe build' interface with occupied homes (see section 2.2.3).

2.10.2 VEHICLE AND PLANT MOVEMENTS

- Ensure good visibility around all vehicle access points.

- Consider how vehicle access is to be controlled on site e.g. with vehicle gates set back to create a waiting area;

- Identify the primary vehicle routes e.g. considering, where possible, one-way routes;
- Use directional signage and dpeed limit signs as appropriate (see section 2.2.3)

TWAS 19a – Left
TWAS 19b – Right
TWAS 19c – Straight on

- Identify all areas of the site where mobile plant may need to operate and allareas where pedestrians need to access.
- The traffic management plan must be marked up clearly showing zones where mobile plant and telehandlers are required to operateand areas where pededtrians must not access.
- Ensure adequate segregation measures are always in place and maintained.

- Where possible walkways to be located away from vehicular / mobile plant routes, e.g. rear of plots.
- Walkways must not be located immediately in front of loading bays, to avoid risk of loose material falling from the loading bay.
- Where walkways placed near loading bays cannot be avoided, an exclusion zone must be constructed at the base of the loading bay to avoid operatives going near the loading bay.

- Where walkways are at the rear of the plots, materials will still need to be delivered to the front of the plots and therefore segregation must be applied to protect operatives when retrieving materials.
- Identify the location of ladder / stair towers, preferably at the side or rear of plots and segregated away from loading bays and mobile plant.

2.10.3 PEDESTRIAN ACCESS

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

- Suitable pedestrian routes must be provided to all areas of the site where work activities are being undertaken.
- Assess ALL areas where people work and/or access, such as:

- Storage areas /containers
- Wheel wash facilities
- Oversites
- Plots
- Mixing areas
- Silos
- Welfare facilities etc...
- Ensure there are segregated walkways to all areas.

- Where possible, make use of permanent footpaths - this will reduce the need to make changes.

- Consider pedestrian 'tunnels' under scaffolds, particularly at pinch-points or along narrow roads such as drive-throughs or under loading bays where there is no other alternative to having a pedestrian footpath directly under a Loading Bay.

- Pedestrian routes to be defined by suitable barriers, the type of barrier used is determined by the location and risk

- Adjacent to vehicle/plant routes suitable solid/stable barriers must be provided and can include:
  - Interlinked metal 'crowd control' barriers or 'heras' fencing
  - Water or sand filled interlinked plastic 'jersey' barriers
  - Fixed barriers, i.e., timber post and rail
  - Crossing points identified by 'red' crossing hoops with warning signage displayed
- Away from vehicle/plant such as to the rear of plots:
  - Metal or plastic 'crowd control' barriers
  - Water or sand filled plastic 'jersey' barriers
  - Free standing cones with cone bars
  - Road pins with barrier fencing and only where no services are located

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

- Walkway surface to consist of a suitable material such as concrete, tarmac, loose stone, or crushed material (stone or concrete), bark or suitable matting.
- Where crushed material used must be a of a standard to prevent hazards from uneven or large objects.

Avoid blocking the path with materials, forcing pedestrians onto the road.

Pedestrian routes must be continually assessed as part of the Build Route and Traffic Management Plan.

Access to plots must be adequately controlled when there are plot groundworks being undertaken simultaneously to internal works e.g. landscaping, driveways, service connections etc.
Priority must be given to sequencing the works such that internal and external trades are not working at the same plot, however where this is not possible, consideration must be given to the following:

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

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

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

Other measures are:

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

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

2.10.4 SIGNAGE

Identify requirements for signage and consider the following:

- Provision of clear signage on arrival and around the site.

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

- Consider signage required for visitors and delivery drivers.

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

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

TWSP 10

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

2.11 WINTER WEATHER

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

The TW Guidance on Gritting during Adverse Weather Conditions is available on inHouse

The keys points are:

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

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

IMPORTANT NOTICE

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

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

2.12 CHRISTMAS HOLIDAY CLOSE-DOWN

During the Christmas Holiday Close-down period, we need to give due consideration to ensuring that our sites are adequately closed-down for over the entire break. Site security and other agreed measures must be in place to help prevent unauthorised access to our sites, particularly from children.

The following checks must be carried out prior to the break to ensure that appropriate action has been taken to have adequate arrangements in place for maintaining public safety and site security during the close-down. Further advice on the checks can be obtained from your Site HSE Advisor.

Site Close-Down Checks
Reviewed section 2.11 'Gritting During Adverse Weather Conditions', taken action where required and briefed the site team and groundworks contractor
Reviewed and agreed gritting arrangements for show home/area
Security of perimeter fence/gates
Blocked off scaffold staircase access tower, removed access ladders from low level scaffolds and displayed, 'scaffold incomplete' on all erected scaffolds
Ensured all manhole covers in place and secured - especially deep drains
Plant isolated and secured
Large items, such as roof trusses, concrete sewer sections, etc. secured and not left free-standing
Fuel containers/bowsers securely locked-off and storage area made secure
Silo / waste baler electrics isolated and locked-off
Adequate welfare and emergency arrangements in place for any security staff remaining on site
Large water barrels/containers emptied
Soil stockpiles battered-off or secured
Excavations backfilled or fenced
Tower Crane base secured and locked-off to prevent any unauthorised access
If Silt Management measures in place e.g. silt-buster tanks, etc. a check must be made on these to ensure that they will operate effectively over the site close-down period

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

2.13 SUMMER WEATHER

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

'Sun Safe' posters are available on 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:

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

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