

# **Health & Safety Rules for**

**Contractors & Suppliers**

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INTRODUCTION

The following rules for contractors & suppliers have been prepared to ensure the safety of our contractors & suppliers, their employees and the self-employed. It is the responsibility of each contractor & supplier to ensure that their employees are fully conversant and comply with current legislation, as well as specific client/site requirements. It should be emphasised that nothing in this booklet can relieve the contractor or supplier of any of these legal or contractual obligations.

For the ease of reference, Story Contracting Ltd are referred to as either “Story” or “Story’s”: likewise contractors, suppliers, contractors’ employees, and the self employed will be referred to as “contractors”.

The objective of this booklet and the organisation is to promote and secure a high standard of safety in all areas under its control where construction works are being carried out. This can only be achieved if the organisation and outside contractors are working in harmony.

Procedures and requirements to achieve the above aims are listed in this booklet to assist the organisation and its contractors to work in partnership with each other, safely.

Not everything can be included in this booklet and the procedures listed do not relieve any contractor of his duty to comply with all statutory requirements governing their particular work.

This safety regulations booklet has been designed to control BASIC standards of health and safety at work of the contractors and our own employees, including any member of the public. The contractor should ensure that his employees are competent and conduct their activities in a safe manner, without risk to themselves, or others.

1. All contractors must at all times comply with the Health and Safety at Work Act, the requirements of the Construction (Design and Management) Regulations (as they affect them) and all other Regulations/Industry Standards which may govern the particular work they are engaged in.
2. All contractors must co-operate with Story, comply with the site rules, allow no unauthorised persons on to the part of the project they are engaged in and comply with anything applicable to them which is listed in the Construction Phase Health and Safety Plan.
3. All contractors will be required to forward their risk assessments, training details, insurances and method statements to Story prior to commencement of works.
4. Where a contractor is endangered by the activities of others, Story’s senior person on site must be notified immediately.
5. Contractors shall ensure that their supervisors are competent and have received sufficient training in site safety to enable them to carry out their work safely and provide proof of training when requested.
6. Contractors shall ensure that their employees are instructed as to any hazards which exist at their place of work, and shall give such training and supervision as may be deemed necessary for employees to carry out their jobs safely and satisfactorily, in accordance with the Health and Safety at Work Act, and any applicable regulations and Codes of Practice thereunder, and shall comply with the organisations Safety Policy.
7. Contractor’s employees must be released to attend any Site Safety training sessions unless they are adequately trained in the subjects to which the training sessions relate or unless the subject of the training course is totally irrelevant to their work. This does not relieve contractors of their duty to ensure that their employees are adequately trained in matters of Safety and Health and relevant legislation.
8. If requested Contractors shall deposit with the Site Manager, or other officer of Story’s, a copy of their Company Safety Policy (when employing five or more employees) and the arrangements for enforcing that Policy together with the name of the person responsible for health & safety.
9. Story HSQE Department regularly inspect sites and advise on health and safety issues. Contractors informed of hazards or defects noted during inspections will be expected to take immediate remedial actions to rectify issues identified.
10. It should be noted that the Story HSQE Department has the right to examine any locations in which the contractor is working at any time and may prohibit a particular practice in cases where the contractors’ activities are prejudicial to safety.

***In accordance with the Construction Design & Management Regulations, as well as appendix 4 of the Approved Code of Practice, Story will take reasonable steps to assess the Competence of Contractors. Part of our process for assessing Competence is the requirement for Contractors to return our Supplier/Sub Contractor Pre Qualification Questionnaire. It is imperative that the information requested is returned – failure to do so may result in exclusion from the tendering and/or construction phases of the contract****.*

THE CONSTRUCTION (DESIGN & MANAGEMENT)

#### REGULATIONS

These Regulations place duties on key “parties” and introduce the important concepts of a health and safety plan and file. Key parties include Clients, CDM Co-ordinators, Designers, Principal Contractors, Contractors & the Self Employed. The Regulations cover all construction work (although certain activities are not defined as construction):

Except when working for a domestic client, the Health & Safety Executive must be notified of projects where construction work is expected to last more than 30 days or involve more than 500 person days (50 people working 10 days). It is the responsibility of the client to carryout the prescribed notification on Form 10 (rev).

#### THE PRINCIPAL AIMS OF THE REGULATIONS

The fundamental principles that underlie these Regulations come from the perspective of the overall management of Health and Safety from project inception to eventual removal of the structure. To achieve this goal, the following key objectives are embodied in the approach.

1. Health and Safety should be considered systematically stage by stage, being planned, managed and co-ordinated from the project outset.
2. The involvement of all who can contribute to safety and health throughout the project by formal communications and information sharing.
3. The production of a record of information that will be of use to parties involved in future works or activities.
4. Adequate resources to be provided to achieve the objectives.
5. Identify hazards early on, so that they can be eliminated or reduced at the design or planning stage & the remaining risk can be properly managed.
6. Target efforts where it can do the most good in terms of health & safety; and
7. Discourage unnecessary bureaucracy.

The efforts devoted to planning & managing health & safety should be in proportion to the risks & complexity associated with the project. When deciding what you need to do to comply with these regulations, the focus must always be on the actions necessary to reduce & manage risks. Any paperwork produced should help with communication & risk management. Paperwork, which adds little to the management of risk, is a waste of effort, & can be a dangerous distraction from the real business of risk reduction & management.

THE MAIN DUTIES

* THE CLIENT OR HIS NOMINATED AGENT: must be satisfied that any designer, principal contractor or CDM co-ordinator whom they appoint are competent and will ensure the allocation of sufficient resources, including time, to the project and ensure that work does not begin until a satisfactory health and safety plan has been prepared. The Client has the responsibility of notifying the project to the HSE where this is appropriate.
* THE DESIGNER: must ensure that any design avoids/minimises risks during construction and/or maintenance and must provide adequate information where risks cannot be avoided, and alert clients to their duties.
* THE CDM CO-ORDINATOR: has overall responsibility for co-ordinating the health and safety aspects of the design and planning phase. The CDM Co-ordinator is responsible for producing health & safety information (to be given to those tendering for work) and must ensure that the Health and Safety File is prepared and delivered to the client at the end of the project.
* THE PRINCIPAL CONTRACTOR: must take account of health & safety issues when preparing and developing tenders, develop and implement the health & safety plan, co-ordinate the activities of all other contractors to ensure compliance with safety legislation, check on the provision of information and training for employees and on consultation arrangements with employees and the self-employed, and ensure only authorised personnel are allowed on site. The plan must be reviewed to ensure that contractors risk assessments are correctly evaluated and cover inter-relationships between different contractor activities.
* CONTRACTORS: must co-operate with the principal contractor and provide relevant information on the risks to health and safety arising from their work and on the means of control, providing information to the principal contractor. The self-employed have similar duties to contractors.

The HEALTH AND SAFETY PLAN covers two phases. At pre-construction stage it should include general Health and Safety Information of the work, timings, details of risk to workers, information for those tendering for work. At the construction stage, it must include details of the arrangements for the health and safety of ALL those affected by the construction work, arrangements for the management of the work and for monitoring of legal compliance including details of welfare arrangements.

The HEALTH AND SAFETY FILE contains information for the client/user of the building on the risks present during maintenance, repair or renovation. Although the CDM Co-ordinator has responsibility for the Health and Safety File during the project, the client must ensure that it is available for inspection thereafter. The Principal Contractor and other contractors must provide information for the file.

**NOTE**: Further guidance on the contents of the Health and Safety Plan and the Health and Safety File can be found in the Approved Code of Practice to the Regulations.

SITE REQUIREMENTS

1. Any contractor or sub-contractor (including any self employed person) may be required to attend pre-contract meetings with Story site management.
2. All contractors involved in the works must show proof of holding both public and employers liability insurance. (Copies must be provided to Story).
3. Contractors are not allowed to use other contractors’ tools or plant without local management’s approval and, if such permission is given, they will then assume responsibility for any incident or accident arising from their use.
4. Night working may only be undertaken with the express consent of Story site management. Where such working can be undertaken, adequate and sufficient lighting must be provided and maintained.
5. Contractors must notify arrival and departure to site management or client, and not enter unauthorised areas. At this stage a site induction will be carried out.
6. Contractors must ensure that their employees are familiarised with existing fire procedures or procedures devised and the location of fire fighting equipment.
7. Contractors must ensure that their employees are familiarised with first aid arrangements whether self provided or made available through Story.
8. Where welfare facilities are provided by either the client or Story, the contractor must avail themselves of these facilities as well as keeping such facilities clean and tidy.
9. All contractors must issue all their site employees with the necessary required PPE. **NOTE: safety boots, hard hats and high visibility waistcoats are compulsory. Anyone not wearing the appropriate PPE, defined by legislation** and risk assessment may be charged for the issue of PPE and/or may be removed from site. **NOTE: where contracts are carried out on the rail infrastructure it is a requirement that full orange PPE must be worn (vest and trousers).**

1. All contractors will comply with the requirements of the Story safety policy and the project Health and Safety plan, to promote a uniform and satisfactory standard throughout the contract.

#### SITE PROCEDURES AND RULES

1. Where the project is notifiable to the Health and Safety Executive, details of the Form 10 will be displayed in the site office.
2. All contractors will comply with the requirements of the Health & Safety at work Act, the six EC Directives (now UK Regulations), those parts of the Construction Regulations (especially CDM) and all Approved Codes of Practice and/or Network Rail standards, which govern their particular activities.
3. All contractors will be expected to have safe systems of work in place. Risk Assessments and method statements will be required & vetted for both content & description of a safe system of work. It will be expected that actual work activities will be physically monitored by the contractor to ensure that the submitted work method is followed.
4. All contractors must ensure that all their employees are competent to carryout the work on which they are engaged, and must provide evidence of training when requested. Any trainee and/or young person must be made known to the Story Site Manager’, and must be subject to a risk assessment and be supervised at all times.
5. All contractors must make their employees available for site inductions & must ensure that their employees follow any stipulated site rules.
6. All contractors must co-operate with Story, & must in turn ensure co-operation between all other contractors affected by their actions whilst on site.
7. Contractors must provide any information to Story, which may affect the health & safety of those carrying out works on site.

SPECIFIC REQUIREMENTS

Certain operations undertaken on construction sites require specific control measures. The following are those that fall into this category:

1. Abrasive Wheels
2. Accidents, Dangerous Occurrences and Reporting
3. Alcohol & Drugs
4. Asbestos
5. Cartridge Tools
6. Chainsaws
7. Control of Substances Hazardous to Health (COSHH)
8. Delivery of Materials/Delivery Drivers
9. Demolition
10. Electricity and Portable Electrical Equipment
11. Entry Into Sewers and Other Confined Spaces
12. Erection of Steelwork
13. Excavations
14. Falsework
15. Fire
16. Highly Flammable Liquids
17. Ladders (including Stepladders)
18. Lifting Operations and Lifting Gear
19. Liquefied Petroleum Gas
20. Noise
21. Overhead Power Cables
22. Personal Protective Equipment
23. Plant and Machinery
24. Roadworks
25. Roofing and Cladding
26. Site Tidiness and Security
27. Training
28. Transport
29. Underground Services
30. Use of Explosives
31. Use of Lead Paints, Burning and Scraping
32. Use of Machines or Devices Containing Radioactive Substances
33. Waste Materials
34. Welfare
35. Work Adjacent to a Railway Line/On the Rail Infrastructure
36. Work at Heights
37. Working Places
38. Work Over Water

DETAILS ON EACH ARE PROVIDED IN THE FOLLOWING PAGES

1. ABRASIVE WHEELS

All grinding machines brought on to site must comply with the Provision and Use of Work Equipment Regulations.

1. All protective guards/work rests shall be in position.
2. Eye protection shall be issued and worn by the operator.
3. Properly trained persons shall mount the wheels. The names of all such persons shall be recorded together with the date of appointment and the class/description of wheels for which the appointment has been made. In addition a certificate of competence may be required from every such trained person.
4. Wherever possible, means of dust suppression at source shall be used.
5. ACCIDENTS, DANGEROUS OCCURRENCES AND REPORTING
   * 1. All accidents, no matter how trivial, must be reported to a first aider for treatment and for an entry to be made in the accident book. On occasions, the injury diagnosis and treatment may be outside the training scope of the first aider and the injured will be referred to hospital for professional assistance.
     2. Certain prescribed dangerous occurrences are reportable to the Health and Safety Executive (whether injury has been sustained or not).
     3. In the case of a specific injury, over three day absence from work due to an injury or of a prescribed dangerous occurrence, Story must be notified so that we can comply with the specific duty to report such matters to the HSE.
6. ALCOHOL & DRUGS

The company has a strict policy with respect to alcohol and drugs namely;

* + - 1. No alcohol beverages will be consumed at any time during the working day.
      2. Any contractors who present themselves for work under the influence of alcohol or drugs will be removed from the site and a full investigation will be carried out.
      3. Story fully supports unannounced random drug testing and alcohol screening that may be introduced on our Projects by our Clients. It is a contract condition that contractors also give their consent and support to this requirement. (Site-specific requirements will be given during inductions).
      4. A stricter policy is present on all contracts on the rail infrastructure – those working in this environment will have received advice during PTS training and during medicals.

1. ASBESTOS

The use of asbestos products and the removal of asbestos insulation shall be controlled and a specific written method statement shall be provided.

1. Should any contractor suspect that materials contain asbestos they must notify the Story Site Manager immediately – Advise will be provided (in consultation with Story Health & Safety Department) on how to deal with the suspect material.
2. Prior to removing any lagging, insulations, etc that contains asbestos (determined through surveys), the contractor must discuss all aspects of the removal process with the Story Site Manager. All asbestos shall be removed, handled and disposed of in accordance with current legislation & be detailed in both risk assessments and method statement.
3. After the asbestos has been removed and the working area has been cleared, a Clearance Certificate shall be required from the asbestos removal contractor.
4. Written notification must be given to the Health & Safety Executive by the asbestos removal contractor at least 14 days before starting any work involving Blue or Brown Asbestos. The Story Site Manager will notify the Health and Safety Department (who will assist with advice) of any work involving asbestos. However, the prime responsibility for ensuring that the work is carried out in a safe and proper manner rests on the contractor nominated to handle asbestos material.

5. CARTRIDGE TOOLS

1. Cartridge tools shall not be brought on to site without the permission of the Story Site Manager and, except for certain specialist applications, only low power, indirect acting type tools may be used.
2. No person under the age of 18 years shall be allowed to use cartridge operated fixing tools and all persons permitted to use such tools must be properly trained and shall possess a certificate stating which tools they are competent to use.
3. Before using any cartridge tool, all precautions must be taken to ensure that no one is at risk from the operation – ie fixing device passing through structure, explosion, etc – and protective equipment must be used, i.e. eye and ear protection.
4. The storage and safe keeping of cartridge tools and cartridges is the responsibility of the contractor who must ensure that there is a controlled distribution and return of all cartridges. Under no circumstances shall unspent cartridges be left lying around the site.
5. CHAINSAWS
6. The contractor shall not bring a chain saw onto site without the permission of the Story Site Manager.
7. Chain saws will only be permitted on site when their use is essential and not as a convenience tool to cut light and medium timbers.
8. Only authorised and trained persons may operate chain saws and they must be in possession of a certificate of competence. They must be fully conversant with the safe use and maintenance of the chain saw and must be equipped with the following protective clothing:-
   * Safety helmet
   * Eye and face protection
   * Ear defenders
   * Gloves with protective guarding on the back of the left hand
   * Safety boots
   * Non snag outer clothing
   * Leg gauntlets.
9. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Story shall be given copies of documentation showing records of COSHH assessments and Procedures for the controlling of exposures to hazardous substances before work is commenced.

The assessment will include a statement of the precautions to be taken. The contractor shall have arrangements for applying the precautions, which shall include the following:

1. The Story Site Manager to be issued with a copy of the assessment.
2. Contractors shall instruct workers as to the hazards and precautions to be followed.
3. The contractor shall check the availability, conditions and suitability of the control arrangements, eg Personal Protective Equipment.
4. The contractor shall check and monitor that control arrangements are in use.
5. The contractor shall make sure that supervisors are trained and instructed to both understand the information and communicate it to their workers.
6. The contractor shall make sure every worker is also trained adequately to understand the instructions and follow them properly.
7. Where necessary the contractor shall inform other sub-contractors on site of the hazardous materials to be used and the control arrangements. The Story Site Manager will co-ordinate this procedure.
8. MATERIALS/DELIVERY DRIVERS
9. All delivery drivers must report to a responsible Story representative before offloading/loading materials. Site direction boards will give directions to the site office – where the delivery driver is unsure he must ask for assistance.
10. All drivers must wear appropriate PPE as detailed on the site health & safety signage. The minimum requirements are safety footwear, head protection, and high visibility vest. Where tasks require additional PPE such as gloves these must be worn.
11. Any materials than require mechanical loading/off loading must be detailed in advance of arrival – this will ensure that the necessary provisions are made on site with regard to lifting appliances and/or fall prevention gantries. Without prior discussions materials it may not be possible to either receive or dispatch materials
12. All drivers who operate additional lifting appliances (cranes, fork lift trucks, etc) must make their training certificates available to the Story site manager upon arrival on site.
13. Deliveries must be accompanied (unless previously supplied) by the appropriate documentation. This should include (where necessary) delivery tickets/consignment notes, COSHH details, test certification/certificates of conformity, installation guides/user details/maintenance manuals, weigh tickets, etc.
14. All drivers must comply with site rules/safety signage as well as any instructions provided by Story representatives. On certain sites it may be necessary to receive a site induction.
15. DEMOLITION
16. All demolition works are notifiable to the HSE no matter their size and duration of the job.
17. No demolition work must take place until a competent person, experienced in such works has been appointed to supervise the work and until consultation between workers and other contractors has taken place, regarding the method by, and the time in which, the operation is to be carried out – details of the proposed safe system of work must be included in both risk assessments and method statements.
18. All contractors tendering for demolition contracts must be provided with sufficient relevant information on which to base their tenders, this may entail the carrying out of a structural survey, asbestos surveys, etc.
19. Methods of work should, whenever possible, make it unnecessary for people to work at heights. If this is not possible, the method statement must include details of appropriate measures to provide safe working at height. This must be provided to the Story Site Manager prior to commencement of works.
20. Points to remember are: location and permission to isolate services, or divert them; temporary service supplies; contamination (including asbestos); demarcation; notices of warning; and physical barriers.
21. No demolition works will be carried out unless an intrusive type 3 asbestos survey has been carried out, fully discussed, planned and detailed in both risk assessments and method statements.
22. ELECTRICITY AND PORTABLE ELECTRICAL EQUIPMENT
23. Any work on, or associated with an electrical system must be undertaken in strict accordance with The Electricity at Work Regulations.
24. When a source of electricity at 110 volts single phase is available suitable equipment, ie small power tools, handlamps, etc can be connected. In cases where the available supply is 230/240 volts the contractor must provide suitable transformers to 110 volts to serve any such equipment. If for any reason the supplies are inadequate further reference must be made to the Story Site Manager.
25. Where special equipment requires a voltage greater than 110 volts then written approval shall be obtained from the Story Site Manager.
26. All temporary distribution cables and equipment installed to serve small tools; handlamps, etc must conform to the requirements of the current IEE Regulations. Fuses of the correct type and capacity must be used at all times. All electrical systems, cables and equipment used or provided by the contractor shall be in good condition and must be regularly inspected and recorded to ensure that they comply with the Electricity Regulations. Any defective equipment shall be taken out of service until repaired or replaced.
27. Only fittings and equipment that meet the requirements of British Standards are permitted to be used on Story sites.
28. Any cable in excess of 110v will be armoured or fixed and ‘safe by position’, ie not exposed to mechanical damage.
29. Cables and plant must not become a trip hazard and, where possible, cables must be suspended clear of the ground and out of harms way.
30. ENTRY INTO SEWERS AND OTHER CONFINED SPACES
    * 1. Such places are always potentially hazardous as they may trap hazardous concentrations of toxic or flammable gases or vapours. They are also liable to become deficient in oxygen due to such build ups, which in themselves may not be toxic but which displace the breathable air. Very often the dangerous atmosphere is a result of the work being done i.e. welding and cutting, painting, the use of adhesives and solvents, etc. Not all are immediately obvious as confined spaces. Where doubts exist, atmosphere testing must be carried out to determine the hazards and the precautions that may need to be taken (purging, ventilation, breathing apparatus, etc).
      2. For sewer work, the atmosphere must be tested to decide if it is safe to enter or if other precautionary measures are necessary. Constant monitoring of the site is necessary - prevention of drowning and/or being swept away and bacterial infection, etc.
      3. In all cases of confined space work, rescue, rescue equipment, entry for rescue, working precautions, etc must be considered and catered for, including breathing apparatus.
      4. The work should be risk assessed and governed by a specific permit-to-enter procedure.
      5. Only suitably trained operatives are permitted to enter confined spaces.
31. ERECTION OF STEELWORK

The erection of steel structures can be both difficult and dangerous. Many fatal or serious accidents have occurred with the principal causes being falls from heights or whilst gaining access to height.

1. Designers must plan for safe erection through to completion, including the structural stability for individual portions and the assembled structure.
2. All involved should know the sequences of erection, loadings at each stage, ease of bolting up or connecting components, lifting points and handling and lifting of steel. (Details must be included in both risk assessments and method statements).
3. Hard standing ground is an important aid for mobile access during the provision of ground preparation and bases.
4. Contractors must submit a method statement, compiled following risk assessment, which details the safe erection scheme, grid line, member identification, etc and which specifies the precautions to be adopted and equipment used at each stage.
5. EXCAVATIONS
6. Excavations must be safely battered back or adequately supported so as to prevent any person from being buried or trapped by a fall or dislodgement of any material. Supported excavation must be examined daily, and records kept.
7. Before commencing any excavation, it is important to identify the type of ground in which it is to be carried out. Should the water table be exposed, careful consideration will need to be given to how it may affect the stability of the excavation sides and what effective action is necessary to minimise its effects.
8. All contractors must ensure that excavation support is carried out by on site ‘standard solutions’. The support of some excavations, however, will need detailed design work by competent persons.
9. Where necessary, suitable and sufficient steps must be taken to prevent any person, vehicle, plant or equipment, or any accumulation of earth or other material falling into the excavation.
10. It is essential, at the planning stage, to ensure that proper precautions have been taken to locate and avoid damage to underground services.
11. Ventilation may be necessary to keep trenches free from toxic or explosive gases and all persons should be instructed in escape and rescue procedures.
12. FALSEWORK

Falsework is any temporary structure used to support a permanent structure during its erection until it becomes ‘self supporting’.

1. It is recognised that ‘standard solutions’ can be used in simpler and more commonplace situations instead of individual designs by competent persons.
2. As more than one organisation or individual is frequently involved, it is important that each party’s responsibility is defined. To do so, each procedure needs to be established by management and arrangements adopted so that individuals do not work in isolation. A co-ordinator or the planning supervisor should oversee the work to ensure that it is brought to a safe conclusion.

In order that those charged with the responsibility for checking and inspection can perform effectively, they should be provided with: -

1. Copies of all detailed erection drawings and be familiar with them;
2. Where appropriate, the necessary standard details;
3. Aide memoirs, in the form of checklists, to ensure that all matters are dealt with.

The falsework operations will figure prominently in the safety plan and detailed risk assessment and the preparation of method statement(s) will be necessary.

1. FIRE
2. Story will provide fire extinguishers on site in messrooms, cloakrooms, site cabins and workshops etc. Contractors involved in operations such as welding and burning, electrical work, work with highly flammable liquids etc must provide equipment to protect against the particular risk they are creating as well as follow ‘Hot Work Permit’ procedures.
3. Liquefied petroleum gases and highly flammable substances must be kept in locked compounds with the contents suitably identified and returned to store at the shift end. ‘Hot Work Permits’ will be required before work commences on certain operations.
4. Where a fire alarm, evacuation procedure and assembly point are in existence/designated, all contractors must make themselves aware of what action they are expected to take in the event of a fire.
5. A site fire safety co-ordinator or senior site management will be responsible for ensuring that all site fire safety procedures are followed and will be available to advise.
6. All forms of heating and lighting in huts provided by the contractor shall be installed and maintained so as not to present a fire or health risk. The contractor must equip every hut, workshop or store with suitable fire fighting equipment eg extinguishers, fire blankets, etc. A reasonable standard of cleanliness shall be maintained in and around these places. All fire exits shall be kept clear of obstructions. Where possible a clear space between site huts should be maintained to form a fire break.
7. All notices prohibiting smoking, naked lights, burning or welding shall be strictly observed.
8. HIGHLY FLAMMABLE LIQUIDS
9. Where someone other than the occupier of the premises or his employee is using HFL or LPG, the user or his employer will be considered the occupier for the purpose of these Regulations. They do not cover the storage of petrol.
10. The precautions required on sites must be designed to prevent accidental ignition or explosion or the accidental inhalation of the vapours by people.
11. Highly flammable liquids should normally be stored in the open air, in a lockable compound, shaded from the sun, being surrounded by a bund capable of accepting the contents of the largest drum. Alternatively, containers may be kept (at least 4m from any other building), in a separate building or fire resisting structure which complies with a HSE certificate of approval.
12. Where HFL is used in a workroom, no more than 50 litres may be held, being kept in a cupboard or bin which is fire resisting. Signs denoting: HIGHLY FLAMMABLE LIQUID, NO SMOKING, NO NAKED LIGHTS, should be displayed on any store. COSHH assessment will be necessary for certain HFLs (adhesives, etc) and specific precautions placed on use, i.e. fire protection, smoking, cleanliness and disposal.
13. LADDERS (including STEPLADDERS)
14. The correct slope for a ladder is an angle of 75° to the horizontal, i.e. one metre out for every four metres of height.
15. Where possible, ladders must be secured near the top to prevent the base slipping outwards and the top from slipping sideways. Where it cannot be secured at the top, it must be floor tied or footed, (only effective on short ladders). The ladder must be placed so that there is sufficient space behind each rung and only one person should be allowed on it at any one time.
16. Timber and aluminium ladders are classed in three categories - class 1, 2 and 3. It is important that the correct class of ladder is selected, choice being determined by the type of work and the likely load.
17. Timber ladders must be stored correctly so that they do not warp or the rungs become loose.
18. Metal ladders and timber ladders with metal stile reinforcements should not be used where any electrical hazards exist.
19. Timber ladders must not be painted. Clear varnish and preservative is permitted.
20. All ladders should be inspected frequently for damage, wear, movement etc and records of inspection kept against identified ladders.

IF A LADDER CANNOT BE PROPERLY REPAIRED, IT MUST BE SCRAPPED.

h. Ladders must not be used as a place of work unless for short durations only – in this instance it must be determined through a risk assessment that it is appropriate to use the ladder for the intended task.

1. LIFTING OPERATIONS (CRANES, EXCAVATORS, HOISTS, etc) AND LIFTING GEAR
2. It is the responsibility of the contractor to ensure that all lifting appliances and lifting accessories brought on to the site are in compliance with the Lifting Operations and Lifting Equipment Regulations.
3. They shall be in good mechanical order, properly maintained and marked with an identification number and the safe working load. (Cranes must be fitted with an Automatic Safe Load Indicator). They must be accompanied by a current Certificate of Thorough Examination. Weekly inspections shall be recorded in the Story F91 register.
4. The Certificates and F91 Registers shall be available for inspection by the Story Site Manager.
5. All lifting accessories shall be under the control of a competent person appointed by the contractor and all lifting operations shall be carried out in accordance with the requirements of Regulations and Codes of Practice.
6. Operators of cranes shall be over 21 years of age and shall hold a current CITB-CPCS card.
7. LIQUEFIED PETROLEUM GAS
8. LPG is defined as commercial butane, commercial propane or a mixture of both. Pressurised cylinders of LPG should be stored at ground level and be readily accessible to facilitate the prompt removal of cylinders in case of emergency.
9. Wherever possible, storage should be in the open air, protected from unauthorised access by a fence at least 2m high with two means of exit, via gates which open outwards and are not self locking (except use of crash bars).
10. Bulk LPG, flammable liquids, combustible, corrosive, oxidising or toxic materials or compressed gases (acetylene) must be kept separate from LPG cylinders. Where more than 50kg of LPG is stored, such materials should be separated from the LPG by a safe distance of at least 3m, or by a fire wall.
11. Where storage of LPG in the open air is not practicable, cylinders of LPG or other containers may be stored in a specially designed single storey building or in a specially designed storage area on the ground floor of a building. 30 minutes fire resistance is required for such storages and ventilation to a safe place at high and low level is necessary.
12. Notices denoting LPG – HIGHLY FLAMMABLE, NO SMOKING, NO NAKED LIGHTS should be displayed.
13. NOISE

The Regulations are general in application and, in a construction environment, implementation should be straightforward. However, the noise circumstances change frequently, so does the size of the workforce and many employees are likely to be working on the site at any one time.

1. Each employer must take steps to protect the hearing of his employees and those of other employees who may be present.
2. Where a noise hazard exits, the employer responsible for it must assess the risk, keep a record of the assessment and seek other employers’ help and co-operation to reduce exposure. Story will oversee the co-ordination of these actions.
3. There are methods to reduce noise emission on site such as by specifying noise reduced plant from hire firms, fabricating off site and carrying out high noise operations when others are not present.
4. Generally, hearing protection must be provided which gives the highest attenuation and the consequences of exposure brought to the attention of employees (supervision, instructing and training).
5. Where noise levels reach 80dB(A) employees should be provided with hearing protection and encouraged to wear it. At or above 85dB(A) hearing protection must be provided and reasonable steps taken to ensure that it is used.
6. OVERHEAD POWER CABLES
7. No work shall be started in the vicinity of overhead power cables without prior consultations with the Story Site Manager and until all precautions required have been taken – ie, erection of timber or non-conductive goalposts systems, ticker tape and warning notices, etc. All precautions shall be in line with HSE Guidance Note GS6.
8. PERSONAL PROTECTIVE EQUIPMENT

1. It is the responsibility of the contractor to ensure that his employees are provided with all necessary safety equipment. Each person entering the site shall be provided with a safety helmet. Depending upon the nature of the work, the contractor shall also be required to provide eye protection, ear defenders, weather clothing, gloves etc. High visibility vests, hard hats and safety footwear are mandatory on Story contracts. NOTE – as stated earlier full orange (trousers and vest) must be worn on all rail contracts.
2. Story may require from the contractor proof of issue to all employees of all safety equipment. This proof shall be by way of a Register of Signatures against the items issued, particularly in respect of safety helmets and protective footwear, which shall be worn by all personnel when on site.
3. PLANT AND MACHINERY
4. All plant and machinery brought onto site, whether owned or hired must have been maintained in a safe condition, in accordance with the Provision and Use of Work Equipment Regulations.
5. All drivers, operators and banksmen of mechanical plant and equipment must be competent to perform their duties. Specifically, drivers of mechanically propelled vehicles must be trained, competent and over 18 years of age (unless under supervision during instruction by a qualified driver). The training must not only cover driving but the limitations of use and the hazards created if not used properly.
6. The carrying of passengers on any site machinery is strictly forbidden unless the machinery is fitted with passenger seats.
7. Drivers must ensure that it is safe to move/operate plant before doing so.
8. Excavators must not be used as cranes, unless the necessary exemption certificate is at hand/on site.
9. Proofs of driver/operator training, test certificates, insurances documentation and registers must be available on site for all lifting appliances and hoists before they are used.
10. Machinery of any type, which has dangerous moving parts, must be provided with the necessary guarding.
11. Only trained and authorised personnel may change/mount new abrasive discs/wheels onto any grinding machine.
12. Users of cartridge operated tools, chain saws etc, must have received the requisite training and certification before being allowed to operate such equipment.
13. Saw blades and cutters used on woodworking machines must be guarded by substantial guards to the greatest extent possible. Such machines should also have sufficient space and be placed on level ground.
14. No one must operate any woodworking machinery unless they have been properly trained on the machine, are aware of the dangers, the precautions and guards, or are working under the adequate supervision of a trained and experienced person. Special requirements are in place for those under 18 years of age.
15. ROADWORKS
16. Where operations involve work being carried out on, or at the edge of a live road, or where divisions are necessary, all road signs shall be in compliance with Chapter 8 of the Road Traffic Act as a minimum, or as required by the contract.
17. Where work is planned which involves breaking up or opening any street or any sewer drain or tunnel under it, seven working days notice must be given to the local authority. Such work and any part of the street to be obstructed must be adequately signed and guarded, paying particular regard to the needs of the disabled.
18. The works must be supervised by a person having prescribed qualifications and there must be at least one trained operative having prescribed qualifications. The workforce must be given appropriate induction training before beginning work on site. Visitors must be given suitable instruction on the hazards and be accompanied at all times by a trained person.
19. ROOFING AND CLADDING

Almost one in five construction fatalities occur during roofwork, the majority are experienced roofworkers although a significant proportion are people who are simply involved in maintaining and cleaning roofs and cladded buildings. Nearly all could have been prevented by the provision and proper use of readily available equipment.

1. Any contractor involved in roofwork must plan the job based on a safe system of work, dependent on the type of job to be done and which must also consider all those not directly involved in the job.
2. The contractor must assess all the risks involved and prepare a detailed method statement which specifies the hazards apparent at each stage of the work and the precautions that will be taken to eliminate and/or reduce the risks which the hazards present.
3. This must include how the materials will be stored and raised to the roof, the sequence of the work, the protective equipment and devices to be provided and used by employees and the means provided for preventing falls from heights.

NOTE: The use of safety nets is an integral part of working on roofs.

1. SITE TIDINESS AND SECURITY
2. Materials must not be thrown down. Rubbish chutes provide a safe method of conveying surplus materials from considerable height to a skip with minimal risk, when properly installed. They should be used whenever appropriate with the skip being removed from the site as soon as is practicable, the skip being shrouded to prevent dust emission and articles / debris falling off.
3. Materials should be safely stacked/stored in the designated areas and all other rubbish must be prevented from accumulating. Items such as empty cases, returnable drums, etc, must be removed from the work area and stored tidily, until disposed of.
4. No timbers (or other materials) shall be left with protruding nails (or other sharp objects).
5. All floors, steps, stairs, passages and roadways must be kept free from any obstruction and from any substance liable to cause someone to slip.
6. The site must be kept as secure as possible in the prevailing circumstances of the construction work and all contractors must abide with the site rules regarding unauthorised visitors on site.
7. TRAINING
8. At Story Construction we are continually striving to enhance the safety awareness of staff employed at all levels within the company. We recognise that competent employees within the organisation go far towards improving safety standards, problem solving and hazard identification.
9. We are proud of the staff resources we possess and are constantly trying to broaden the skills or our resource base. We believe training to be the way forward and believe our current policy will enable us in the long term to undertake a wider variety of works.
10. In line with the Major Contractors Group (MCG) we are pursuing a course of training and development to ensure that 100% of our workforce are qualified to CPCS and/or CSCS standard at the earliest opportunity. Already some of our major clients are demanding this compliance and will refuse access to their sites for those of our employees and contractors who are not suitably certified.
11. Training needs are constantly reviewed to meet new technology and new activities and our training is developed to meet customer needs, as well as to enhance the skills range of the company as a whole.
12. As a contractor to Story, we expect the same standards and compliance from you and your employees.
13. No employees of any contractor will operate any item of plant or equipment, either the property of Story or the contractor, without the appropriate training and/or supervision. Proof of certificates may be required prior to work commencing.
14. All contractors must make their employees available for site inductions. Should any employee of any contractor not be conversant in English, this should be made known to the Story Site Manager prior to their arrival on site (this will enable alternative arrangements to be made for inductions).
15. TRANSPORT

Transport is defined as vehicles used to convey persons or materials on construction sites. This includes trucks, tipper lorries, tractors, trailers, refuelling tankers, dumpers, lift trucks and locomotives.

The possession of a licence to drive a car is no proof of competence to drive a construction vehicle for which special training is required by law.

1. Each driver must be trained for the specific category of machine he is operating. Proof of training must be made available prior to operating plant. Failure to provide proof will result in failure to allow the vehicle to be operated.
2. Drivers must be over 18 years of age and where vehicles have to be driven on the public highway, an appropriate licence is essential. (In certain cases the minimum age is 21). Vehicles should be taxed and registered in accordance with current registration and licensing regulations.
3. Speed limits should be established and the required warnings placed at areas where there are overhead obstructions or blind corners, etc.
4. All vehicles must be maintained in an efficient state, in efficient working order and in good repair. Records of maintenance and repair must be kept.
5. The segregation of vehicles and pedestrians must be considered.
6. UNDERGROUND SERVICES
7. All excavation work shall be carried out in compliance with HS (G) 47 Avoiding Danger from Underground Services and, in addition, before work commences, the contractor shall contact the Story Site Manager in order to locate all underground services and obtain a ‘Permit to Dig’ - where this is determined by Risk Assessment.
8. Where live services may be, or are present, or where their exact location is unknown a check shall be made with the service company or a cable detector (CAT) used to approximately locate the position of the service and thereafter hand excavating must be carried out until the exact location of the service has been identified and made safe.
9. Should any electrical cables or other service be damaged, then everyone in the vicinity must evacuate the area immediately and the Story Site Manager be notified without delay.
10. USE OF EXPLOSIVES
11. Explosives shall not be brought on to the site without the written permission of the Story Site Manager.
12. Where the works involve the use of explosives the contractor shall provide a method statement dealing with matters such as the method of storing, transport, personnel safety, general precautions, shot firing equipment and procedure, misfires, etc.
13. Only persons who are over 21 years of age and who are properly experienced in the controlled application and hold a shotfirers certificate shall use explosives.
14. All conditions of the Control of Explosives Regulations and the British Standard Code of Practice and Safe Use of Explosives in the Construction Industry shall be applied.
15. USE OF LEAD PAINTS, BURNING AND SCRAPING

The Control of Lead at Work Regulations and an accompanying Approved Code of Practice contain the necessary statutory requirements and/or guidance for the protection of persons exposed to the known hazards of lead. They apply to any work that exposes a person to lead or its compounds by ingestion, inhalation or absorption. That exposure must be assessed to determine what measures need to be taken to control exposure.

1. Plumbing and painting are the trades most at risk, (there may be others) hence, details of all such work must be notified to the Story Site Manager along with risk assessments and where appropriate a method statement.
2. Contractors must determine and stipulate the measures, which will be taken to achieve control, (i.e. whether PPE, hygiene controls, RPE, engineering controls, etc have been provided) and instruction and training given.
3. USE OF MACHINES OR DEVICES CONTAINING RADIOACTIVE SUBSTANCES

Non-destructive testing by means of radiography is undertaken by two main methods: -

1. The portable x-ray machine and;
2. The radioactive isotope.

X-ray machines are bulky and require an electricity supply to operate, limiting their movement around a construction site. However, they are safe when disconnected.

Radioactive isotopes are extremely small, do not require a power source and are completely portable. However, they continuously emit harmful rays and must be completely shielded at all times except when in use.

1. Both methods emit penetrating rays or beams, which will destroy living cells that require stringent precautions and an administrative organisation.
2. A radiation protection adviser must be appointed to provide expert advice.
3. A radiation protection supervisor must be appointed to supervise the work and ensure compliance with legal requirements and local rules.
4. Anyone required to enter a “controlled area” must be designated as a classified person, subject to medical surveillance.
5. The employer must prepare “local rules” depending on the complexity of the work, its location and procedures to adopt, including emergencies.
6. HSE must be given 28 days notice of work with ionising radiations.
7. WASTE MATERIALS
8. In order to conform to the Regulations, on starting a new building, demolition or construction site, it is advisable to obtain the address of the Environment Agency.
9. Disposal of either contaminated ‘controlled waste’ or other waste must be via a licensed waste contractor whose responsibility is to find a suitable disposal site for the waste in question. Mixed loads of waste are not allowed for disposal purposes and different skips may be required for different types of waste.
10. The producer of the waste should receive a transfer note from the waste contractor but must have described that waste accurately (an honest description must be given). When it is tipped and found to contain other items, it may be returned and prosecution may ensue.
11. Authorisation from the relevant authority must be obtained before any discharge can be made into any river, watercourses or sewer.
12. Severe penalties can be applied for pollution offences and the Site Safety Plan must have taken proper account of wastes, contamination and disposal. Contractors must abide by the site waste disposal rules and seek advice if in doubt.
13. WELFARE
14. Unless otherwise provided for in the Sub-Contract Agreement, it shall be agreed which welfare facilities are to be provided by Story Construction and which by the contractor.
15. Any facilities provided by Story Construction are to be maintained in a safe and clean condition and any person wilfully damaging such facilities will be liable to summary removal from the site and/or prosecution.
16. WORK ADJACENT TO A RAILWAY LINE/ON THE INFRASTRUCTURE

1. Should a contract be situated close to a railway line, (electrified or otherwise), and any of the work could affect the safety of rail traffic, rail property or endanger persons involved in it, permission to start work must be gained from Network Rail beforehand.
2. Remember - live wires, scaffolding and ladder collapse, cranes or equipment that could swing or fall towards the line, excavating or stacking materials, etc, can create major railway incidents/accidents and strict controls are necessary.
3. For works on the rail infrastructure Network Rail Standards and other relevant rail requirements will apply. Those working on the infrastructure must hold a current Personal Track Safety (PTS) card – other safety critical competencies will be required specific to the activity/task carried out.
4. WORK AT HEIGHTS
5. All work at height shall be carried out within the requirements laid down by the Work at Height Regulations. If the work cannot be carried out safely from the ground, then scaffolding or other suitable equipment, ie mobile elevated work platforms, must be provided. However, under certain circumstances and in agreement with the Story Site Manager, fall arrest equipment may be used in some circumstances as a substitute.
6. All scaffolding, including mobile towers, must be of sound construction and erected by a competent person. All scaffolds, other than simple access scaffolds with a working platform no higher than five metres, must be erected by registered scaffolders.
7. Scaffolding must be erected on a sound foundation (sole and base plates) and it should be perpendicular without the uprights leaning away from the building.
8. It shall be suitably braced and tied and all components properly spaced, the working platforms shall be fully boarded out and there shall always be toeboards and double guardrails fitted, with brickguards where necessary. The access ladders shall project 1.0m above the landing platform and shall be angled 4:1 vertical and shall be securely tied.
9. All mobile scaffolds must conform to Construction Regulations. They must be of sound construction, never be less than 1200mm minimum base dimension and the height limitations are 3.5 times the shorter base dimension for internal work and 3 times the same dimension for external work (these dimensions are inclusive of outriggers). Mobile scaffolds shall, where possible, be tied into the building. The working platform shall be fully boarded and equipped with toeboards, guardrails and an internal secured ladder. The wheels shall not be less than 125mm in diameter, they shall be secured to the standards and fitted with brakes. Mobile scaffolds shall only be used on level, firm ground and shall never be moved until all persons have moved to ground level.
10. It should be noted that the statutory duty is on the actual Employer to ensure that any scaffold, etc is safe for use by his employees. Therefore, contractors having use of any Story scaffolding, access ladder, etc shall ensure that it is in good condition before their work commences.
11. Contractors must not alter or modify any Story scaffolding – ie removal of guardrails, toeboards, ties, etc without the permission of the Story Site Manager.
12. WORKING PLACES
13. All working platforms must be close boarded.
14. Working Platform widths must not be less than 600mm wide and be so erected, used and maintained to prevent, so far as is reasonably practicable, the risk of tripping or slipping. They should be provided with such handrails as are necessary to prevent, so far as is reasonably practicable, any person slipping or falling from the working platform.
15. All edges of working places from which a person could fall must have rigid guardrails and toeboards.
16. Where any work is done from a sloping roof or where it is used as a means of access or egress from/to work on a roof, sufficient crawling boards or crawling ladders must be used and catch barrier or platform must be erected at the eaves, or guardrails or toeboards.
17. No one must walk on fragile roofs, which would be liable to fracture and where a person could fall without using crawling ladders or boards. Where it is not possible to use standard working platforms, protection against falls must be provided by safety nets or harnesses, which are always worn and are securely anchored.
18. WORK OVER WATER
19. Working over, on, or near water will always present the risk of persons falling in and can pose a complexity of legal obligations. Detailed safe working procedures (risk assessment & method statements) must be developed for each individual project in the light of prevailing conditions.
20. Regulations covering Docks, Harbour Areas, Merchant Shipping Acts, Port Authorities, Local Authorities, British Waterways, Water Authorities and the Mines and Quarries Acts can be applied in their particular area of control, giving rise to a multitude and variation of requirements.
21. Contractors submitting tenders are strongly advised to obtain the fullest information on byelaws and conditions and to include these requirements in the submission document.
22. Should anyone fall into the water (which may be tidal), rescue in the shortest possible time is paramount. Wind, rain, fog, etc are all other potential dangers.
23. Risk assessment & method statements must cover all hazardous operations and/or areas and include rescue means, equipment (boats, buoyancy aids, grablines) and rescue procedure.
24. Contractors’ method statements must not only determine the work hazards and determine the precautions but also include their arrangements for rescue where they are appropriate.