

The Challenge

A construction management consultancy was developing ready-to-use Health & Safety document packages for small businesses. The documents needed to be straightforward for customers to complete themselves while keeping the format consistent across the package.

Scope of Work

My role was to convert the existing documents into fillable PDFs, quality check, Handbook design, four brochures, signage and other promotional materials to introduce the consultancy new products and services to customers.

The Outcome

Ready-to-use packages that customers could download and customise with their own project details. The documents followed a consistent format across the range, enabling customers to manage their health and safety in-house.

Handbook & Collaterals

PREPARING FOR WORK

02

The key to achieving healthy and safe working conditions is to ensure that health and safety issues are planned, organised, controlled, monitored and reviewed. Everyone controlling site work has health and safety responsibilities. Checking that working conditions are healthy and safe before work begins and ensuring that the proposed work is not going to put others at risk requires planning and organisation

Pre-work Planning.

Gathering as much health and safety information about the project and the proposed site before work begins is important. The information available at tendering should be used so that allowance is made for the time and resources required to deal with particular problems.

Sources of information:



Make sure you provide:

- A Health & Safety Plan
- An OH &S policy displayed
- An accident report book
- Induction training records
- Workplace inspection records
- Documented safe working procedures or method statements
- Protective clothing & equipment records
- Material safety data sheets (MSDS) available
- Health & safety system manual
- Health and safety representatives appointed including management safety representative
- Contract- specific risk assessment conducted
- Emergency procedures and necessary training records



Setting Up the Site.

The set-up of a construction site, of whatever size or scale, should be carefully planned and resourced so that the site offers a safe environment for workers, visitors and the general public. Where appropriate, a site manager should be appointed who will be responsible for site set-up, site facilities and site security. Necessary tasks required of the site manager should be informed by the requirements of the Construction Phase Plan.

Site Access

There should be safe access onto and around the site for people and vehicles. Plan how vehicles will be kept clear of pedestrians, especially at site entrances where it may be necessary to provide doors or gates to achieve this segregation. Doors that open onto traffic routes may need viewing panels or windows.

Site Layout

Construction work should be fenced off and suitably signed. This will protect people (especially children) from site dangers and the site from vandalism and theft. For some jobs the workplace will have to be shared. Perhaps the work will be done in an operating factory or office. Agree who has to control each area. Agree what fences, barriers, means of separation or permits to work are required to keep both construction workers away from hazards created by others and other people away from hazards created by the construction work.

- Plan emergency routes and exits, traffic routes, danger areas, loading bays, ramps, etc.
- Ensure provision of safe plant and equipment, with due care to suitability, selection, safety features, safe use, training and information, inspection and maintenance.
- Provide safe working slope for excavators, fork-lift trucks and dump trucks
- Provide suitable safety signs and warning notices
- Make sure there is a system to ensure necessary precautions are kept in place during working hours and that night-time and weekend protection is put in place as required before the site closes.
- Provide safety notices on the information bulletin board at the worksite entrance
- Create and cover walkway adjacent to the worksite

Site welfare facilities

- Everyone who works on any site must have access to adequate toilet and washing facilities, a place for preparing and consuming refreshments and somewhere for storing and drying clothing and personal protective equipment.
- Principal contractors and others who have control over construction sites are responsible for providing or making available site welfare facilities. Employers are also responsible for ensuring that welfare facilities are adequate for their employees.
- The welfare facilities should be sufficient for everybody who is working on the site. If facilities such as toilets and canteens are provided by someone else are to be used, check that they are suitable and properly maintained. They should be kept clean, warm and properly ventilated and lit. Welfare facilities should be easily available to people working on the site.
- Toilets need to be easily accessible from where the work is being done. Washing facilities should be as close as possible to the toilets. Washing facilities also need to be close to canteens and rest rooms so that people can wash before eating. In almost all cases, these facilities will be provided on site. Where the work is of short duration, arrangements still need to be made for welfare facilities.



Precautions in case of fire

If a fire should break out, people must be able to escape from it. To achieve this, consider the points:

Means of giving warning: Set up a system to alert people on site; this could be a temporary or permanent mains operated fire alarm (which should be tested regularly, e.g. weekly) a klaxon, an air horn or a whistle, depending on the size and complexity of the site. Any warning needs to be distinctive, audible above other noise and recognisable by everyone.

Means of escape: Plan escape routes and ensure they remain available and unobstructed. For work areas above or below ground, provide well separated alternative ways to ground level where possible. Protect routes by installing the permanent fire separation and fire doors as soon as possible. It is important that escape routes give access to a safe place where people can assemble and be accounted for. In a large chemical plant this may be a safety refuge, while on a small site the pavement outside may be adequate.

Signs will be needed if people are not familiar with the escape routes.

Keep your fire control well in place:

- Ensure all extinguishers and fire fighting equipment serviced and marked
- Provide adequate fire alarm and communication system
- Restrict smoking/smoked flame
- Avoid storage of excess quantities of flammable substances at worksites
- Establish storage procedures for flammable substances
- Employ and train emergency personnel
- Ensure emergency procedures are documented and issued
- Display emergency telephone numbers
- Conduct regular fire alarm checks
- Perform periodic testing and trial evacuations

Steps for effective fire prevention:

- Provide fire extinguishers near all welding, oxy-acetylene cutting or other sources of ignition
- Keep fire extinguishers easy to locate and reach in case of an emergency
- Never store flammable or combustible materials in common areas, stairways or exits
- Avoid spraying of paint, solvents, or other types of flammable substances in areas with poor ventilation to avoid build-up of fumes and vapors leading to explosions or fires
- Store gasoline and other flammable liquids in a safety can in a ventilated place or an approved storage facility
- Ensure that leaks or spills of flammable or combustible materials are cleaned up promptly.



First Aid

First aid can save lives, reduce pain and help an injured person make a quicker recovery.

The minimum provision for all sites is:

- First aid box with enough equipment to cope with the number of workers on site
- An appointed person to take charge of first-aid arrangements;
- Information telling workers the name of the appointed person or first aider and where to find them. A notice in the site hut is a good way of doing this.

An appointed person is someone you choose to take charge when someone is injured or falls ill and who will telephone for an ambulance if one is required. An appointed person should not attempt to give first aid for which they have not been trained.

A first aider is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. A first aider can undertake the duties of an appointed person.



Housekeeping

Keep work areas free from rubbish and obstructions. Maintain all floor surfaces safe, suitable and free from slip or trip hazards. Ensure floor openings covered or otherwise fenced off. Materials are properly stacked and stored safely. Keep all passageways in good condition: Unobstructed and clearly defined. Provide adequate lighting. Ensure clear sight line at breaks and corner.

Are lightings maintained in good working order?

Adequate and free from glare
Lighting clean and efficient
No flickering
Maintain steady lights
Provide and maintain all emergency lighting systems

Is workers' access to work sites well-maintained?

Keep all walkways and stairways clear of debris and other material/s such as used boxes, wooden scrap, loose gravel, oil leakage, tools and supplies to prevent tripping and slipping. Put them in a bin or debris area to prevent fire and tripping hazards. Provide adequate lighting to prevent accidents.

Stacking of all materials:

Maintain all stairs, steps and landings:
Replace or remove worn-out or broken steps
Keep handrails and fences in good repair
Keep clear of all obstructions
Maintain adequate lighting
Provide and maintain emergency lighting
Ensure non-slip treatment/treads in good condition
Keep clear of debris and spills

Site set up Check List

Information to Display

- ☒ **Notice Board** – Get a notice board upto display important project information to your team. You can purchase one here econestore.com
- ☒ **Health and Safety Law Poster**
- ☒ **Insurance Certificates** – Should be placed on the notice board.
- ☒ **Fire & Emergency Plan** – Display the plan in a visible place and make sure it is understood by everyone accessing your site.
- ☒ **Traffic Management Plan** – One way systems, safe turning spots and separate vehicle and pedestrian routes all make for a safer site.
- ☒ **Safety Signage** – Health and safety signs should be displayed at the site perimeter and around the site.

Accidents and Emergencies

☒ **First Aid Kit** – The Health and Safety (First-Aid) Regulations require all employers to provide adequate and appropriate first aid equipment, facilities, and qualified people to that employees can receive immediate help if they are injured or ill at work.

☒ **Accident Book** – It's a legal requirement to keep an accident book on your sites. Make sure this is filled in if an any accidents occurs.

☒ **Fire Extinguishers** – The extinguishers should be appropriate to the nature of the potential fire:
• wood, paper and cloth – water extinguisher;
• flammable liquids – dry powder or foam extinguisher;
• electrical – carbon dioxide (CO2) extinguisher.

Safety Records

- ☒ **Site Register** – Sign in/sign sheet is needed, to provide a record of who is on your site at all times.
- ☒ **Induction Forms** – Before starting work every person on the site needs to be inducted. Keep a record as evidence of this.
- ☒ **Toolbox Talks** – It is your obligation to raise health and safety awareness with on-site safety training. Provide toolbox talks from the start of your project on a regular basis.
- ☒ **Training Records** – Ensure your team is trained and competent to do the tasks they are given.
- ☒ **Site Inspections** – Perform regular checks to make sure that rules are being followed and your site is in good working order.
- ☒ **Near Miss Reports** – Create a safer workplace with near miss reporting so that risks can be mitigated and more serious, even fatal, incidents can be prevented.

Management Documents

- ☒ **Construction Phase Plan** – CDM document is legally required on every construction project so make sure you have one.
- ☒ **H&S Policy** – If you employ 5 or more people you need a written health and safety policy and this should be easily accessible.
- ☒ **Contract Documents** – architects drawings, structural calculations, specification, the scope of works.
- ☒ **Project Surveys** – service locations, asbestos surveys, ground investigations.

PPE Protective Equipment



Safe Methods of Work

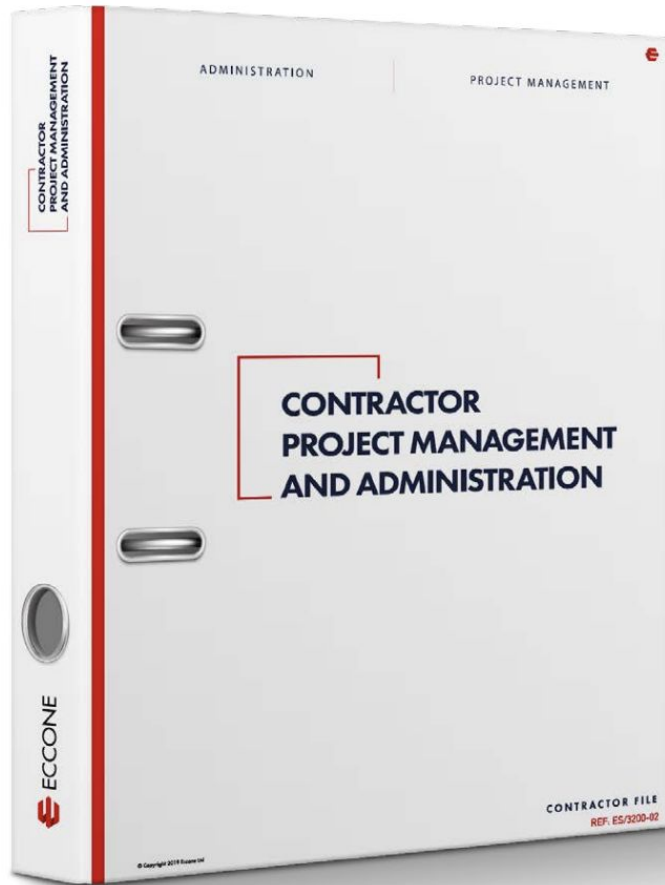
- ☒ **Risk Assessments** – Required by law and need to be in place for all activities on site.
- ☒ **Method Statements** – For high risk or complex activities safe working procedures should be documented.
- ☒ **Permits to Work** – To control high-risk activities on site.

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Project Documentation

The project covered three construction documentation packages:

Health and Safety Management, Project Management and Administration and a Building owner's manual.



* This package consist of 54 documents including these below:

Contractor's Evaluation Form

Contractor's H&S Qualification Questionnaire

Work Inspection Record

Contractor Attendance Record

Sub-Contractor Contract

Surveys and Administration Documents Register



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HEALTH AND SAFETY MANAGEMENT PACKAGE

01. CDM 2015

- 1.1 Pre - Construction Information File
- 1.2 Construction Phase Health and Safety Plan
- 1.3 F10 Certificate
- 1.4 CDM - External Reports

02. Legal Company Documents

- 2.1 Legal Company Documents
- 2.2 Company Health and Safety Policy
- 2.3 Company Environmental Policy
- 2.4 Company Procedures
- 2.5 Alcohol and Drugs at Work Policy
- 2.6 Equal Opportunities Policy
- 2.7 Health, Safety and Welfare Policy Statement

03. Contractor Staff File

- 3.1 Site Induction Register
- 3.2 Company Induction File
- 3.3 PPE Register Schedule
- 3.4 Employee Training Sheet
- 3.5 Staff Performance Appraisal Form
- 3.6 Time Sheet/Sickness Report
- 4.4 Contractor's Evaluation Form

04. Sub - Contractor File

- 4.1 Sub - Contractor Site Induction Register
- 4.2 Sub - Contractor Induction File
- 4.3 Sub - Contractor Qualification Questionnaire
- 4.4 Contractor's Evaluation Form

05. Emergency Procedures

- 5.1 Emergency Procedures File
- 5.2 Local Hospital

06. Fire Procedures

- 6.1 Construction Fire Safety Management Plan
- 6.2 Construction Site Fire Risk Assessment
- 6.3 Fire Safety Site Procedures
- 6.4 Fighting Equipment Fire
- 6.5 Fire Alarm Inspection
- 6.6 Fire Inspection Register

07. Company Site Safety Inspections

- 7.1 Site Manager Health and Safety Inspection
- 7.2 Site Hoarding Site Inspection
- 7.3 Small Tools Inspection
- 7.4 Project Weekly Fire Inspections
- 7.5 Daily Plant Inspection

08. External Safety Inspection

- 8.1 External Consultant Safety Inspection
- 8.2 HSE
- 8.3 Fire Safety Consultants Report
- 8.4 Asbestos Report

09. Scaffold and Tower Inspection / Reports

- 9.1 Internal Scaffold Inspection Report
- 9.2 Internal Tower Inspection Report
- 9.3 Ladders and Steps Inspection
- 9.4 Scaffold Design
- 9.5 Scaffold Handover Certificate
- 9.6 External Scaffold Inspection Reports

10. Hand and Arm Vibration

- 11.1 Hand and Arm Vibration Register

11. Permits

- 11.1 Permit Register Pack - (8 documents)

12. Manual Handling Assessment

- 12.1 Manual Handling Assessment Register

13. Risk Assessment and Method Statement

- 13.1 RAMS Package - (32 documents)

14. Control of Substances Hazardous to Health

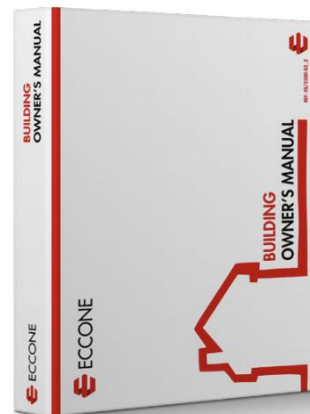
- 14.1 COSHH - (40 documents)

15. Contractor ToolBox Talk File

- 15.1 ToolBox Manuals - (18 documents)

16. Accident and First Aid Procedure

- 16.1 Environmental Incident Report
- 16.2 Record of Injuries and Illness under 3 days
- 16.3 Internal Accident Report Form
- 16.4 Internal Accident Investigation Report
- 16.5 Accident Witness Statement
- 16.6 First Aid Treatment Record
- 16.7 Near Miss Report Form
- 16.8 REDDOR 2013



INDEX

SECTION 1

Project Directory

Parties to the project

SECTION 2

Description of the works

Site address and location plan, Description of the works.
Design information .

SECTION 3

Site Investigation

Location of the services

SECTION 4

Residual Hazardous and Future Risk

Services Isolation Points, Residual Risk, Hazardous Materials

SECTION 5

Specification and "As-Built " Drawings

SECTION 6

Finishes and Equipment Details

Floor, door, Stairs, Lighting, Kitchens, Bathrooms, Wardrobes,
Laundry, Windows, Doors, Finishes, Paint, Sanitary, External
Finishes and Decoration

SECTION 7

Fire and Evacuation

- Fire Selection / Alarm / Fighting Measures
- Compartmentalisation Drawings
- Emergency Evacuation Procedure
- Maintenance of Fire Protection to Structure
- Fire Risk Assessment

SECTION 8

Details and Maintenance Facilities Provided for Maintenance and Cleaning of the Structure

- High-Risk Maintenance Issues
- Specialist Maintenance Requirements
- Maintenance Schedule
- Method Statements and Future Works
- Cleaning Requirements

SECTION 9

Tests, Inspections Certificates and Records

SECTION 10

Warranties and Maintenance Agreements

- General Schedules

SECTION 11

Miscellaneous

Signage



Unauthorised entry to this site is strictly prohibited



WARNING CONSTRUCTION IN PROGRESS
Parents are advised to warn children of the danger of entering construction sites

Approved Personal Protective Equipment must be worn at all time



SITE SAFETY STARTS HERE

COVID-19 MANDATORY

ALL PERSONNEL MUST COMPLY WITH THE HEALTH AND SAFETY PLAN FOR THE CONSTRUCTION PHASE WHICH IS AVAILABLE FOR INSPECTION IN THE SITE OFFICE, FAILURE TO COMPLY WITH THE PLANS
WILL RESULT IN BEING PROHIBITED FROM SITE

ALL PERSONNEL MUST COMPLY WITH PHYSICAL DISTANCING AT ALL TIMES



No access for unauthorised personnel



Disinfect all surfaces that are regularly touched



Maintain 2 m social distancing



Keep vehicle windows open for ventilation



Wash hands regularly



Wear the correct PPE at all times



Do not shake hands



Anyone breaching social distancing rules will be removed

APPROVED PERSONAL PROTECTIVE EQUIPMENT MUST BE WORN



DANGER

CONSTRUCTION SITE RESTRICTED AREA



FIRST AID AVAILABLE AT SITE OFFICE

NO FACE MASK, NO JOB !



All visitors must report to reception



Safety helmets must be worn



Safety Footware must be worn



Hi-viz must be worn



Eye Protection must be worn



Hand Protection must be worn



CAUTION
Site Traffic

NOTICE TO PARENTS AND PUBLIC

BUILDING SITES CAN BE DANGEROUS
THE COMPANY ACCEPTS NO LIABILITY
WHATSOEVER FOR ANY PERSONAL
INJURY RECEIVED OR PROPERTY
DAMAGE CAUSED WHILST ON THIS SITE



DANGER
Construction work in progress



10 MPH
MAXIMUM SPEED LIMIT



NO
unauthorised access

THINK SAFETY! THINK SAFETY! THINK SAFETY!

SITE SAFETY STARTS HERE!



5 MPH
SITE SPEED LIMIT



NO ACCESS for unauthorised personnel



All staff must report to site office



Heavy plant machinery operate on this site



High-vis clothing must be worn



Protective boots must be worn



Safety helmets must be worn



Safety glasses must be worn



High-vis clothing must be worn in this area



All visitors must report to reception



Safety helmets must be worn



Safety Footware must be worn



Hi-viz must be worn



Eye Protection must be worn



Hand Protection must be worn



CAUTION
Site Traffic

NOTICE TO PARENTS AND PUBLIC

BUILDING SITES CAN BE DANGEROUS
THE COMPANY ACCEPTS NO LIABILITY
WHATSOEVER FOR ANY PERSONAL
INJURY RECEIVED OR PROPERTY
DAMAGE CAUSED WHILST ON THIS SITE



DANGER
Construction work in progress



10 MPH
MAXIMUM SPEED LIMIT



NO
unauthorised access

THINK SAFETY! THINK SAFETY! THINK SAFETY!

 **First Aid Station**

First Aid Kit	Eyewash Kit						
Biohazard Kit	Burns Kit	Your First Aiders are: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>					



Safety Footwear
must be worn



NO unauthorised
access



Safety helmets
must be worn



Eye Protection
must be worn



Ear Protection
must be worn



Hi-viz must
be worn



NO HATS



NO BOOTS



NO HI-VIS



NO JOB ON SITE!

SITE SAFETY STARTS HERE!



**SITE
SPEED LIMIT**



High-vis clothing
must be worn



**NO ACCESS for
unauthorised
personnel**



Protective boots
must be worn



**All staff must
report to
site office**



Safety helmets
must be worn



**Heavy plant
machinery operate
on this site**



Safety glasses must
be worn



High-vis clothing must
be worn in this area

SITE SAFETY

Under the Health & Safety at Work Act 1974 all persons entering the site must comply with all regulations under this act.

Safety signs and procedures must be observed and personal protection and safety equipment must be used at all times.

All visitors must report to the site office and obtain permission to proceed on to the site or any work area.



Construction work in progress. Parents are advised to warn children of the dangers of entering this site



Safety helmets must be worn



Unauthorised entry to this site is strictly forbidden