



Minimum Health and Safety Standards

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Introduction and scope

The following document outlines the minimum standards everyone working for the McGee Group accepts in all of our workplaces. As a minimum standard, there is room to improve upon and exceed them, and it is envisioned that subsequent revisions of this document will contain progressively higher standards.

The minimum standards are not designed to repeat legal requirements, but are to promote exceeding compliance.

Some of the standards will not be applicable to all workplaces and neither is it an exhaustive list of activities. Everyone working for the company and our regular supply chain are invited to contribute working practices, photos and technologies to this document and to the associated GPG for continual improvement. Any suggestions or photos of best practice can be emailed to safety@mcgee.co.uk

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1.0. PRE-START

1.1. Project start-up

All projects require a Construction Phase Plan written at pre-construction to set out the management of the project. It must be appropriate to the works, approved by the project senior management and reviewed at agreed intervals, not exceeding 6months.

All documents must be produced in accordance with the IMS.

Welfare and office facilities will need to be in place before commencement, and so a mobilization strategy to include Security, Welfare, and IT, is required to ensure that the site is set up adequately in sufficient time.

1.2. Supervision

Managers and Supervisors must be assessed as competent by the company in accordance with the latest company procedures, and briefed on their duties, irrespective of whether they are direct employees, sub-contractor supervisors or agency staff.

The assessment criteria, roles and responsibilities is outlined in the IMS

Their responsibilities should be recorded in writing so that they can sign acceptance and understanding of them.

The minimum standards acceptable for competent supervision are:

- RAMS briefing on all the live works they will be supervising.
- 2 day approved Safety supervisors course as a minimum, i.e. SSSTS.
- Experience working on the task to be supervised.
- Appropriate CSCS or affiliated skill card including CCDO, CPCS, NPORS, ARMI, CISRS.

Level of Supervision and ratio of supervisors to workforce is determined by Risk assessment. High risk works such as work at height, work next to water or rail track, work with hazardous substances, etc, will require additional supervision.

Supervising non-English-speaking operatives should be regarded as a higher risk with safety information translated into their language. The ratio of non-english speaker to English speaker/translator should not exceed 1:4 but levels must be risk assessed.

Weekend and out of hours supervisors must be McGee employed staff (not agency) and have a minimum of SMSTS.

The company competence checks (initially set up for TW engineers) must be applied to all supervisors.

2.0. SITE SETUP AND WELFARE

Risk assessments are required to ensure that the facilities provided are suitable and sufficient for the nature of the work and numbers on site.

2.1. Perimeter hoarding and appearance

- Hoarding should be solid wooden hoarding, with or without the client information on the outside, and comply with local authority guidelines.
- Visible hoarding must comply with branding guidelines, i.e. Black hoarding with gold trim with the McGee logo, unless specified differently by the client.
- Hoardings are Temporary Works and must be designed, recorded on the TW register, and checked weekly.
- The hoarding checks must be recorded on Mobilengine using NFC tags located on key points e.g. gates, information boards and along hoarding runs.
- Warning signage is required on vehicle and pedestrian gates.
- All vehicle gates must be numbered. The numbers must be clearly visible to drivers.
- Pedestrian doors must be fitted with door closures, security lock, and not open directly onto a public walkway. Locations must be risk assessed to ensure their operation does not pose any risk to the public, including “mugger hide outs”.
- Contact information on McGee and the project team is required on the hoarding near the access point.
- Information signage is required on all elevations of the hoarding that is accessible to the public, and at intervals not exceeding 20m. These should include:
 - Directional signage to the office/security reception.
 - Information signage on the presence of CCTV cameras.
 - Hoarding license.
 - Considerate Contractors information.
- Vision panels and community Information notice boards are required in a suitable location to provide the public with information on the project. Information must be kept current.

2.2. Security and trespass protection

- Site must be secured with solid hoarding or anti-climb fence panels, if block and mesh is used this must be double clipped and all areas monitored by security surveillance.
- The levels of security surveillance must be appropriate for the area as identified through a business risk assessment.
- All tower cranes must be fitted with appropriate anti-climb device.



2.3. Site accommodations

- All temporary accommodation on site, whether in separate cabins or inside an existing building, must be risk assessed for fire prevention, emergency evacuation, adequacy of light, heating and ventilation, stressors such as noise and vibration from surrounding works, and security arrangements.
- They must comply with the “Joint code of Practice on the Protection from fire of Construction Sites and Building Undergoing Renovation”, with at least 30 minutes fire resistance on the floors, ceiling and walls, and protected escape routes to a point of safety within 18 meters. Further information is in the JCoP <https://mcgeenet.mcgee.co.uk/Livelink/livelink.exe/open/16605694>

2.4. Entrance and security

- All entrances and exits from sites and workplaces must be well lit, clearly signed and secure. Sufficient measures must be taken to prevent unauthorised access. These controls must be risk assessed to ensure that they are appropriate.
- Signage must comply with McGee branding guidelines unless otherwise required by the client.

2.5. Welfare facilities

- Provide adequate toilets relative to current workforce on site for both men and women. Consider peak numbers expected when planning provision. <http://www.hse.gov.uk/contact/faqs/toilets.htm>
- Sanitary waste disposal should be provided in facilities used by female workers.
- Provide at least one unisex shower.
- Provide warm water, soap and means of drying hands.
- Wash hand basins to be of sufficient dimensions to wash forearms.
- Provide Male and female drying rooms with sufficient capacity for everyone working under McGee's remit to hang clothing to dry.
- Provide a locker per person. These can be full height or small personal possessions
- Drying room heaters to be fixed above the lockers and hanging space in a position that will eliminate fire risks.
- Drying rooms must be ventilated as well as heated to allow clothes to dry. There may be a need to provide a dehumidifier if heating and ventilation are not sufficient to dry clothing.
- An adequate supply of cleaned and maintained seating to be provided for rest breaks.
- Clean all welfare areas at least twice daily.
- The water supply must be insulated to prevent freezing in winter and drinking water must be certified as such. Legionella testing may be required.

2.6. Prayer and wellbeing area

- Provision of a private space must be identified when planning the welfare arrangements.

2.7. Induction/meeting rooms

- A suitable facility must be provided in which inductions can take place without disruptions.
- The induction area must be clean and tidy.
- Information about the project and McGee should be displayed or made available in the induction area.
- The induction must include pictures to aid understanding and must consider operatives who do not have English as their first language.
- The induction should be presented on a wall using a projector system or mounted television display so that it is clearly visible to all attendees.
- A lockable cabinet is required to ensure data protection of all personal records.

2.8. Eating and refreshments

Suitable facilities must be provided and operational from the start of any project. As a minimum these must include:

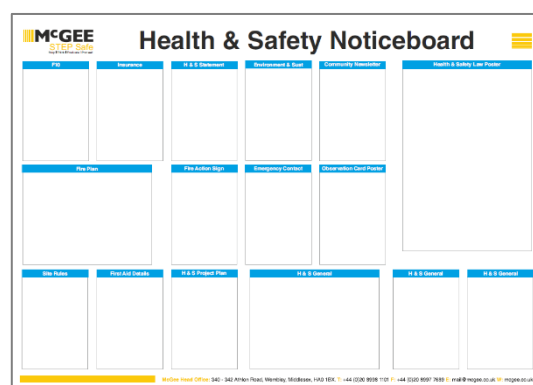
- A seating area with suitable lighting where person can rest and eat a meal.
- Fresh drinking water with cups (in hot weather should be extended to the work face).
- A hygienic area where persons can prepare food.
- A sink with hot and cold water.
- Fridge.
- Microwaves.
- Provision for hot water for person to make their own tea or coffee.
- Suitable ventilation – a supply of clean fresh air drawn from outside or a ventilation system;
- Waste containers with lids.
- Cleaned at least twice daily.

2.9. Smoking areas

- Smoking is prohibited in all workplaces. Also the use of electronic cigarettes and vaping devices is not permitted in any McGee workplace.
- Designated smoking areas for both Tobacco and e-cigarettes smokers must be located away from the workplace and access routes, clearly signed, and be risk assessed for fire safety and hygiene.
- A suitable receptacle for cigarette and packaging waste must be provided.
- Smoking shelters must not have more than 50% of the walls enclosed.
- Smokers must not be permitted to congregate outside of the site gates.

2.10. Signage and information

- Signage must be clean, fixed at eye level, lit or in a well-lit area, and be of a sufficient size to be easily read.
- Other than the statutory safety signage, all signs must be branded as required in the McGee branding guidelines.
- Signs and notices on the hoarding must be framed.
- All workplaces must have a branded safety notice board that displays the current HS Policy Statement, the current EL Insurance certificate, the emergency arrangements for the workplace, and the HSE poster “What you need to know” as a minimum.
- Clear signage must be displayed where it is permitted to use a mobile phone. Only authorised personnel may use a mobile phone / hand-held tablet on site.



2.11. Medical and first aid facilities

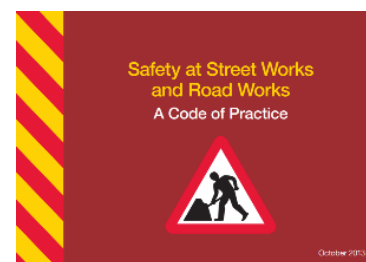
- All workplaces must have a designated area in which first aid treatment can be given in private.
- This area must be kept clean, have access to hot and cold running water, and be publicised to the workforce.

- A defibrillator and an appropriately sized first aid kit must be maintained at all times in the workplace. Signage must be provided to show the location of the equipment and the names of trained personnel.
- A first aid risk assessment must be undertaken for all workplaces to ensure suitable and sufficient equipment and trained personnel are available.

3.0. LOGISTICS

3.1. Vehicle entry points and pit lanes

- Road signage to comply with the requirements of [Chapter 8](#) of the Traffic Signs Manual produced to comply with [NRSWA](#) and any relevant planning requirements.
- Vehicle entry points to be kept a safe distance away or provided with appropriate physical protection from pedestrians.
- Eliminate if possible the need for reversing.
- At least 2 traffic marshals should be allocated to each live vehicle gate. Additional staffing depends on stakeholder requirements, the type and volume of other traffic, pedestrian interaction requirements, entrance complexity including blind spots, types of vehicles entering site etc..
- Traffic marshals and slingers working in pit-lanes must be protected from passing traffic with rigid barriers.
- All drivers coming on site must be provided with information for their safety while on site, including site rules, site map, delivery location, emergency procedures etc. this could be in the form of local inductions on arrival or supply chain briefings.
- Project information such as project name, gate number, must be clearly displayed at each entry point.



3.2. Access routes and walkways

- Access routes must be clearly identified using matting, barriers or painted lines with arrows/person stencilled within.
- Any scaffold access must be treated as temporary works with weekly inspections recorded.
- Access routes must be separated from traffic routes with rigid barriers.

3.3. Crossing points

- Access to crossing points must be defined by red barrier and gate.
- Crossing points must be well lit, free-draining, and kept free from obstructions and trip hazards.
- Crossing points must provide pedestrians with a clear view of traffic movements.
- All crossing points must be clearly signed for both drivers and pedestrians.

3.4. Vehicle traffic routes

- Clearly signed indicating routes to take, any hazards, warnings, and speed limits.
- Segregated from defined pedestrian routes, work areas and excavations with rigid barriers.

3.5. Stairs and ramps

- Surfaces must provide adequate grip for users.
- Stair lights must have emergency back-up power.
- Provide handrails.
- Any half landings must be level with no trip hazards i.e. screeded as soon as stairs are installed, or alternatively infill gap with ply to remove trip hazard.
- Ramps must be suitably constructed and fit for purpose in accordance with TW design (where required), and regularly maintained.

- Ramps must be clearly visible with sprayed edges or signage as required.

3.6. Material storage / stacking

- Projects must not store materials where they obstruct access routes or where they could interfere with emergency escape routes.
- No palletised material such as plasterboard or bricks etc. to be stacked more than 2 packs high.
- Flammable materials must be stored away from other materials and protected from accidental ignition.
- Do not store materials on top of containers/stores.
- Edge-protection panels, plasterboard/ply sheets, doors, windows, etc, must not be stacked vertically where it could topple or be knocked over.
- A fire risk assessment must be undertaken on any stored combustible materials, such as cardboard packaging.

3.7. Housekeeping and waste management

- DAB's to include workplace housekeeping.
- All CoSHH skips to be covered and CoSHH storage areas protected and lockable.
- Bunds to be covered as far as practicable to prevent the collection and potential contamination of rain water.
- All debris skips to be covered with debris netting before being lifted over personnel or in the vicinity of public areas.
- A work at height risk assessment must be undertaken to determine if access platforms are required to access the top of large skips if waste bins are to be emptied into them.
- All bins and skips to be clearly labelled as to their content.
- Concrete wash out to be into a suitably bunded area or skip. It must not be permitted to reach any drainage system.

4.0. SERVICES

4.1. Lighting

- Workplace light levels must be risk assessed, but general levels for work stations should be between 200-500 lux depending on the activity, and general site areas and access routes not less than 50 lux. See also the HSE guidance note on lighting at work [HSG38](#).
- All temporary lighting schemes must be planned and designed by temporary electrics supplier.
- Large open areas should receive light from at least two directions to avoid dangerous, dense shadows.
- safety lighting with emergency backup must be provided on stairs, scaffold access routes, corridors, walkways and access routes, and emergency escape routes.
- Lights must be fixed so that the supply cable is not required to bear any weight.
- All lamps must be in waterproof lamp holders and protected by guards or shades with all cabling suspended above.

4.2. Underground and overhead services

- All services to be presumed to be live until confirmed in writing otherwise.
- Specific References to Live Services (including Overhead Services) in all RAMS and Lift Plans with a focus on WAH apparatus and site crane use (lifting operations).
- Permit to Dig must be in place anytime ground is broken. Guidance is available.
- Service drawing to be appended to Permit to Dig prior to issue.

4.3. Temporary electrics and cable management

- Route cables along walls and away from walking routes if overhead suspension is not possible.
- Cables must never be buried.
- If there are no walls, either suspend on stands or place in signed protective ducts away from planned work areas. Ensure location is recorded on site drawings.
- Cable locations must take into account demolition, groundwork, piling, formwork installation, future wall locations, and site transport activities planned in the area.
- Site MDU locked and correctly signed.
- Portable Appliance Testing undertaken at least 6 monthly with test date and reference visually displayed on equipment.
- Electrical equipment must only be installed, modified or maintained by authorised competent electricians. Further information can be found in the HSE's guidance note [HSG85](#) Electricity at work.

4.4. Water management

- Mains water supplies to sites need to be tested and chlorinated as part of the establishment of welfare facilities. See also McGee guidance note on Legionella risk control and <http://www.hse.gov.uk/legionnaires/>
- A water meter is required to monitor project usage.
- Insulate temporary water pipes in winter to prevent pipes freezing.
- There must be an adequate supply of drinking water at all times, which can be from bottles or tanks until a mains supply is available.

- Emergency arrangements must be in place to deal with leaks or flooding, and to prevent contamination from entering drains or leaving site.
- Access routes must be kept clear of any standing water.

5.0. EMERGENCY ARRANGEMENTS

5.1. Emergency response

- All projects and offices Emergency response plans are required to ensure that there are suitable arrangements to ensure further harm is prevented and to ensure that the response is suitable and sufficient with all of the following:
 - environmental emergency where potential pollutants or nuisance is caused.
 - major injury incident.
 - Fire and evacuation.
 - Local Major incident such as public transport incident or potential terrorist alert.
- Emergency response drills for all emergency types must be undertaken at least twice a year.

5.2. Emergency exit routes and lighting

- Maintain two, well signed, escape routes from all workplaces unless justified by risk assessment. The risk assessment must cover the numbers expected to escape and the suitability of the access route for the numbers, i.e. ladders, Layher or Haki stair, permanent stair, etc..
- Escape routes including doors must be constructed of materials with at least 30minutes fire resistance.
- 30minutes minimum of emergency lighting is required in all escape routes to aid escape (including stairwells).
- Fire doors should have vision panels when they open into access routes.
- Fire doors must open into the direction of travel.
- Exits must lead into a place of safety and not exceed the travel distances stated in [HSG168](#).

5.3. Fire points - fire fighting equipment

- A fire risk assessment must be carried out on all workplaces and reviewed at least 6 monthly or after any substantial change to workplace risks.
- Fire points must be checked weekly and recorded on Mobilengine.
- Fire extinguishers must be serviced annually as a minimum.
- Signage on fire points must include escape route plans, information on the fire extinguishers there, and action to take on finding a fire or hearing the alarm.
- Site plans must include the locations of any flammable material storage, fire hydrants, wet or dry risers, and any sensitive pollution pathways for fire water run-off.

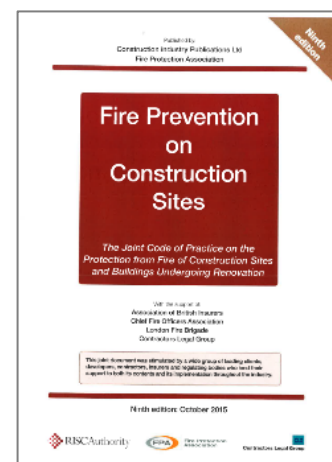
5.4. Fire alarms

- Electronic fire alarm call points are required in all workplaces. On large sites.
- Alarm call points may be wireless or wired, but must be installed and maintained by a competent person.
- Weekly tests of the alarm sounders must be undertaken and recorded.

5.5. Hotworks

- The need for a permit to control fire risks from certain activities work must be identified by risk assessment, and the permit must cover all the controls identified.

- Hotworks permits must be readily available for viewing by the workforce, including a hard copy printed off from the McGee tablet, or displayed at the workplace. Every person undertaking the works must be briefed on the controls stipulated in the permit.
- 2 suitable fire extinguishers must be present at the hotworks fire watch location.
- The Fire Watch should have a means of communicating with the operative undertaking the hotworks
- Flammable substances must be stored in signed flame proof secure containers when not in use and flammable gas bottles stored in signed secured cages.
- Hot works permits must be closed out at the end of the work/shift, but a minimum of one hour after the work has completed (60min fire watch specified in the JCoP for fire prevention on construction sites
<https://mcgeenet.mcgee.co.uk/Livelink/livelink.exe/open/16605694>)



5.6. Brigade emergency information pack

- Current information on the site layout, emergency contact information and storage locations and quantities of any flammable or combustible materials must be available 24/7 at the site perimeter.
- Consideration of fire appliance access must be made when planning site layouts and locations of welfare facilities. Minimum access distances required for the London Fire Brigade, are stated in the Fire Safety Guidance Note GN 25 - Access for Fire Appliances.

6.0. WORK AT HEIGHT

6.1. Scaffolding

- All scaffolders must comply with SG04
- All scaffolds must be constructed in accordance with TG20:13 or an approved temporary works design.
- Scaffolds may only be erected or modified by competent persons with a valid CISRS card.
- Tool tethering is required when working on open scaffolds.
- Weekly inspections must be undertaken by competent persons of all temporary structures.
- Construction working lifts must be fitted with debris protection such as brick guards or netting. Demolition scaffolds must be fully sheeted.
- Scaffold boards must be secured with anti-trip fittings such as limpet clamps or board couplers.
- Internal access openings must be protected with gates or hatches and not located directly above other openings.
- Scaffold boards must not be overlapping without justification.
- Scaffolders to wear hats with 4 point chin straps.
- Protruding tubes or boards into walkways are not permitted.
- End caps on cut tubes and caps on fixing screw-threads should be used.
- The SWL must be clearly displayed on loading bays.
- Dropping or Bombing materials is prohibited and offenders will face disciplinary action.

6.2. Mobile access towers

- Toe boards will be fitted and stabilisers used in accordance with manufacturer instructions.
- Double guardrails will be provided at each platform level for the purposes of preventing falls during access, erection and dismantling.
- Installed and inspected by PASMA trained operative. Inspection recorded.
- The tower must be resting on firm, level ground with the locked castors or base plates properly supported. Never use bricks or building blocks to take the weight of any part of the tower;

Never use a tower:

- in strong winds;
- as a support for ladders, trestles or other access equipment;
- with broken or missing parts; or
- with incompatible components.

When moving a tower you should always:

- reduce the height to a maximum of 4m;
- check that there are no power lines or other obstructions overhead;
- check that the ground is firm, level and free from potholes; and
- push or pull using manual effort from the base only.

Never move a tower while people or materials are on the tower, or in windy conditions.

6.3. Bricklayers working platforms

- Trestles and bandstands will not be used where edge protection is not integrated into the design of the system.
- Brickguards and toe boards should be provided except on the working face.
- Edge protection must be continuous around the platform. It is not acceptable to work on an unprotected face.
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6.4. Low level access platforms

- Familiarisation training is required before use of Push-around Vertical Platforms (PAV) e.g. Peco Lifts.
- Podium Platforms built to to PAS 250 standard, and fitted with anti-surf castor systems.
- PASMA training required for use of low level mobile towers.
- Step ladders to EN 161 and GRP (Yellow) only for electrical work.
- Hop-up platforms may only be used where other types of access equipment are not practicable, and a task specific risk assessment has been done. (max 600 x 600 platform area and height 510mm). Not for use on stair landings. Delta Decks are hop up platforms fitted with edge protection, ideal for use where hop ups can't be used, such as stair landings.

6.5. MEWPs

- The RAMS for use of MEWPS must include:
 - An assessment of confined/restricted overhead working.
 - Ground conditions.
 - Outriggers: Outriggers must be extended and chocked before raising the platform. Spreader plates may be necessary – check the equipment manual.
 - Guardrails.
 - Arresting falls.
 - Falling objects.
 - Weather.
 - Handling materials.
 - Nearby hazards.
 - Emergency arrangements including the rescue plan.
- MEWP operators must have a valid IPAF training ticket, and a valid driver's licence if they need to drive the MEWP on public roads.
- Equipment must be checked before use and weekly inspections recorded on Mobilengine.
- A 6 monthly thorough examination must be undertaken and documented.
- Further guidance is available from the HSE <https://www.hse.gov.uk/pubns/geis6.pdf>

6.6. Ladders and step ladders

- Use of ladders should be treated as a last resort when no other access equipment is suitable, and this must be justified through a risk assessment process.
- Where ladders are installed within a scaffold they must be inspected as part of the whole scaffold.
- Ladder access to a single work platform must be clearly identified and inspected weekly.
- Ladders must also be visually checked before every use.

6.7. Edge protection

- The minimum height of edge protection barrier on McGee sites is 1m.
- Edge protection must always be installed to the effective height required for any task so as to prevent a fall of persons or objects, and so full height protection may be required.
- Intermediate protection should be installed between top guardrail and toe board (e.g. brick guards, TAMMET/Vertemax panels or netting) to prevent the fall of any object. Any such protection must be suitable to stop items falling out (e.g. small gauge debris netting).
- The correct fittings for the type of edge protection must always be used, as per the manufacturer's instructions. Tying wire or rope must not be used to secure edge protection. Use the TECK hinge fitting for corners in TAMMET/Vertamax edge protection.
- Edge protection must be installed and inspected by a competent person. The measure of "Competence" will vary depending on the type of edge protection.
- All gaps between horizontal or vertical structures and edge protection must be suitably guarded. This is particularly important around hoist access gates and below edge protection panels which are not flush with slabs or floorplates.



6.8. Hoists

- Temporary works design in place.
- Rated capacity clearly marked.
- All gaps where items could fall are closed including hoist doors and gates.
- Daily check sheet available in hoist.
- SWL displayed on hoist platform.
- Ramps designed to facilitate the loading of hoists with material.
- Hoist platforms kept clear and not used to store materials.
- Hoist ramp made from non slip material.
- Loading bay for hoist designed to prevent persons falling and providing safe access to vehicles.
- Clear and publicised method to call hoist in place.
- 6 Monthly inspection available.
- Weekly inspections carried out and recorded.
- Operators to be trained, and to receive health surveillance for noise and total body vibration risks.

6.9. Protection fans

- The potential objects which could fall must be identified by risk assessment so that fans are suitably constructed and of the correct fan system, either class A, B, C or D.
- Fan must be designed and inspected as per the company temporary works procedures.

6.10. Hole protection

- For Holes less than 400mm wide at the narrowest point, cover with double plywood, 18mm minimum. The bottom sheet inset into a 20mm recess. Top sheet screw fixed to the bottom sheet and over-sail the edge of the hole by 25mm minimum. The top sheet chamfered to

prevent a trip hazard and labelled with yellow paint and a stencil clearly stating – ‘ *Warning Hole below*’

- For holes over 400mm wide, fit with a GRP type grating or similar. e.g. Riserdeck, Captrad, and DuraGrid. The gratings shall be fixed into recess approx. 40mm deep and 50mm wide. Ideally the grating will be cast into the slab.
- In the event that a recess is omitted or is flanked by a wall, an angle solution should be adopted whereby a post fixed angle is fixed to provide the flush side with full support. A Temporary Works Design may be required.
- All voids must be clearly identified and inspections recorded on mobilengine.
- Openings through which access must be maintained i.e. loading bays must be protected as internal floor voids.
- Where access is required for operators, slinger or signallers, the handrail can be reduced to 950mm minimum with 450mm mid-rail, encapsulated in fire rated debris netting, if justified through risk assessment.
- Use of gates or openings are only permitted after undertaking a task specific risk assessment that covers exclusion zones, fall protection and preventing unauthorised access.
- Scaffolding edge protection system around internal floor void, fully encapsulated with fire rated debris netting.
- Protection of vertical opening either by proprietary fall gates, Tammet/Vertemax edge protection mesh panels at least 1.8m high, or use of scaffold edge protection at least 1.8m high with debris netting.

6.11. Tool tethering

- Proprietary tethering systems should be used which are supplied with EC declarations of conformity.
- Lanyards must have the appropriate safe working load for the tool.

6.12. Work at or near exposed edges

- Restrict access to the area with physical barriers (see exclusion zone and restricted zone standards).
- Authorised persons who have been trained to work on leading edges must be clearly identified.

6.13. Excavation protection and access

- Excavations to be checked daily by management and confirmed safe prior to personnel are allowed access.
- Excavation signage, gated ladder access and dropped object netting on edge protection.
- Access stairs should be provided where possible for access / egress and emergencies and inspected weekly. These require debris netting.
- Mushroom cap protection in place on starter bars.
- Use of stop blocks around excavations to prevent over-running of wheeled plant.
- (see exclusion zone and restricted zone standards).

6.14. Work at height on vehicles and plant

- McGee Traffic Marshall(s) to receive and bank vehicle Into / Out of loading bay area and wear orange hi-viz vest.

- Barriers used at Loading bay entrance to control entry (see exclusion zone and restricted zone standards).
- Edge protection ideally already installed to delivery vehicles, but if not possible then this must be fitted upon arrival to site.
- Only access wagon bed if safe to do so by means of steps.
- All unloading with Tower Crane or Excavator to be covered in appropriate Lift Plan and Schedule of Common Lifts and loads slung by CPCS Trained & Competent Slinger.
– See section 7.7 on lifting operations.

6.15. Back propping

- Support of temporary structures or existing structures in a temporary state must be planned, designed, and managed.
- Permits to load / strike must be used
- Any propping or supports must be:
 - described on a plan.
 - Labelled / signed.
 - Maintained and monitored including daily visual inspections.
- (see also exclusion zone and restricted zone standards).

6.16. Fall protection

- The use of fall protection must be risk assessed using the hierarchy of control.
- Equipment provided must be suitable for the person using it. Not all harnesses will go up to the maximum weight limit of 140kg/310lb/22st.
- Cross over harness (Sala cross over Fall arrest harness pictured) or ones with a center strap (such as Ridgegear RGH35) must be offered for women.
- Harnesses must be manufactured in accordance to EN361.
- When using fall arrest methods, a suitable rescue procedure and equipment must be available at all times.



7.0. PLANT AND MACHINERY

7.1. Exclusion zones

- Exclusion Zones are an area defined on site where no personnel will be allowed to enter under any circumstances.
- Each site will have an Exclusion/ Restricted Zone Champion and Deputy.
- They will be appointed in writing.
- Signs to be clearly displayed on exclusion zones, restricted zones and access gates, with owners name, contact details and date.

7.2. Restricted access areas

- Restrictions zones are potentially hazardous areas, where access is required to carry out controlled work, by authorised or defined personnel only, including supervision and engineering teams.
- the area is manned by security or a Traffic Marshal to prevent unauthorised entry.
- Retractable Cone Bar Barrier To be used only for creating a restrictive zone and safe route around piling rigs and plant operations on site, where barriers have to be moved frequently.
- Signs to be clearly displayed on exclusion zones, restricted zones and access gates, with owners name, contact details and date.

7.3. Authorised use of plant and equipment

- Only trained, competent persons are permitted to operate plant and machinery on site.
- Mobile plant operators must have a relevant and valid CSCS affiliated competency card, and a valid driver's licence if they need to drive the plant on public roads.
- Competency cards must be checked online at induction, and uploaded onto their personal training record.
- Maintain a list of authorized persons in a readily available location such as the stores or site notice boards.
- Remove keys when not in use.
- Control the issue of small tools and plant keys through storeman or project office.

7.4. Waste chutes

- Chute installation to be designed in line with TG20-13.
- Chutes must have protective lids to prevent accidental dropping of debris.
- Skips provided at the base of chutes must have dust prevention measures in place.
- Chutes must be inspected by a competent person following any blockage or event likely to affects its stability and as part of the scaffold inspection where it is fixed to a scaffold.
- Exclusion zones implemented around chute areas.

7.5. Mobile plant

- If driven on public roads, the plant must be road worthy and licenced to drive on the roads. The operator must also have a valid driver's licence.
- Plant must be used and maintained in accordance with manufacturer's instructions.

- All manufacturer installed safety features provided with the plant, such as mirrors, cameras, warning lights, head lights, windscreen wipers, seat belts, ROP, etc must be maintained in good usable condition.

7.6. Noise and vibration

- HAVS assessment must be undertaken for all hand power tools.
- Personal noise monitoring should be considered for noisy works such as demolition activities.
- Personal HAVs monitors must be used where identified through risk assessment.

7.7. Lifting operations

- All plant when used for “Crane” activities require a lift plan.
- All Projects should have a working Lifting Supervisor
- All Plant operators carrying out lifting operations require training in lifting operations.
- All lifts that are not in either the lift plan or the schedule of common lifts need to be Reviewed and updated by the AP before works are carried out.
- A project specific lift plan must be available and briefed to everyone involved with lifting operations. A lifting operations Manual and Lift plan template will be available in the IMS, but the following points must always be considered:
 - The Lift team including supervision.
 - How the crane driver will be directed.
 - Where loads are to be picked up and placed.
 - The route of the load and what will be lifted over.
 - Proximity of the public, and any additional hold points to be considered before lifting.
 - Any obstructions in the way.
 - How the load is to be slung, and how the slings are to be removed, including access for the slinger.
 - The weight of the load.
 - The radius of the lift.
 - Any loads from a crane or outriggers and the capacity of the ground or slab to support them, including temporary works.
 - Weather conditions and light.

8.0. PPE

8.1. Glasses

- Wearing glasses on site is mandatory.
 - Types of glasses to be worn for different work activities are specified in the risk assessment but they must all be “safety glasses”. Standard prescription glasses are not safety glasses.
 - Not all glasses are suitable for high speed impact such as cutting anything with a grinder.
 - Anyone who needs prescription glasses and who is undertaking work on site or in a McGee facility that is covered by a risk assessment and method statement, must be suitably reimbursed for prescription safety glasses.
- Glasses must be marked “EN166”, class 1 for suitable for continuous work, and “F” for low impact or “T” for high impact.

8.2. Hearing protection

When ear protection is required;

- Hearing Protection zones must be identified by sufficient signage following noise level surveys.
- The ear protection selected must offer the right protection for noise levels being generated.
- All users must be trained in fitting, wearing and storage. Training must include the health effects of Noise Induced hearing Loss, how to recognise the symptoms and who to report them to, and undertaking pre-use checks.
- Equipment must be hygienically stored in line with manufacturers guidelines, e.g. ear plugs are in a clean dispenser.
- Spares must be freely available.

8.3. Hats

- Hard hats must be tested to EN 397 (standard for construction industry use).
- Hats must be fitted with a 4 point chin strap for anyone working at height.
- Hard hat colours to follow the Build UK guidelines including Black hat supervisors and Orange hat crane team.



8.4. Respiratory protection

- A filter mask minimum of FFP3 must be worn where there is a foreseeable risk of inhaling dust or any fibres which are harmful to health.
- Anyone required to wear respiratory protection as identified through risk assessment must be clean shaven and have that mask face fit tested to them.
- Where masks are required to be worn as identified through the risk assessment process, shaving facilities to be provided.

8.5. High-visibility clothing

- Yellow vests with shoulder and waist reflective banding is the standard clothing on the majority of McGee projects.
- Crane team and traffic marshals will have orange vests with reflective banding.
- By traffic routes or rail side, high visibility full sleeve and trouser clothing will be required.

8.6. Working with concrete and other chemicals

Working with any substances hazardous to health must have a suitable and sufficient CoSHH (the Control of Substances Hazardous to Health regulations) assessment undertaken. Assessments must be:

- task specific and takes into account the method of work/application and duration of exposure. It must not be a copy of the Material Safety Data Sheet (MSDS).
- consider the form of the chemical, i.e. liquid (splashing risks) a vapour or solid/particulate/dust (respiratory risks).

NOTE: when breaking Concrete, hand arm vibration risks (HAVS) must also be risk assessed.

8.7. Preventing exposure to harmful dusts and fumes

All work activities which generate dust or fumes must have adequate suppression measures in place. When work activities are carried out, where dust or fume is likely to be generated, specific control measures and protective clothing/equipment must be used.