

# South West Water Health & Safety Code of Practice



**South West  
Water**

APRIL 2019

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## SUPPLIERS AND CONTRACTORS AGREEMENT

The standards within this code of practice are mandatory minimum standards and apply to all South West Water suppliers.

This includes all contractors, sub contractors and sub-sub contractors. It also includes any agency staff or specialist companies working on a South West Water site.

Our safety statistics have shown that, far too often, incidents have occurred when suppliers choose to use a sub-sub contractor or temporary replacement agency staff who are either not sufficiently informed of the risks on site or trained to South West Water's high minimum standards.

All South West Water Suppliers and contractors will therefore ensure that effective management controls are in place, communicated to all parties, that these have been understood and recorded.

## INDUCTION

An induction is a statutory requirement for all projects. Regardless of size or type. The following table sets out the minimum requirements.			
	1. Business Induction	2. Site Awareness Induction	3. Project Specific Induction
All staff/ operatives/ South West Water personnel	✓		
All staff/ operatives/ South West Water personnel <b>visiting</b> sites	✓	✓	
All staff/ operatives/ South West Water personnel working on project specific sites	✓	✓	✓

### ***1. Business Induction***

For South West Water employees this is the HomeSafe programme. Contractors will have their own business specific equivalent programmes.

### ***2. Site Awareness Induction***

A face to face Health & Safety Induction is mandatory for all Staff prior to working on a South West Water site. This is to be undertaken by an appointed competent person. The induction can also include the South West Waste Water Services induction card where applicable.

Note: It does not include the mandatory Water Hygiene card for clean water sites which will need to be arranged separately.

### ***3. Project Specific Induction***

A project specific induction will be undertaken on every site by the responsible Manager/ Supervisor or Team leader.

Please contact your Health & Safety representative for all Induction delivery dates/times. An induction register shall be kept by each organisation for proof of delivery. Anyone found on site without the required induction will be asked to leave the site immediately.

## HOMESAFE

South West Water H&S Vision...“everybody goes HomeSafe every day”

We want to ensure that visitors to our sites get HomeSafe too so we have defined eight House Rules to make their visits as safe as possible. The HomeSafe House Rules:










The South West Water HomeSafe programme is designed to deliver strong improvements in our safety performance. It represents a new single approach to how we keep ourselves, and those we work with safe. The HomeSafe model:



The first two rings cover the **Core Expectations** and **Safety Absolutes**. The next ring out is where our **Life Saving Rules** sit. The outer ring is home to the systems we have in place to make sure we continually improve safety. They set out the key safety behaviours we must all stick to at all times.

## HOMESAFE

Core Expectations		
Our Core Expectations sit at the heart of HomeSafe. They establish our individual safety behaviours.		
		

Safety Absolutes	
Each Core Expectation is supported by two Safety Absolutes. Safety Absolutes set our behavioural expectations	
Follow the Rules:	<p style="text-align: center;">  Individual                 </p> <p style="text-align: center;">  Team                 </p>
Assess all Risks:	<p style="text-align: center;">  Individual                 </p> <p style="text-align: center;">  Team                 </p>
Take Ownership:	<p style="text-align: center;">  Individual                 </p> <p style="text-align: center;">  Team                 </p>

Any questions regarding HomeSafe should be addressed to the South West Water HSSA team.

## AUTHORITY TO STOP

We want to encourage a culture in which we all look out for the safety and well being of ourselves, our mates and those impacted by our work. And we do so because it is simply the right thing to do.

The aim of the Authority To Stop cards is to reinforce to everyone in our teams that you have the right to stop work if they feel that something they are being asked to do, or something they see maybe unsafe. Further you should feel duty bound to do so in the interests of protecting yourself, your work mates or other passers by.

The cards are signed by the Director of Engineering and give you his authority as the South West Water's lead for asset delivery to do so, and his assurance that this will be treated as a positive act even if it turns out on checking that everything is in order.

By signing the card you are signifying that you understand and support this expectation.





## COMPETENCY AND TRAINING

All persons on South West Water sites shall demonstrate their relevant competency and training evidenced by recognised certification and proven experience. All personnel shall be assessed prior to commencing works on site. Any individuals subject to training on site will be appropriately supervised. Those that fail to meet the required standards shall be subject to re-training or removal until competency is proven. A well respected acronym for defining competency is the word:

**“ S.K.A.T.E.”**

**Skills Knowledge Attitude Training Experience**

### *Leadership*

South West Water requires leadership from their management team demonstrating the right behaviours and by setting the right examples. It also recognises that an appropriate level of supervision is essential to providing the platform for exemplary safety performance across all its staff, contractors and suppliers.

### *Supervisor Qualifications*

To achieve this objective South West Water will set a minimum academic level of safety qualifications (2 day CITB or equivalent) for any person undertaking site supervision. This is the minimum standard required for a supervisor. Our aim is that all supervisory and managerial staff will achieve a level 2 or equivalent qualification, e.g. the CITB 5 day, SMSTS, IOSH or NEBOSH.

### *Supervisory Competency Requirements*

The Supervisor is deemed to be the 'controlling mind' on site. They are the person who sets the team to work. Even in a team of two it should be known who the supervisor is.

### *Competency Matrix*

The following Competency matrix, based on complexity and duration on site, defines **minimum** standards required for the supervision of each category of project. Where partners already exceed these requirements, then no action would be required.

## COMPETENCY AND TRAINING

		Generic SSoW – RAMS in place and POWRA completed.	Site specific SSoW – RAMS in place and POWRA completed.	Site specific SSoW – CPP (short duration works), RAMS in place and POWRA completed.	Site specific SSoW – Full CPP (F10 submitted), RAMS in place and POWRA completed.
		Complexity			
		1	2	3	4
0 - 4 days	Duration	A	A	B	C
5 - 14 days	B	B	B	C	D
15 - 30 days	C	C	C	D	D
30 + days	D	D	D	D	D

Key	
	Ganger/Team Leader – Holds First Aid, Risk Assessment and relevant work experience for the task as a minimum.
	Site Supervisor visiting site – Holds SSSTS, First Aid, Risk Assessment and relevant work experience.
	Site Supervisor on site – Holds SSSTS, First Aid, Risk Assessment and relevant work experience.
	Site Manager – Holds SMSTS, First Aid, Risk Assessment and relevant work experience.

### Checking Compliance

Identity cards will be issued to personnel confirming supervision competency level shown from N/A to 4. To close out the learning loop, managers undertaking visits to South West Water sites will be required to confirm that complexity and duration of site activities have been considered and recorded. The supervisor will then be expected to demonstrate (by presenting their Identification Card) that they hold the required qualifications and experience to manage a project of the respective grade. Level of supervision will be a point of reference during any incident investigations and trend analysis.

### SSoW

Safe System of Work

### RAMS

Risk Assessment Method Statement

### POWRA

### CPP

Construction Phase Plan

### SSSTS

Site Supervisor Safety Training Scheme

### SMSTS

Site Management Safety Training Scheme

## SITE VISITS, INSPECTIONS AND AUDITS

**Site visit:** A supervisory or managerial attendance on site to assess that work is progressing in a safe and efficient manner. The site visit confirms all risks are being controlled in accordance with operating procedures and best practice is being deployed where appropriate. Mentoring, consulting and advising employees on their commitment to safe systems of work will also comprise part of the site visit procedure.

**Site inspection:** A documented formal process that ensures that site conditions and the task are in compliance with the appropriate operating policies and procedures.

**Audit:** This is a formal assessment to ensure compliance of a particular element of the management system.

### *Manager/Supervisor Site Visits*

Site visits will be undertaken by the supervisors/managers based on the complexity and risks of the particular project. They will normally be daily, the actual frequency will however be agreed with line management prior to commencement of the scheme. Note that frequency of visits will increase or decrease on projects as a result of changing circumstances. Risk based site visits and inspections shall be carried out in accordance with the audit and inspection programme.

### *Audits*






A formal audit programme has been implemented within South West Water to ensure that all partners are working in accordance with the requirements defined within the South West Water Code of Practice. All partners are required to participate.

The audit programme is conducted as a peer to peer review. A formal audit report template must be completed.

Each contractor will have 2 deep dive audits a year, undertaken by different partners.

Following the audit the auditors and those carrying out the audit will meet and mutually agree findings and corrective actions. Any identified lessons learnt or best practice will be shared with partners. Corrective actions will be tracked to closure.

## RISK ASSESSMENTS AND METHOD STATEMENTS

<p>Suitable and sufficient Risk Assessments and Method Statements shall be in place to ensure that the safe systems of work and controls are appropriate to the identified risks and protect all those affected by our works. Risk Assessments and Method Statements (RAMS) are always subject to change and it is everyone's responsibility to continually assess their workplace and react accordingly. Daily face to face briefings to assess the day's activities, the risks and control measures are recommended as best practice, taking into account changes that may occur during the day and re-briefing where necessary.</p>	
<p>Site hazards change and must be continually taken into account – this includes local traffic and pedestrian movement, climate, weather, tides, ground conditions and many other variables - all have the potential to change the way the planned work is undertaken and increase risk. When change takes place work shall stop and be reviewed.</p>	
<p>All risk assessments and relevant changes must be recorded and correctly communicated back to all site personnel. Note: this could include a manager, escorted visitor, sub-sub-contractor, agency replacement or even yourself.</p>	
<p>South West Water will offer ongoing support and guidance to assist with RAMS and identification of hazards should you require it.</p>	
<p>All South West Water suppliers shall contribute to Health and Safety meetings, reviews, initiatives and events. All Incidents, Accidents, Hazards and Near misses will be reported to South West Water and lessons learnt shared. All staff shall be informed of any relevant information in a manner that engages with the audience. All innovations/ideas/suggestions that remove or reduce risk will be communicated to South West Water recognising that Zero Harm is a collective aim for all suppliers of South West Water.</p>	

## HEALTH AND WELLBENG

### *Minimum Standard*

All partners are expected to meet the legal minimum requirements for health surveillance for their activities and carry out occupation health surveillance in line with The National Standards for Occupational Health in Construction published by Constructing Better Health.

South West Water recognises that Wellbeing encompasses more than just the physical effects of working and that the partners have a responsibility to promote healthy living to employees

South West Water encourages all partners to show personal interest and enthusiasm regarding Wellbeing, by promoting safe and healthy working practices and challenging working practices and attitudes that fall short of expectations. All Partners should:

- Where employees do not have access to an Employees Assistance Programme
- Actively promote the Construction Helpline.
- Promote and display any information distributed in Wellbeing topics.
- Actively participate in the annual programme on Wellbeing topics.

### *Aspirations*

To promote Health & Wellbeing amongst employees both inside and outside of work by engaging them as individuals and encouraging their participation in setting our standards and supporting them in their outreach activities with stakeholders.

### *Mental Health*

South West Water promotes the use of Mental Health First aiders and expects all partners to have employees who can recognise employees who are experiencing mental health issues at work and can direct them to competent sources of advice.








### *Health & Safety Executive (HSE)*

South West Water supports the HSE's efforts to promote Wellbeing and in particular their current sector concerns. Partners are encouraged to be familiar with the current and future focuses.

### *Contacts*

South West Water's suppliers and contractors are encouraged to share knowledge/best practice on Health & Wellbeing through Delta.

## WELFARE

<p>You will provide welfare for all those working under your control (including sub-contractors) in compliance with the Construction Design and Management Regulations.</p> <p>This will include:</p>	
Adequate and suitable toilet facilities for all genders	
Washing facilities which will be either a supply of warm water and soap or hand cleanser.	
Provision of clean drinking water	
Separate changing facilities for men/ women	
Drying Facilities	
Rest rooms and rest areas equipped with tables and seating and with facilities to prepare and eat heated meals and boil water.	
Adequate first aid facilities	

## WELFARE

Any welfare accommodation provided, will be of a good standard and meet the requirements of the current edition of the standard "Fire prevention on Construction sites";

The use of existing South West Water facilities requires permission from the local South West Water Manager. Anyone found not to maintain the facilities to a clean and hygienic standard will be asked to vacate the site and provide their own facilities.

You will ensure that all your Welfare facilities are clean and well provided with appropriate materials such as toilet paper, soap etc and that this is maintained throughout the scheme/task.

### *Non notifiable projects*

For transient sites/short duration works you will provide the following as a minimum:

- Location of the nearest public conveniences
- Drinking Water container (vehicle sinks preferred)
- Antiseptic Hand wipes
- Cleaning gel
- First Aid Kit

## CDM REGULATIONS

All construction works within the South West Water area of control are covered by the CDM Regulations. Construction works are defined as those projects that utilise construction tools and construction methods.

### *Roles under the CDM Regulations*

- If a contractor receives an order from South West Water directly then the assumption shall be that South West Water will take on the role of Client (unless specifically advised otherwise).
- If a contractor receives an order from South West Water then that contractor shall be deemed to be undertaking the role of Principal Contractor. If there are two or more contractors working on the same site at the same time then only one can be the Principal Contractor. In the majority of cases it will be contractually clear who is the Principal Contractor for the site activity. However, if the Contractors feel this is unclear, they should discuss the situation with the relevant Contract Manager of South West Water at the earliest opportunity.
- Unless South West Water confirms a different Principal Designer, a contractor receiving an order from South West Water shall be deemed to be undertaking the role of Principal Designer. If the Contractors feel this is unclear or inappropriate, they should discuss the situation with the relevant Contract Manager of South West Water at the earliest opportunity.
- If on any project the roles and responsibilities are not fully understood by any party at any time then they should escalate the issue immediately to South West Water for discussion and resolution.
- South West Water expects that any parties undertaking the role of Principal Contractor and/or Principal Designer will comply with all South West Water CDM protocols. If access to these protocols are not provided as part of the contract award, then the affected parties should request access to the protocols from the relevant Contract Manager of South West Water at the earliest opportunity.



## COSHH - Control of Substances Hazardous to Health Regulations

All South West Water's suppliers and contractors shall carry out a COSHH Risk assessment on their use of chemicals.

### *Identify the hazards*

- Identify which substances are harmful by reading the product labels and safety data sheets (SDS)
- Remember to think about harmful substances produced by your processes, such as cutting or grinding

### *Decide who might be harmed and how*

- How might workers be exposed? Think about the route into the body (whether the substance can be breathed in, get onto or through the skin or can even be swallowed) and the effects of exposure by each of these routes
- Think of how often people work with the substance and for how long
- Think about anyone else who could be exposed
- Don't forget maintenance workers, contractors and other visitors or members of the public who could be exposed
- Also think about people who could be exposed accidentally, e.g. while cleaning, or what happens if controls fail

A COSHH assessment concentrates on the hazards and risks from hazardous substances in your workplace. Health risks are not limited to substances labelled as 'hazardous' as listed below. Some harmful substances can be produced by the process you use; e.g. wood dust from sanding, or silica dust from cutting.

### *Choosing control measures*

In order of priority:

1. Eliminate the use of a harmful product or substance and use a safer one.
2. Use a safer form of the product; e.g. paste rather than powder.
3. Change the process to emit less of the substance.
4. Enclose the process so that the product does not escape.
5. Extract emissions of the substance near the source.
6. Have as few workers in harm's way as possible.
7. Provide personal protective equipment (PPE) such as gloves, coveralls and Respiratory Protective Equipment (RPE). PPE must fit the wearer.
8. If your control measures include 5, 6 and 7, make sure they all work together.

## Symbols

Hazard pictograms alert us to the presence of a hazardous chemical. The pictograms help us to know that the chemicals we are using might cause harm to people or the environment. The Classification, Labelling and Packaging (CLP) hazard pictograms are very similar to those used in the old labelling system and appear in the shape of a diamond with a distinctive red border and white background. One or more pictograms might appear on the labelling of a single chemical.

	Explosive (Symbol: exploding bomb)
	Flammable (Symbol: flame)
	Oxidising (Symbol: flame over circle)
	Corrosive (Symbol: Corrosion)
	Acute toxicity (Symbol: Skull and crossbones)
	Hazardous to the environment (Symbol: Dead tree and fish)
	Serious health hazard (Symbol: health hazard)
	Gas under pressure (Symbol: Gas cylinder)

## Symbols

You'll see that the old 'harmful/irritant' symbol is missing. This has been replaced by the exclamation mark pictogram:



## YOUNG OR INEXPERIENCED PERSONS

Young or inexperienced persons will be new to the workplace and, in some cases, will be facing unfamiliar risks from the job they will be doing and from their surroundings. They will need instruction, training and supervision to enable them to work without putting themselves or other people at risk.

Young people or inexperienced persons will need more supervision than experienced personnel. Dedicated supervision and mentoring will help you get a clear idea of the person's capabilities, progress and the effectiveness of their training.

All personnel under your control on site must be over 16 years of age. Young persons (Under 18 years old) will only be permitted on site if:

- It is necessary for their training.
- They are fully supervised at all times by a competent person
- A full individual specific risk assessment has been undertaken, briefed, understood and recorded
- The risk is reduced to the lowest level reasonably practical.

No person under the age of 18 will be permitted to operate any item of plant or equipment covered by the Construction Plant Competence Scheme (CPCS).



## LONE WORKING

An employee or agency appointee who works on their own whilst undertaking a work related task and who does not have regular formal contact with a colleague or supervisor or is not in a place where there are other people within easy contact is classified as a lone worker.

This can apply to someone working late in an office, laboratory or other location as well as operators on a large site where other people may be sited, but there is no formal and regular contact.

Lone working specifically excludes: -

- Driving to or from your place of work or site to site journeys
- Travel on public transport that is work related
- Working from home

Use the Lone Worker Decision Tree (**Appendix1**) to assist you in making the judgement as to whether your employees are lone workers.

Where possible lone working is to be avoided and shall NOT be undertaken where a significant risk is identified. The definition of significant risk shall be determined by a risk assessment however if it doesn't feel right it probably isn't and therefore every support should be given to respect the lone workers wishes should they request to be accompanied.

Where lone working is to be undertaken all suppliers shall:

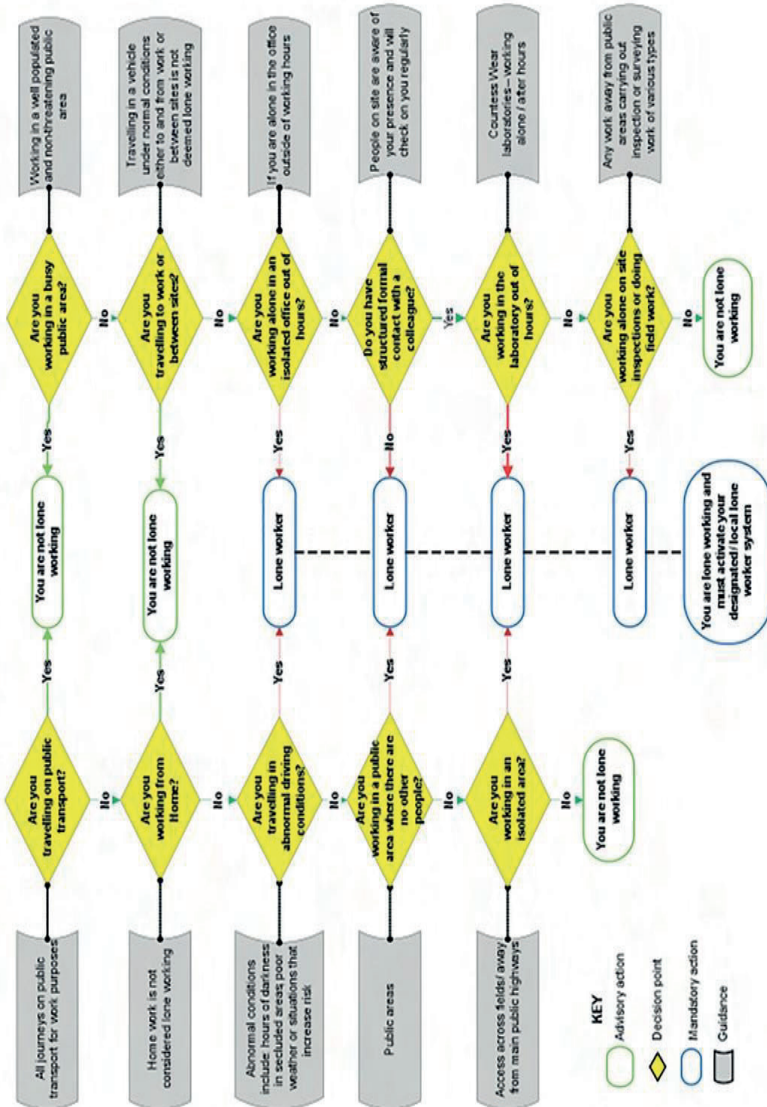
- Identify all tasks which involve lone working.
- Consider the risks associated with these tasks.
- Review the control measures available to limit the risks.
- Implement suitable control measures and safe systems of work
- Prepare and record all procedures and brief to all those affected

The use of lone working "Call in /Call out" or mobile technology is recommended with rapid response procedures for alarms being raised or any failures in calling back to an agreed time- frame.

All staff shall be trained on lone working procedures.

APPENDIX 1

Appendix 1- Lone Working Decision Tree




## DRUGS ALCOHOL AND SMOKING



South West Water recognises that the likelihood that an incident will occur is significantly increased if any employees are under the influence of drugs or alcohol.

Due cause Drug & Alcohol testing will be undertaken by those companies who have the capability, and random testing will be undertaken at the discretion of South West Water.

Where random testing is planned this will include a wide variation of roles.





South West Water strictly prohibits:	
Reporting for work under the influence of alcohol at any level. Being in possession of, or consuming alcohol during working hours.	
Reporting for work under the influence of illegal drugs or solvents. Being in possession of illegal drugs or solvents during working hours.	
Reporting for work having taken prescribed drugs that may affect fitness for work without notifying the relevant line manager	
<p>South West Water has a no smoking policy on all their sites unless there is a company designated smoking area, Note: this includes all E cigarettes and vaporisers.</p> <p>For onsite works, e.g. fields/highway that are not on South West Water land, all risks shall be assessed and suitable designated areas be put in place to prevent the risk of fire.</p> <p>All cigarettes butts/ends/ash should be extinguished, contained and removed from site.</p> <p>Smoking in company vehicles is not permitted.</p>	

## PPE

<p>Individual site rules, specific operations, tasks and manufacturers guidelines may require further PPE than the Minimum. All work activities should be risk assessed prior to commencement.</p> <p>South West Water's minimum standard for PPE is:</p>	
<p>Safety helmets (Hardhats) must be worn at all times on any construction site (EN397 minimum standard) or any other South West Water site where head protection is Mandatory</p> <p><b>Note: Please check the manufacturer's expiry dates on all hard hats and ensure they are in good condition prior to use.</b></p>	
<p>Hi-Viz jackets or vests are mandatory on all sites. (EN471 class 2 minimum standard). EN471 class 3 is required for highways and streetworks.</p> <p>When working on the highway both private or public, long sleeve waistcoats or coats must be worn at all times (this applies to all speed categories)</p> <p><b>Note: Where long sleeves present an increased risk, three quarter lengths can be worn. This requirement must be included in your site specific risk assessment and abide with any approved code of practice.</b></p>	
<p>Safety boots (Toe and mid sole protection) at all times on any site.</p>	
<p>Gloves for the intended operation, risk assessed prior to commencement of any task.</p> <p>How do you know that you have the right glove for the work activity?</p> <p>You will find a symbol and numbers on all gloves (see diagram). The higher the number (1 – 5 blade cut and 1 -4 for the others) the more protection is given.</p> <p><b>Note: 'Puncture resistance' does not apply to activities such as handling syringes/ hypodermic needles. Specialist gloves, equipment and training are required for these activities.</b></p>	



PPE

<p>Long trousers and a minimum of short sleeved shirts at all times on any site.</p> <p><b>Note:</b> See page 18 for when Fire retardant trousers and tops are mandatory. Shorts and/or hi-viz with no shirt underneath is not acceptable</p>	
<p>Safety Eyewear (EN166 Grade F) at all times on any site. Increased protection may be required for task specific activities e.g. welding</p> <p><b>Note:</b> In rare circumstances where safety eyewear increases greater risk, details will need to be provided in a written risk assessment and signed and approved by a line manager.</p>	
<p>Fire retardant overalls or trousers and long sleeve top to EN470-1, EN531 or EN ISO 11612 must be worn where there is a risk of flame or sparks igniting clothing. This includes all excavation works where person(s) are physically present within the excavation, (i.e.: not confined/protected within an excavator)</p> <p>This requirement will include wet weather clothing</p>	
<p>Gas monitors are an integral part of PPE and must be worn on all South West Water waste sites. For clean water sites always check with the South West Water Operator or project manager to confirm the requirements prior to attendance.</p> <p>When risk assessed the shared use of Gas Monitors may be permitted in areas of low risk.</p> <p>Training shall be given on the use of the monitors, exposure limits and evacuation procedures when an alarm sounds.</p> <p><b>Note:</b> There is always a risk of presence of Hazardous gases in any area on site and each site/area should be risk assessed prior to entry. Certain areas such as service reservoirs, pressing rooms, confined spaces etc will require detailed Risk Assessments and Method</p>	

## PPE

RPE (Respiratory Face Masks) must be appropriate to the task in hand. There are many types of mask available that will offer different levels of protection. Your Risk Assessment will identify the level required for the task at hand

Note: RPE face-fit testing shall be conducted by a competent person. The person who carries out the fit test will be appropriately trained, qualified and experienced, and is to be provided with appropriate information to undertake each particular task for each individual.



Hearing protection shall be chosen, taking into account the levels of noise the wearer will be exposed to, and the strengths and limitations of each type. It must fit and be comfortable for the user.



## SIGNING, LIGHTING AND GUARDING

<p>All work activities will be risk assessed prior to commencement to ensure adequate measures are in place to protect all employees, contractors, visitors and members of the public.</p> <p>When working on a public carriageway, footway or footpath all works are to be planned in accordance with the Safety at street works and road works code of practice.</p>	
<p>When setting up site on a public carriageway, footway or footpath a trained Street works accredited (Street Work Qualifications Register SWQR) person must be present to ensure compliance to the safety at street works and road works code of practice.</p>	
<p>All open excavations including during excavating and backfilling require appropriate protection to prevent falls from height.</p> <p>All sites must be risk assessed prior to commencement of works to determine the appropriate type of barrier.</p> <p><b>Best Practice</b> – Innovative short feet to prevent trip hazards.</p>	
<p>Warning lights must be placed on barriers on roads with speeds of 40mph or above at nights or when the weather conditions are poor: e.g. Foggy Weather</p>	




## SITE SECURITY

South West Water's suppliers and contractors are required to follow South West Water security standards policy when attending any South West Water site. All sites (private or public) should be risk assessed to determine the appropriate security measures, this will depend on numerous factors e.g. location, type of task, historic issues, severity of risk, weather.

South West Water's minimum standard for site Security is:

- Prevent all unauthorised access into any working area at all times.
- All ignition keys must be removed from unattended vehicles. Vehicles not being used shall be locked at all times.
- For larger CDM notifiable schemes consideration should be given to the use of CCTV or security patrols
- Where works in high risk areas are identified such as pubs, clubs, schools, sport arenas, events etc additional control measures shall be implemented. E.g. fencing double clipped, the covering or backfilling of excavations, regular checks, audits, out of hours cover.






## PLANT AND VEHICLE MOVEMENT

<p>There is a need to identify all items of plant and vehicles where there is a risk of contact with people. Each site requires a risk assessment detailing the plant in use, the inherent risks and who may be affected. A hierarchy of control should be applied when considering site set up.</p>	
<p><b>AVOID</b></p> <p>Avoid the need for people to be within the immediate proximity of moving plant and vehicles through the design, planning and sequencing of the works and transport routes. Eliminate the need for a plant vehicle marshal (PVM).</p>	
<p><b>PREVENT</b></p> <p>Locate pedestrian routes out of areas of plant/vehicle operations.</p> <p>Define Safe routes for all vehicle and plant operations on site.</p> <p>Locate PVM's in a designated place of safety.</p> <p>Utilise Technology such as reversing alarms and cameras to identify when people are encroaching.</p>	
<p><b>MITIGATE</b></p> <p>Develop and implement a plant and vehicle movement plan</p> <p>Nominate plant and vehicle marshals to physically control movements on site.</p> <p>Ensure the condition of all plant and vehicles is sufficient to enable safe operations.</p> <p>Establish exclusion zones and where appropriate controlled access zones.</p> <p>Provide warning signs, traffic control methods e.g. passing points, one way systems, turning areas, reduced speed limits, adequate lighting.</p>	





## PLANT AND VEHICLE MOVEMENT

<p>The use of mobile phones, music headphones or earphones is prohibited whilst operating or marshalling plant and vehicles</p>	
<p>All staff including visitors, contractors and sub-contractors, must be inducted and advised of all plant and vehicle requirements/movements and follow the instructions given.</p>	
<p>It is mandatory to reverse park on all South West Water sites.</p>	

## EMERGENCY PROCEDURES AND FIRE PREVENTION



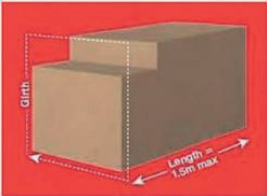

<p>All sites require emergency and fire procedures to be risk assessed, with the emphasis on eliminating or reducing risk. An emergency and fire prevention plan shall be in place prior to commencement of the works. These plans must be continually re-assessed to account for any site changes, e.g. new personnel, weather, plant and equipment. This is to establish the contingency arrangements for accidents, fire, gas leaks, and environmental pollution, summoning the emergency services, evacuation and rescue.</p> <p>These procedures must be communicated to all personnel and will be displayed on all sites where appropriate. Emergency equipment should be identified on the plan and should be provided in adequate quantities in accordance with site specific risk assessment. A hot works permit will be required where the very nature of the activity creates a significant fire risk.</p> <p>South West Water's minimum requirements for all sites include:</p>	
<p>South West Water has a no smoking policy on all their sites unless there is a company designated smoking area. Note: this includes all E cigarettes and vaporisers.</p> <p>For onsite works, e.g. fields/highway, that are not on South West Water land, all risks shall be assessed and suitable designated areas shall be established to prevent the risk of fire. All cigarettes butts/ends/ash shall be extinguished, contained and removed from site. Smoking in company vehicles is not permitted.</p>	
<p>Emergency routes and exits MUST be kept clear at all times</p>	
<p>All Fire Marshalls/wardens must be suitably trained and updated with all processes including any changes in procedure</p>	
<p>The route to the nearest A&amp;E hospital MUST be included in site documentation/ displayed on site.</p>	
<p>The deliberate burning of material is prohibited on all sites</p>	

## FIRST AID

<p>The minimum number of first aiders on site at any time is one.                  The number of first aiders will however be determined by risk assessment prior to commencement of the work.</p>	
<p>First Aid boxes must be available at all times and be re-stocked when necessary.                  Note: The type of task being undertaken may determine what is required in the first aid box; this should form part of your risk assessment.</p>	
<p>For larger schemes with greater numbers of people, notices should be displayed at prominent locations identifying first aid arrangements. All persons on site must be aware of the first aid arrangements.</p>	
<p><b>BEST PRACTICE</b> - All First aiders on site must have an easy way of visibly indentifying them; e.g. First aid stickers on hard hats</p>	
<p><b>BEST PRACTICE</b> - All staff with a medical condition should carry the details/ medication information for emergency situations.</p>	








## MANUAL HANDLING

<p>Manual handling causes many injuries each year. The definition of manual handling includes "lifting, carrying, putting down, pushing or pulling, transporting or supporting a load by hand or bodily force". All staff involved with manual handling shall be adequately trained.</p> <p>All manual hazards will be risk assessed prior to commencement of the activity undertaken. The identification of hazards involves 4 key factors listed below.</p> <p>A simple mnemonic; the word "TILE" may help you remember them.</p>		
<p><b>T</b>ask Analysis of the nature of handling operation and identification of high risk activities.</p>	<p>Examples of the task include: Twisting, Stooping, Reaching upwards, long carrying distances, Strenuous pushing or pulling</p>	
<p><b>I</b>ndividual Capability Consideration of the physical characteristics of the person doing the handling operation and their ability in terms of knowledge and skills.</p>	<p>Three main aspects to considering an individual's ability to carry manual handling safely:</p> <ol style="list-style-type: none"> <li>1. Does the task require unusual capabilities; e.g. strength or height?</li> <li>2. Does it pose a risk to those with a health problem or expectant mothers?</li> <li>3. Does it require special training?</li> </ol>	
<p><b>L</b>oad An analysis, including weight and measurements of the object being handled.</p>	<p>Examples of the load include:</p> <ul style="list-style-type: none"> <li>• Weight</li> <li>• Size</li> <li>• Shape</li> <li>• Resistance to movement</li> <li>• Rigidity (or lack of)</li> <li>• Presence or absence of handles</li> <li>• Surface texture of the item</li> </ul>	
<p><b>E</b>nvironment Analysis of the immediate physical surrounding within which the handling operation takes place.</p>	<p>Examples of the environment include:</p> <ul style="list-style-type: none"> <li>• Condition of floors e.g. slippery, uneven etc</li> <li>• Levels such as ramps, steps, ladders</li> <li>• Temperature – Humidity, cold</li> <li>• Weather, strong winds</li> <li>• Lighting conditions- variations between light and shade</li> </ul>	




## SLIPS, TRIPS AND FALLS

Every year, many injuries occur through slips, trips and falls. Most of these injuries are easily preventable with good housekeeping and working practices.

South West Water's minimum standards include the following:

<p>All working areas to be kept in a clean and tidy condition.</p> <p>All rubbish must be cleared and stored in an appropriate place prior to removal.</p>	
<p>All openings, chambers and manholes are to be adequately covered when access is not required.</p> <p>Barriers must be erected when access is required but the opening is left unattended.</p>	
<p>Edge protection is mandatory for all excavations.</p>	
<p>Adequate levels of lighting must be maintained. E.g. Bulbs/tubes replaced.</p> <p>Lighting requirements must be risk assessed taking into consideration changing conditions such as darker mornings/ evenings and environment to which you are working.</p> <p>Light meters may be necessary to determine the requirements.</p>	
<p>Electrical trailing leads, over ground pipes/ hoses must be positioned safely and away from works/access/public areas.</p> <p>Best Practice is to raise any items above head height where feasible.</p>	

## WORKING AT HEIGHT

<p>Falls from height cause the majority of fatalities in the construction industry. A safe system of work is essential when working at height.</p> <p>South West Water has implemented the following fall prevention hierarchy.</p>	
<p>1. Avoid working at height where possible, e.g. by design, innovative solutions</p>	
<p>2. Stop People falling by using safe working platforms, scaffolding, Mobile Elevating Work Platforms (MEWPS), guard rails, edge protection.</p>	
<p>3. Provide equipment that will restrain or arrest falls such as fall arrest harnesses and lanyards.</p>	

### Preventing falling objects


Preventing falling objects can easily be avoided with some simple measures. As a minimum these include:

- Not stacking materials near edges, and particularly unprotected edges.
- Close boarding of working platforms to prevent gaps between scaffold boards or alternatively place sheeting over the boards.
- Avoid carrying materials up and down ladders: e.g. by using chutes to move materials
- Use physical safeguards such as toe boards, brick guards, excavation edge protection
- Use covered walkways/netting shielding where risk remains

## UTILITY SERVICE AVOIDANCE

<p>All excavating, in either private or public land, requires a risk assessment prior to commencement. The excavating person(s) must be adequately trained and competent for the task being undertaken. <u>Follow the Service Avoidance Hierarchy defined in Appendix 1.</u></p> <p>The minimum safety requirements will address the following aspects :</p>	
<p><b>AVOID</b> Eliminate the risk by design – do we need to excavate in allocation where there is risk? Is ground penetration radar required to confirm locations?</p>	
<p><b>PREVENT</b> Can the supply/utility service be isolated? The use of Vacuum excavators or air picks should be considered especially in areas of high risk such as sites containing:</p> <ul style="list-style-type: none"> <li>• High voltage cables</li> <li>• High pressure gas mains</li> <li>• Multiple service crossings.</li> </ul> <p>Do not use any hand held power tool or mechanical excavation within 500mm of a live service, or within the distance stated by the Statutory Authority (whichever is greater). Always use a banks man when mechanically excavating.</p>	
<p><b>MITIGATE</b> Ensure utility drawings (electric, gas, water, Cable TV, BT) are available on site and the team understands the colour coding. Carry out observational checks for existing scars/trench lines and covers.</p> <ul style="list-style-type: none"> <li>• Mark the line of services with spray paint</li> <li>• Use calibrated survey detection equipment before and at regular intervals during excavation</li> <li>• Wear the appropriate PPE at all times</li> <li>• Never dig directly above a known service</li> <li>• Where a service has been identified as being encased in concrete all works MUST stop until a safe system of work is in place.</li> </ul> <p>Training in the use of Cat &amp; Genny (Cable locating equipment) is mandatory for all staff undertaking digging/excavating.</p>	

## UTILITY SERVICE AVOIDANCE

<p>All exposed services will be supported in accordance with Statutory Undertakers requirements. Services are not to be used for access/egress from any excavation. Any damage to any service is to be reported to the Statutory Undertaker immediately and through the South West Water reporting procedures.</p>	
<p>All work carried out in the vicinity of overhead cables will be undertaken in accordance with GS6 Guidance and shall be subject to a specific risk assessment and method statement. Barriers and/or goal posts will be established to limit access and work in the vicinity of overhead electricity cables; these may need to be established after liaison with the appropriate Statutory Undertaker.</p> <p>For transient teams with high risk activities such as grab lorries drivers/operators shall be given specific GS6 training.</p>	
<p>Excavations are to be adequately supported or battered to a safe angle of repose where there is a risk of collapse.</p> <p>Where excavations are deeper than 1.2m (less if there are other factors such as ground water, surcharge, adjacent structures, poor ground, etc) they shall be battered back or supported and a permit must be completed by an appointed person.</p> <p>Where any excavation is deeper than 2m this will be deemed to be a deep excavation, and subject to a temporary works design. Any ground support systems will need to be designed appropriately by a suitably qualified person.</p>	
<p>Where there is a risk of a person falling into an excavation, or an excavation of any depth is in a public area, secure rigid barriers are to be installed (minimum height 950mm with no gaps exceeding 470mm). Where there is a risk of materials or objects falling onto persons in an excavation, suitable barriers are to be installed.</p> <p>Where plant or vehicles could fall into excavations appropriate controls are to be taken such as the provision of stop blocks.</p>	

### Safe Digging

Spoil and materials are to be deposited a safe distance from the edges of excavations/ trenches. An easy way to remember the safe distance for materials/spoil is by using the depth as the same measurement; e.g. 1metre deep requires spoil to be stored 1metre away.

Excavations may need to be considered a confined space in certain situations. Any risk assessment for an excavation must consider the risks from gases, entrapment etc and identify how such hazards are controlled.

A competent person will make statutory inspections/examinations:

- Before the commencement of each shift
- After any change in anticipated conditions likely to have changed the conditions (e.g. heavy rain).
- After a collapse or event likely to have affected the stability of the excavation

All inspections/examinations are to be recorded and these records kept on site.

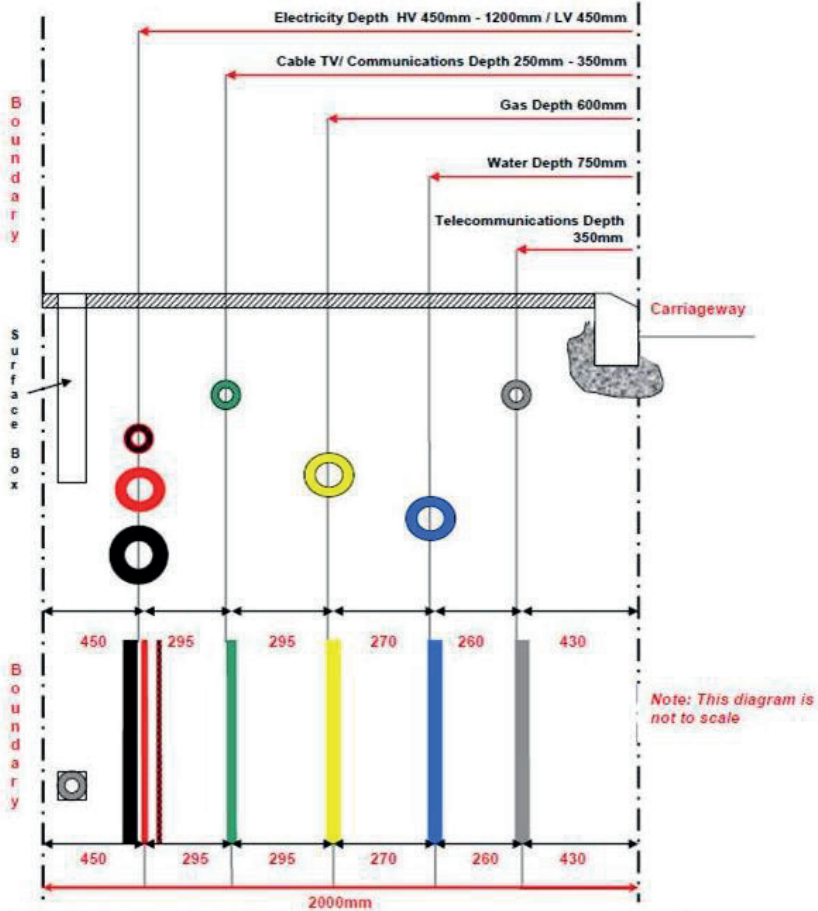
## NJUG GUIDELINES – National Joint Utilities Group








NJUG Guidelines on the Positioning and Colour Coding of Underground Utilities' Apparatus

**FIGURE 1 - Recommended Positioning of Utility Apparatus in a 2 metre Footway**

Note – the same positioning should apply in the carriageway/service strip (if safe and practical to do so) where a development has no footway(s) available for services and/or the boundary of the property is on the carriageway (please refer to minimum depths in carriageways). For further advice please contact the asset owner.



## PLANT AND EQUIPMENT

<p>All plant and equipment used on site will be:</p> <ul style="list-style-type: none"> <li>• In good working order and be suitable for the purpose and the environment in which it is to be used.</li> <li>• Maintained in good condition with safety devices (guards, reversing alarms, flashing beacons, correct mirrors etc.) fitted and in good order.</li> <li>• Regularly inspected with appropriate records, complying with the relevant statutory requirements. All records will be kept on site.</li> </ul> <p>Method statements will include controls to manage the risk arising from the use of the plant and equipment. The risks you need to think about include the plant positioning, movements, installation/removal and maintenance.</p>	
<p>Drivers/Operators covered by the Construction Plant Competence Scheme (CPCS), National Plant Operators Registration Scheme (NPORS) or any other approved bodies) will hold the appropriate current cards with them on site.</p> <p>Some Internal training is permissible for specific plant items where certificated and competence is demonstrated and when legally permissible.</p> <p>No person, other than the driver, is to ride on power driven vehicles except where seating and restraint methods are specially provided for the carriage of passengers.</p> <p>Only trained competent persons are to operate power tools.</p>	 
<p>All mobile plant shall to be fitted with a protective cab, or other rollover protection system. Seat belts will be fitted, in good order and are to be worn at all times whilst the plant is being used.</p>	
<p>Plant and equipment on any site shall be secure at all times</p>	
<p>All plant shall be inspected before use, visually on a daily basis and documented weekly. Any defects must be reported and the item quarantined until the defect is rectified.</p> <p>All plant and equipment must be certified/ calibrated for use suitable for the task at hand.</p>	

## PARKING AND DRIVING

- Parking must only be in area where it is a legal and safe. When planning on-site parking you will segregate pedestrians from vehicles and plant.
- Parking is not permitted in front of any building access or in a manner which prevents the safe movement of plant.
- Drivers shall ensure that vehicles in their control are correctly maintained, in a legal roadworthy condition and safe to use.
- All drivers must be licensed for the vehicle they are driving on both public and private land
- All mobile plant and vehicles reversing on site must be under the control of a suitably trained vehicle marshal/banks man unless you have planned routes and/or have an installed suitably robust safe system of work.
- No mobile phones or devices, headphones or earphones are to be used whilst driving.
- Reverse parking is recommended as best practice

### *Limitations*

- Fatigue limits should be considered in your operations including the commute to and from the place of work.
- Overnight accommodation provision and the use of conference calls are encouraged to reduce unnecessary travel. Drivers must take regular breaks to avoid fatigue and tiredness.
- Drivers must ensure that they are medically fit to drive and should have regular eye tests.



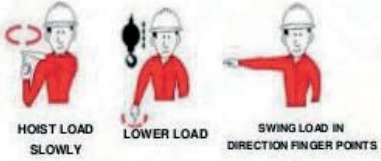




## LIFTING



Where works involve lifting operations you must:

- Appoint a competent trained person to plan all lifting operations.
- Appoint a competent lift supervisor who shall be present throughout and to supervise the lifting operation.

Ensure all lifting Operations are in accordance with BS7121

<p>The Appointed person, the lift Supervisor the operator, slingers and signallers will all have the appropriate and valid Construction Plant Competence Scheme (CPCS) card or demonstrate equivalent training/competence. All such cards are to be available for inspection at any time.</p>	
<p>All lifting operations will be planned with consideration of ground conditions and any restriction in the environment; e.g. overhead and underground services, weather, close proximity to buildings, exclusion zones, roads and railway lines, water courses, other vehicles and plant. These Arrangements will be detailed in a lifting plan.</p>	
<p>All signallers are to be safely positioned to direct, (by suitable communication - i.e. hand signal or radio), the raising, slewing and settling down of all loads.</p> <p>All Slingers/Signallers are to wear distinctive high visibility clothing and use industry approved signals.</p>	
<p>All lifting equipment and accessories shall have current certification available for inspection, including thorough examination and test records.</p>	
<p>When lifting large items that are susceptible to the wind, e.g. shutters, the upper safe wind speed limit is to be established and procedures in place to cease operation should the limit be approached or reached. An anemometer or similar is to be available to measure this.</p>	

## LIFTING




<p>Cranes to lift people will only be acceptable if it is not practical to use safer alternatives; E.g. purpose designed equipment such as mobile elevated work platforms.</p> <p>A purpose designed man carrying basket shall be used.</p> <p>The operative(s) are to wear full body harnesses and be secured within the carrier.</p> <p>The crane is to be fitted with a free fall capability lock out and other appropriate devices such as a hoisting limiter, lowering limiter, rated capacity indication and rate capacity limiter. The crane and carrier are to be inspected every day by a competent person, with a thorough examination every 6 months.</p>	
<p>All excavators are to have:</p> <ul style="list-style-type: none"> <li>• A weekly recorded inspection</li> <li>• A twelve monthly recorded thorough examination.</li> </ul>	
<h2>MANUAL LIFTING</h2>	
<p>All works shall eliminate the need for manual lifting where reasonably practicable. Where it is not possible to eliminate manual handling, you are to give consideration to partial mechanisation or purchasing lighter weight materials where possible.</p>	<p>See manual handling pages</p>

## ELECTRICITY

All work associated with an electrical system will be undertaken in strict accordance with the Electricity at Work Regulation 1989 and the current edition of the IET Wiring Regulations

All electrical installations and alterations are to be undertaken by competent electricians and are to be inspected, tested and recorded prior to use and being made available.

With the exception of Extra Low Voltage systems (less than 50V AC/ 120V DC) or live electrical testing in accordance with Regulation 14 Electricity at Work Regulations you will only undertake work on electrical equipment having isolated the supply under an appropriate 'Permit to Work'.


<p>All electrical installation and equipment will be inspected and tested with the following minimum frequencies:-</p> <p><b>Temporary Accommodation (cabins)</b>                  Supply Board &gt; Cabin 3 months                  Cabin internal wiring 12 months                  Portable Equipment 12 months</p> <p><b>Site Supplies Supply Board</b>                  MDU 3 month                  Fixed Distribution Cabling 3 months                  110v Tools, Lighting, etc 3 months                  230v Tools, Lighting, etc 1 month</p>	
<p>110 volt portable tools and lighting must be used on site. Where equipment requires a voltage greater than 110 volts then you will risk assess the issues and put in place additional protective measures (e.g. monitors, earth systems and circuit breakers).</p>	
<p>Cables will be routed in a safe manner at all times on sites.</p>	

## CONFINED SPACES

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

A suitable and sufficient assessment of the risks must be undertaken for all work activities to decide what measures are necessary for safety (under the Management of Health and Safety at Work Regulations 1999, regulation 3). For work in confined spaces this means identifying the hazards present, assessing the risks and determining what precautions to take. In most cases the assessment will include consideration of:

1. The task
2. The working environment
3. Working materials and tools
4. The suitability of those carrying out the task
5. Arrangements for emergency rescue

<p>If your assessment identifies risks of serious injury from work in confined spaces, such as the dangers highlighted above, the Confined Spaces Regulations 1997 apply.</p> <p>These regulations contain the following key duties:</p> <ul style="list-style-type: none"> <li>• Avoid entry to confined spaces, e.g. by doing the work from outside</li> <li>• If entry to a confined space is unavoidable, provide a safe system of work</li> <li>• Put in place adequate emergency arrangements before the work starts.</li> </ul> <p>Make sure that the safe system of work, including the precautions identified, is developed and put into practice. Everyone involved will need to be confined space trained, medically fit and instructed to make sure they know what to do and how to do it safely. Rehearsing critical activities should be considered prior to entry.</p> <p>When your staff are working in a confined space, think about the following:</p> <ul style="list-style-type: none"> <li>• How will you know they are okay and haven't been overcome by fumes?</li> <li>• How will you get them out if they are overcome? (It is not enough to rely on the emergency services).</li> </ul>	<p><b>The law</b></p> <p>Confined Spaces Regulations 1997. Other legislation may apply, depending on where the confined space is situated or on the task being carried out, for example:</p> <ul style="list-style-type: none"> <li>• Confined spaces within machinery</li> <li>• Provision and Use of Work Equipment Regulations 1998 (PUWER)</li> <li>• Workplace (Health, Safety and Welfare) Regulations 1992</li> <li>• Personal Protective Equipment Regulations 2002</li> <li>• Personal Protective Equipment at Work Regulations 1992</li> </ul>
<p>Gas monitors will need to be capable of detecting the relevant potential hazardous atmosphere and be calibrated, with a current calibration certificate. Gas monitors should be subjected to regular 'Bump test' as stipulated by the manufacturer. You will ensure that all personnel using the gas monitor are to be familiar with the device being used.</p>	

## DEMOLITIONS

Demolition will only be undertaken by contractors who are members of the National Federation of Demolition Contractors (NFDC).

Employees, (operatives and supervisors) are to hold relevant certification in the scheme for the Certificate of competence Demolition Operatives (CCDO).

Specific Risk assessments and a detailed safe system of work are to be prepared addressing all risks including premature collapse due to weakening or overloading of the structure, Utility service protection/isolation, falling objects, dust, structures in close proximity, removal of asbestos or other health hazards.



## ASBESTOS

### *What is asbestos?*

- It is a naturally occurring mineral, which has a fibrous structure when you view it under a microscope.
- There are three types we most commonly encounter which are white, blue and brown.
- All are hazardous – there are no 'safe' forms of asbestos.
- It has really useful properties: (it's resistant to chemical damage; it's an excellent thermal and electrical insulator; it's stronger than steel but lighter than silk), which is why in the past it was extensively mined and used in many different types of applications.
- There are at least 3000 types of products containing asbestos identified.
- Some materials are more hazardous than others. The risk is higher where the asbestos content is high and where the material is 'friable' – i.e. releases fibres easily.
- High risk materials (also known as licensable materials) include insulation (lagging), sprayed coatings and asbestos insulating board..
- Low risk materials include asbestos cement, bitumen tiles and textured coatings.

### *Where do we find asbestos?*

- Asbestos was used in a wide range of building materials, insulation and moulded products such as cisterns, pipes and gutters.
- Although the sale and use of asbestos has been prohibited for many years, there is still a lot of it in buildings around the UK.
- The most common ACMs are acoustic/fire insulation, asbestos insulating board, asbestos cement and fabrics/ropes.
- It could be present in the building(s) where you work in partition walls or in ceiling tiles, as lagging on boilers and pipes, in roofing sheets and soffits or in vinyl floor tiles. It may be hidden behind

### *Emergency Procedure if you suspect asbestos fibres have been released and you have visible signs of dust or debris on yourself or your clothing:*

- Don't panic – the risk of ill health is very low for a one-off incident.
- Remove your outer clothing and bag it up as hazardous waste. Wipe down your footwear with a damp cloth and dispose of it as hazardous waste.
- Wash your hands and face thoroughly. If the contamination is more widespread, shower and wash your hair.
- Notify your line manager or client who will arrange for testing of the suspect material.
- Your line manager or client should arrange for clean up if testing confirms the presence of asbestos.
- Complete the Potential Asbestos Exposure Register (HSF-SF-0069a) and forward to HR.

### *Waste Disposal*

- All asbestos waste should be double bagged (red inner bag and transparent outer bag) and treated as Hazardous Waste.
- Site lead should obtain and file Consignment Notes where appropriate.



## WORKING OVER WATER

Where your works involve activities on, adjacent to, or over water, slurry or chemicals, you shall plan and establish controls that eliminate the risk of falls of person(s) into water or other liquids. Alternatively you shall ensure suitable edge protection and working platforms are available.

Dependent on the risk, suitable emergency procedures are to be made available for example:

- Means of raising the alarm,
- Rescue boat
- Buoyancy aids
- Grab ropes and lines.

All persons at risk of falling into water, or other liquids, are to wear life jackets. The minimum standard of life jackets is 150N in accordance with EN396.

Note: Personal requirements should be assessed with the standard increased (e.g. to 275N) where heavy weight clothing is being worn and/or tools are being carried.

All equipment is to be maintained and inspected on a regular basis. Where a safety boat is maintained, its engine shall be started twice daily and its fuel tank kept full.



Note: that aerated water (i.e. anything with bubbles in it) will be less dense than normal water (and so the floatation received from the fluid will be much reduced). An individual falling into such a liquid will possibly sink even if wearing a life jacket. When working in these conditions additional controls and rescue methods shall be required.

## ACCESS AND EGRESS

A common cause of accidents is unsafe means of access.

Everyone has a responsibility to ensure that all access areas within the workplace are kept clear from obstructions, and that items, equipment, cavities or spillages do not interfere with free and safe movement around the site

Ensure your work sites have safe access and egress routes both in, out and within the sites. Where possible pedestrians and vehicles shall be segregated, routes well lit and appropriate signage and guarding shall be in place.

The minimum requirement is:

- All guards, handrails and toe boards shall be maintained and kept in good condition
- Where ladder access is necessary; that it is sound, securely tied, safe and appropriate for use
- Emergency equipment, i.e. fire extinguishers, fire exit/doors, lifebelts etc, are kept free from obstruction at all times
- Gangways, corridors and exits in offices and workshops are kept clear to allow free and safe passage
- Mobile plant and fixed access steps, including handholds, are maintained and in good condition
- Immediately report any defects to your line manager

Many sites will have shared access controlled by other contractors or by South West Water. Where this happens you must communicate and cooperate with these parties to help ensure a safe environment for all.



## OFFICE SAFETY

An office can seem like a safe place to work. However, many serious accidents and injuries occur on a regular basis in offices everywhere. Slips, trips and falls are one of the most common causes of workplace injuries.

- Keep desk and file drawers closed when not in use.
- Do not open file or desk drawers above or behind someone without warning them.
- Use only step stools and ladders (do not climb on counters, desks or chairs).
- Push chairs up to desk or under counter when not in use.
- Do not carry loads, which obstruct your view, which are too heavy or without a prepared place to set them down.
- Get help to move heavy objects.
- Approach 'blind' areas cautiously.
- Know the location of emergency exits and keep aisles to them clear.

Lone Working is often overlooked for office based staff and the measures listed under "Lone working" Pages 13-14 of this code should also cover the office environment particularly evenings when staff may be working late.

Where staff on site are expected to stay at a desk for extended periods of time then their workplace shall be subjected to a Display Screen Equipment assessment and the workstations shall be set up to reduce the health risks associated with prolonged Visual Display Units (VDU) use.

Assessments will as defined by the Health and Safety (Display Screen Equipment) Regulations and associated guidance.

## WORKPLACE LIGHTING

Lighting should be sufficient to enable people to work and move about safely.

If necessary, local lighting should be provided at individual workstations and at places of particular risk such as crossing points on traffic routes.

Lighting and light fittings should not create any hazard.

Automatic emergency lighting, powered by an independent source, should be provided where sudden loss of light would create a risk.

The usage of lightweight portable LED lighting systems is encouraged where works are transitory.



## MOBILE PHONE AND DATA DEVICE USAGE

Using a hand held mobile phone or data device whilst driving is illegal on the public highway and is not allowed within the confines of any South West Water site or South West Water contractor's site. The rules are the same if you're stopped at traffic lights or queuing in traffic.

Mobile phones and data devices on site need to be restricted so that they do not cause a hazard. They shall not be used where individuals are in hazardous areas especially where there are plant or material movements or anywhere near fuelling facilities, gas holding or gas generating assets.



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