STRUCTURETONE

2024/25

HEALTH & SAFETY
PROCEDURES MANUAL

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Last reviewed by Ane Marie Rednic
Next Document Review Date: 12.06.2025

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WORKING AT HEIGHTS

001.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. FALLS OF PERSONS			X
2. FALLS OF MATERIALS		X	

001.2 CONTROL MEASURES

001.2.1 Compliance with relevant legislation

- Working at Height Regulations
- Provision and Use of Work Equipment Regulations
- Construction (Design and Management) Regulations
- HSE Guidance Booklet HS(G)33: Safety in Roof work
- HSE HS(G)25: Prevention of falls to window-cleaners
- British Standard BS1129: Lightweight Staging

001.2.2 Planning

Work will be planned in advance, with careful consideration given to the selection and use of work equipment. All equipment will be provided and maintained to required legal and other standards ensuring a safe means of access is provided. A safe system of work should be set up which takes account of:

- Levels of supervision of workers required, e.g. fall arrest equipment will require a higher level of supervision than work on a mobile scaffold tower.
- Weather conditions, e.g. carrying out maintenance on an icy roof or working in rainy conditions on a slippery surface.
- Emergency or rescue arrangements that may be required, e.g. if workers fall while using a fall arrest system. It is not acceptable just to rely on the emergency services, this needs to be covered in the risk assessment and planned beforehand.

If adverse weather such as icy or windy conditions greatly increases the risk of working at height (e.g. carrying a wide roof sheet in high wind), the work should be postponed until conditions are satisfactory. Getting a daily forecast is a suitable precaution.

The stipulation does not apply for emergency services acting in the event of an emergency.

WORKING AT HEIGHTS

001.2.3 Physical

Suitable signs and barriers will be positioned directly below works to warn of overhead operations. Edge protection will be erected at all openings or edges where falls could occur. Where edge protection is removed for access, or it is not practicable, safety lines and harnesses will be worn by operatives working at or near the edge. Where there is likely to be debris falling, fans, chutes or full enclosures will be used to protect third parties. All operatives working below overhead operations will wear safety helmets.

001.2.4 Managerial/Supervisory

All equipment will be checked to ensure it is in good order, to correct specification, and in date for inspection. Work will be monitored to ensure that additional precautions and equipment is taken into use if edge protection is removed.

001.3 TRAINING

Training and instruction must be provided to all operatives and supervisory staff involved in the use of harnesses, and how to inspect and assess PPE of this type before use.

PRESS HERE TO GO TO THE FORM:
SD14 Working at Height Inspection Sheet

002

USE OF ACCESS SCAFFOLDING

002.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. FALLS OF PERSONS			X
2. FALLS OF MATERIALS		X	
3. COLLAPSE OF STRUCTURE			X

002.2 CONTROL MEASURES

002.2.1 Compliance with relevant legislation

- Working at Height Regulations
- Provision and Use of Work Equipment Regulations

002.2.2 Planning

Only authorised personnel will erect, modify or dismantle scaffolding. For all structures CITB certification of erectors will be required and checked. Design drawings will be produced for load-bearing scaffolds and non-standard structures. Erection will be to British standards Lighting arrangements will be referred to local authority for structures on the public highway or right of way.

002.2.3 Physical

Guard-rails and toe boards removed for access will be replaced after access has been gained. Unused ladder gaps will have them fitted. Ties removed for any purpose will be replaced or alternative ties fitted, at once. Debris guards, debris netting, and fans will be considered for high-rise scaffolds and those close to public areas. Traffic movements will be restricted around scaffold bases. Excavations adjacent to scaffold bases will be monitored to ensure the stability of the structure is not affected.

002

USE OF ACCESS SCAFFOLDING

Where work at height can not be avoided, the distance a person can fall, or the consequences of a fall must be minimised. Equipment such as fall restraint or fall arrest can be used, or soft-landing systems, such as safety nets or air bags.

002.2.4 Managerial/Supervisory

All scaffolding will be inspected on handover to or from other contracts. After alteration or adverse weather conditions scaffolds must be inspected by management. Static Scaffolds higher than 2 metres must be inspected in its place of use before being used. The inspection is only valid for seven days the results must be recorded. All scaffold inspections will be carried out by a competent person. Scaffolds will be checked regularly to ensure their correct use and that unauthorised adaptations have not been made. For mobile platforms, inspection at the site is sufficient without inspection again every time it is relocated on that site.

002.3 TRAINING

Persons erecting scaffolding must be adequately trained. Inspections of scaffolding will be carried out only by those trained competent to do so.

PRESS HERE TO GO TO THE FORM:
Structuretone Scaffold Inspection Report

003

USE OF MOBILE SCAFFOLD TOWERS

003.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. FALLS OF PERSONS			X
2. FALLS OF MATERIALS		X	
3. COLLAPSE OF TOWER	X		
4. OVERTURNING OF TOWER			X
5. UNINTENDED MOVEMENT OF THE WHEELS		X	
6. CONTACT WITH LIVE OVERHEAD CABLES OR OTHER SERVICES			X

003.2 CONTROL MEASURES

003.2.1 Compliance with relevant legislation

- Working at Height Regulations
- Provision and Use of Work Equipment Regulations

003.2.2 Planning

Only authorised personnel will erect, modify or dismantle scaffolding towers. Towers should not be specified for use in the vicinity of overhead power lines. Specification for use of tower scaffolds will take into account the site ground conditions expected, height restrictions and obstructions. Work will be tendered for taking into account relevant standards.

003.2.3 Physical

Towers will be erected by trained personnel in accordance with relevant standards and manufacturer's instructions. Ladder access must be internal and fixed to the narrowest side. Maximum height to base ratios will not be exceeded; 3.5:1 inside use and 3:1 external use without ties. Ties will be used in exposed or windy conditions. All tower platforms will be fully boarded and fitted with toe boards and guard-rails. Wheels will be braked or locked when the tower is in use. Personnel and materials will be removed before a tower is moved. Manufacturer's advice on maximum loadings will be adhered to.

USE OF MOBILE SCAFFOLD TOWERS

003.2.4 Managerial/Supervisory

All scaffolding will be inspected on handover to or from other contractors. After alteration or adverse weather conditions scaffolds must be inspected every seven days and the results recorded. All scaffold inspections will be carried out by a competent person. Scaffolds will be checked regularly to ensure their correct use and that unauthorised adaptations have not been made.

003.3 TRAINING

Persons erecting scaffolding must be adequately trained. Training may be provided by manufacturers or hirers, but some proof should be obtained. Inspections of scaffolding will be carried out only by those trained and competent to do so.

PRESS HERE TO GO TO THE FORM:
SD07 Mobile Tower Checklist

004

USE OF LADDERS

004.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. FALLS OF PERSONS FROM LADDER			X
2. LADDER SLIPPING			X
3. OBJECTS DROPPED BY LADDER USER		X	
4. ROTTEN OR WARPED LADDER CAUSING THE RUNGS TO BREAK			X
5. CONTACT WITH LIVE OVERHEADS			X

004.2 CONTROL MEASURES

004.2.1 Compliance with relevant legislation

- Working at Height Regulations
- Provision and Use of Work Equipment Regulations

004.2.2 Planning

Ladders will be checked to ensure correct length, type and condition before use. Ladder work is restricted to that which can be carried out using one hand only.

004.2.3 Physical

The ground base for ladder use must be firm and level. The ladder must be of sufficient length to extend 1.05m above the step-off point when used as access to a scaffold. The correct angle of rest for a ladder is 75 degrees, or a base to height ratio of 1:4. Ladders must be secured against slipping, by tying at the top or at the bottom. Ladders may only be footed as a sole precaution against movement if less than 5m height. Over-reaching from ladder will be avoided.

USE OF LADDERS

004.2.4 Managerial/Supervisory

Supervisors must check ladders before use to ensure they are sound. Use of ladders will be monitored regularly, to ensure that operatives are not over-reaching, or using two hands to work. Damaged ladders will be broken up or removed from the workplace immediately. Painted ladders will not be accepted for use. Managers must check method statements supplied by subcontractors and other, e.g. window cleaners, to ensure that ladders will be used correctly, and that safe access will be available. Ladders will be used as a last resort. Stepladders are allowed on a permit to work basis.

004.3 TRAINING

All operatives must be trained in the safe use of ladders and the hazards which are to be avoided. This will normally be done at induction.

PRESS HERE TO GO TO THE FORM:
PW08 Step Ladder Permit

005

USE OF MOBILE ELEVATING WORK PLATFORMS

005.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. FALLS OF PERSONS			X
2. FALL OF MATERIALS		X	
3. UNINTENTIONAL LOWERING OF PLATFORM		X	
4. STRIKING AGAINST OVERHEAD OBSTRUCTION		X	
5. PLATFORM OVERTURNING			X
6. VEHICLES OR PLANT STRIKING PLATFORM			X
7. UNAUTHORISED USED			X

005.2 CONTROL MEASURES

005.2.1 Compliance with relevant legislation

- Working at Height Regulations
- Provision and Use of Work Equipment Regulations

005.2.2 Planning

Control of traffic and pedestrians will be planned. Platform capacity will be checked to ensure sufficient height and SWL for the work undertaken, before use. Where owned by the Company, this equipment is subject to the planning maintenance programme and must be inspected six-monthly as item of lifting equipment designed to carry people. When hired, proof of servicing and Certificates will be required.

005.2.3 Physical

The area of the work is to be fenced off. Platforms must not be operated outside limits set by the manufacturer. The operating area will be firm and level. Stabilisers will be extended before the platform is raised; platforms are not be left unattended in the raised position. Platforms must not be moved until they are clear of loose material. Cradle to have guardrails, safety harnesses to be worn as additional precaution.

005

USE OF MOBILE ELEVATING WORK PLATFORMS

005.2.4 Managerial/Supervisory

Platforms require regular maintenance, which must be arranged at appropriate intervals. Managers are responsible for ensuring that only trained and authorised personnel use the platforms.

005.3 TRAINING

All operatives must be trained in the safe use of these platforms. This will normally be done by the manufacturer's representative or hirer and IPAF Certification will be required.

PRESS HERE TO GO TO THE FORM: SD19 Provision and use of working equipment inspection sheet

PRESS HERE TO GO TO THE FORM: SD05 Lifting Operations and Lifting Equipment Inspection sheet

006

STORAGE OF MATERIALS ON SITE

006.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. INJURY TO OPERATIVES FROM FALLING MATERIALS			X
2. INJURY TO TRESPASSERS, ESPECIALLY CHILDREN		X	
3. ENVIRONMENTAL CONTAMINATION		X	

006.2 CONTROL MEASURES

006.2.1 Compliance with relevant legislation

- Control of Substances Hazardous to Health Regulations
- The Manual Handling Operations Regulations

006.2.2 Planning

Minimum quantities of materials will be supplied to site. The manufacture's recommendations will be followed with respect to temperature and humidity requirements, and stacking. For hazardous materials, COSHH assessments will be required before delivery to site. (See SMS sections 419,439 & 440)

006.2.3 Physical

Palletised loads will not exceed two pallets in height. Loads will be lifted in the correct manner, avoiding the use of makeshift arrangements. Compressed gas cylinders will be stored upright. Stacks of cylindrical objectives such as pipes and cable drums will be stabilised using chocks or wedges. Material stacks will be limited in height to ensure stability; heights of more than 2m will be avoided unless specifically authorised by site management. Drums and containers will be marked clearly to indicate contents. Secure storage will be provided for all hazardous substances, to prevent access by unauthorised persons. Trays or bunds will be provided where necessary beneath containers to prevent ground contamination. Handrails will be fitted to storage areas where persons could fall more than 2m.

006

STORAGE OF MATERIALS ON SITE

Storage areas for flammable and combustible materials on site should be:

- Securely fenced, ventilated buildings or open-air compounds.
- Separate from other parts of the site and away from emergency exits
- Accessible to fire fighters
- Properly marked/signed
- Provided with two escape routes
- Large enough to allow clear spaces to be maintained around stacks of materials, tacking care that the stacked materials themselves do not cause a hazard.

006.2.4 Managerial/Supervisory

Stockpiles and storage areas will be inspected regularly to ensure stability, and to ensure that the above physical precautions are in place.

006.3 TRAINING

Verbal instructions and training will be given to operatives as necessary to ensure good housekeeping standards are maintained on site. Stability and stacking instructions will be given as needed to site operative by management.

007

STORAGE & USE OF LPG

007.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. FIRE			X
2. EXPLOSION			X
3. ASPHYXIA			X

007.2 CONTROL MEASURES

007.2.1 Compliance with relevant legislation

- Highly Flammable Liquids and liquefied Petroleum Gases Regulations
- Pressure Systems and Transportable Gas Containers Regulations
- HSE Guidance Note HS (R) 30 Guide to PS and TGC Regulations
- HSE Guidance Note CS4 - Keeping of LPG in cylinders
- HSE Guidance Note CS6 - Storage and use of LPG on construction sites
- Dangerous Substances and Explosive Atmospheres regulations (DSEAR)

007.2.2 Planning

Prior to starting work with LPG, quantities will be estimated to ensure adequate storage facilities will be available. Liaison between contractors, owners and clients will be maintained to ensure storage is adequate. The minimum quantity required will be held on site.

007.2.3 Physical

Cylinders will be stored upright in an open mesh, lockable container protected from sunlight, away from buildings, drains and excavations. Cylinders will be kept away from flammable materials and heat sources. Adequate ventilation will be provided in areas where LPG is in use. Where LPG is used, a dry powder fire extinguisher will be available. Cylinders should not be stored beneath overhead power cables or in the path of falling materials. Equipment using LPG will be subject to a planned maintenance programme. Empty cylinders will be treated as full, except in storage where they will be segregated. Storage areas will be signed with appropriate safety signs and warnings. Direct heat will not be applied to cylinders.

STORAGE & USE OF LPG

Cylinders on site should be transported upright using suitable trolleys to avoid manual handling problems, or lifted by cranes using a special carrier.

007.2.4 Managerial/Supervisory

Management will ensure that storage facilities are adequate and are maintained to the specified standard. During inspections, they will check to ensure LPG equipment is being used properly, cylinders not in use are removed from the workplace, fire extinguishers are present, and storage areas are in good order. Hot work using LPG must be inspected at the end of work periods to ensure that the risk of fire is minimised.

007.3 TRAINING

Operatives using LPG will be given training. This will include the approved method of leak detection, fire precautions and the use of fire extinguishers.

008

SLINGING OF LOADS

008.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. UNPLANNED RELEASE OR DROPPING OF LOAD			X
2. STRIKING BY FALLING OBJECTS		X	
3. TRAPPING BETWEEN FIXTURE AND LOAD		X	
4. DAMAGE TO EQUIPMENT OR PROPERTY		X	
5. STRIKING/ARCING OF OVERHEAD CABLES			X

008.2 CONTROL MEASURES

008.2.1 Compliance with relevant legislation

- Working at Height Regulations
- Lifting Operations and Lifting Equipment Regulations

008.2.2 Planning

Correct lifting equipment will be supplied, compatible with the load. Operation will be planned to ensure maximum safety of personnel and property. Lifting equipment is subject to the planned maintenance programme. Relevant test certificates or copies will be available for inspection on site. Sufficient numbers of trained personnel will be available on site before lifting begins.

008.2.3 Physical

No persons are allowed to stand or work within lifting appliance operating radius without the operator's permission. Loads should not be slewed over personnel, vehicles, cabins or huts. A banksman is to be used where driver's vision is impaired or operating in congested areas. The lifting appliance will be on a firm, level base. The attachments and equipment will be selected considering the weight and stability of the load. Slings will not be placed on sharp edges. Tail ropes will be used to steady and guide loads. All personnel associated with slinging will wear safety helmets, gloves and safety footwear.

SLINGING OF LOADS

008.2.4 Managerial/Supervisory

Use only certified lifting equipment, marked with its safe working load, which is not overdue for examination. Manufacturer's information on load weight, centre of gravity and slinging arrangements will be obtained in advance where practicable. Lifting will be supervised to ensure the stability of the appliance and the load, by a trained supervisor. Banksmen will be used when the driver/operator's view is obstructed. Work will be stopped when weather conditions prevent safe operations. The area within the arc of operation is to be cleared of personnel before slinging begins.

008.3 TRAINING

Crane drivers and operators of lifting appliances will be trained in slinging and lifting operations. Banksmen and supervisors will also be trained in lifting operations. Training requirements apply to subcontractors and the self-employed.

009

USE OF LIFTING EQUIPMENT

009.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. UNINTENTIONAL RELEASE OF LOAD			X
2. UNPLANNED MOVEMENT OF LOAD	X		
3. DAMAGE TO EQUIPMENT	X		
4. CRUSH INJURIES TO PERSONNEL		X	

009.2 CONTROL MEASURES

009.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Lifting Operations and Lifting Equipment Regulations

009.2.2 Planning

Arrangements will be made for the carrying out of statutory inspection, and for the keeping of records of these. Before selection of lifting equipment, the above standards will be considered as well as the weight, size, shape and centre of gravity of the load. Lifting equipment is subject to the planned maintenance programme and it should never be used within 10m of overhead power cables.

009.2.3 Physical

All items of lifting equipment will be identified individually and stored so as to prevent physical damage to deterioration. Safe working loads of lifting equipment will be established before use. Packing will be used to protect slings from sharp the load will be checked by ensuring the eyes of straps are directly below the appliance hook, and that tail ropes are fitted to larger loads. There is to be a gap of 600mm or more between a slewing lifting appliance and any other obstruction or the gap shall be barriered.

USE OF LIFTING EQUIPMENT

009.2.4 Managerial/Supervisory

Only lifting equipment which is in date for statutory examination will be used. Manufacturer's instructions will be checked to ensure that methods of sling attachment and slinging arrangements generally are correct.

009.3 TRAINING

Personnel involved in the slinging of loads and use of lifting equipment will be required to be trained to CITB or equivalent standard. Supervisors will be trained in the supervision of lifting operations.

010

USE OF MATERIALS HOIST

010.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. FALLS OF MATERIALS FROM HOIST		X	
2. PERSON BEING STRUCK BY MOVING HOIST			X
3. FALLS OF PERSONS INTO OPEN HOIST SHAFT			X

010.2 CONTROL MEASURES

010.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- LOLER Regs

010.2.2 Planning

Hoists will be installed, testing and maintained in accordance with British standards. When planning the provision of a hoist the location, fixing points, expected loads and statutory inspections will be checked

010.2.3 Physical

The SWL of the hoist will be clearly marked on the hoist platform. All gates will be signed "Gate must be shut at all times". An enclosure 2m high will be placed around the base of the hoist. An enclosure or gate will be fitted at all levels where a person could be struck by a moving hoist. A device must be fitted to prevent over-run, to ensure the platform does not over-run the masthead. The hoist should be controlled from one position only, and an effective means of signalling is required if the operator's
view is obstructed.

USE OF MATERIALS HOIST

010.2.4 Managerial/Supervisory

Wheelbarrows and loose materials will not be carried unless the platform is enclosed, or materials are secured to prevent falling. Ensure any hoist is inspected every 12 months by an engineer who will certify that it meets manufacturer's specifications. Statutory inspections are to be carried out weekly, and the results entered into SD05 Section A. Management will inspect frequently to ensure that all hoist and landing gates are kept closed at all times. No person is to ride on the platform of a materials hoist.

PRESS HERE TO GO TO THE FORM: SD05 Lifting Operation and Lifting Equipment Inspection Sheet

PRESS HERE TO GO TO THE FORM: Weekly Hoist checklist

010.3 TRAINING

Hoist drivers must be over 18 years old and must be trained and competent. Persons making inspections and signing weekly inspection registers must be trained and competent to do so.

011

USE OF DISC CUTTERS & ABRASIVE WHEELS

011.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. BURSTING OF ABRASIVE WHEEL OR DISC		X	
2. CONTACT WITH WHEEL OR DISC		X	
3. CLOTHING ENTANGLEMENT WITH MOVING PARTS	X		
4. EYE INJURY FROM FLYING PARTICLES		X	
5. INHALATION OF DUST	X		
6. EXPOSURE TO HAZARDOUS NOISE LEVELS	X		

011.2 CONTROL MEASURES

011.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Personal Protective Equipment at Work Regulations

011.2.2 Planning

Sufficient operatives trained to change abrasive wheels and discs will be available at the workplace. The correct wheels for the type of machine, speed and materials to be cut will be ordered and supplied. Abrasive wheel machines should be subject to a planned maintenance programme. The use of permits to work should be considered before using these machines in potentially explosive or flammable areas.

011.2.3 Physical

An assessment of PPE requirements will be carried out before use of an abrasive wheel is authorised. This will include hearing, eye, head and foot protection as appropriate for the work and the machine. PPE will be worn as directed (impact resistant eye protection and hearing protection may be necessary). Loose clothing and ties will not be worn by operators. Disc cutters will only be used when standing on a firm, level base. Operators will ensure that all persons are kept away from areas where sparks or dust are directed.

011

USE OF DISC CUTTERS & ABRASIVE WHEELS

Equipment and discs/wheels will be visually checked for damage before use by operators, ensuring operating speed is indicated. Users will not use undue pressure and will use the right disc/wheel.

011.2.4 Managerial/Supervisory

Details of operatives trained and appointed to mount abrasive wheels will be entered into the Abrasive Wheels Register (Trades sheet) copy of the entry will be given to the operative, or other written authorisation. Suitable storage facilities will be available at the workplace for spare discs and wheels. Equipment and spare wheels are to be checked for visible signs of damage before issue. Statutory notices required by the Abrasive Wheels Regulations 1970 will be displayed.

011.3 TRAINING

All personnel changing abrasive wheels or cutting discs will be trained to the Schedule to the Regulations and appointed in writing by their employer. Proof of training and appointment will be required. This also applies to subcontractors. Selection may be required of operatives who have experience of the work and are physically fit.

PRESS HERE TO GO TO THE FORM: SD12 Plant Maintenance Checklist

012

USE OF PORTABLE PIPE THREADING MACHINES

012.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. CLOTHING ENTANGLEMENT WITH MOVING PARTS			X
2. SKIN DAMAGE FROM HAZARDOUS SUBSTANCES		X	

012.2 CONTROL MEASURES

012.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Personal Protective Equipment at Work Regulations
- Workplace (Health, Safety and Welfare) Regulations
- Control of Substances Hazardous to Health Regulations

012.2.2 Planning

Positioning of machines will be planned to allow clear access and avoid causing obstructions. Machines will be maintained to the manufacturer's instructions. COSHH assessments must be available for any lubricating or cutting fluids used on machines.

012.2.3 Physical

Guards are to be fitted to the rotating parts, and end guards around the rotating pipe ends, unless the machine is positioned so that no person can approach a rotating pipe end. Machines are to be positioned clear of access routes and warning notices are to be displayed. Operators are not to wear loose clothing or gloves or use rags or other materials which could become entangled with moving parts. Machines will be operated by foot switches, and supply leads are to be routed to avoid damage to leads and trip hazards. A protection mat must be placed under the machine to protect the floor from any possible drippings of lubricating or cutting fluids.

012

USE OF PORTABLE PIPE THREADING MACHINES

012.2.4 Managerial/Supervisory

Only trained operators are to erect, maintain and use these machines. The work area is to be monitored to ensure clear access is available at the machine, that all guards are in place and the floor is clean. Machines are not to be left running while unattended. Ensure that servicing and repairs are performed by a qualified/competent person.

012.3 TRAINING

Operators will be trained to set up and use these machines in accordance with manufacturer's instructions.

PRESS HERE TO GO TO THE FORM:
SD12 Plant Maintenance Checklist

013

USE OF HAND TOOLS

013.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. EYE INJURY		X	
2. INJURY TO HANDS, FEET AND BODY	X		

013.2 CONTROL MEASURES

013.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Personal Protective Equipment at Work Regulations

013.2.2 Planning

Tools provided by the employer must be assessed to ensure that they are fit for the purpose, the environment in which they are to be used and are in good working condition. Tools are required to be suitable for the purpose for which they will be used.

013.2.3 Physical

Suitable personal protective equipment is to be used in all cases where the operation of the tool involves a risk of injury. All tools must be tethered when working at height.

USE OF HAND TOOLS

013.2.4 Managerial/Supervisory

Management will monitor hand tools which can deteriorate with use, to ensure they are sharpened or replaced as necessary, and to ensure the correct tools are being used properly as well as correctly stored, cleaned and maintained. All defective tools must be withdrawn for repairing or replacing.

Specific checks will be made as follows:

- Chisels for mushroom heads
- Hammer and file handles for deterioration and exposed tangs
- Open-ended spanners for splayed jaws

013.3 TRAINING

Operatives are to be instructed in the correct method of use and in maintenance requirements at induction if not part of craft training.

014

USE OF COMPRESSORS & PNEUMATIC POWER TOOLS

014.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. EXPOSURE TO HAZARDOUS NOISE LEVELS		X	
2. VIBRATION	X		
3. EYE INJURIES		X	
4. STRIKING BY FALLING OBJECTS	X		
5. INHALATION OF EXHAUST FUMES		X	
6. INHALATION OF LUBRICATING OIL MISTS	X		
7. STRIKING BY BROKEN CABLE/HOSE CONNECTIONS			X
8. CRUSHING IN AND BENEATH THE EQUIPMENT AND ON SLIDES			X
9. HIGH PRESSURE FLUID INJECTION			X
10. EXPLOSION OF AIR RECEIVERS OR PIPEWORK			X

014.2 CONTROL MEASURES

014.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Management of Health and Safety at Work Regulations
- Control of Substances Hazardous to Health Regulations
- Personal Protective Equipment at Work Regulations
- Noise at Work Regulations

014.2.2 Planning

COSHH and PPE assessments will be carried out and forwarded to site before work begins. Assessments of foreseen noise will be carried out; the local authority will be informed if adjacent area is likely to be adversely affected. Compressors are subject to planned maintenance and thorough examinations.

USE OF COMPRESSORS & PNEUMATIC POWER TOOLS

014.2.3 Physical

An assessment of PPE requirements will be carried out before use of a pneumatic tool or compressor is authorised on site. This will include hearing, eye, head and foot protection as appropriate for the work and machine. PPE will be worn as directed and effective chip guarding techniques must be used. Air receivers will be identified by serial/plant number and be fitted with pressure gauge, safety valve, drain point and access for cleaning. The safe working pressure will be identified on all air receivers and will not be exceeded. All guards and covers will be fitted to moving parts of compressors, especially on V-belts and pulleys. Cutting tools provided will be kept sharp and be held securely in their fitment.

014.2.4 Managerial/Supervisory

Continuous monitoring of noise will be carried out, and where the action levels are likely to be exceeded full assessment will be made. If work takes place in areas of poor ventilation, action will be taken to prevent a build up of lubricating oil mist. Air hoses will not be used for cleaning down, except under supervision. Hose connections will be checked regularly for security and damage. Strict supervision will ensure that there is no horseplay with compressed air. Limit operator time to reduce fatigue, vibration and handling stresses.

014.3 TRAINING

Selection may be required of operatives who have experience of the work and are physically fit. Operatives will be trained in the safe use of pneumatic tools and the precautions necessary. Training will include COSHH and noise assessments and any necessary actions. Supervisors will receive the same basic training and in safety supervision.

PRESS HERE TO GO TO THE FORM: SD12 Plant Maintenance Checklist

015

USE OF VERTICAL DRILLING MACHINES

015.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. ENTANGLEMENT OF HAIR OR LOOSE CLOTHING		X	
2. SPINNING OF WORKPIECE	X		
3. CUTTING OR PUNCTURE OF SKIN BY CONTACT WITH DRILL OR SWARF	X		
4. NOISE AND VIBRATION		X	
5. CONTACT WITH HOT PARTS (especially the drill bit)		X	

015.2 CONTROL MEASURES

015.2.1 Compliance with relevant legislation

- Workplace (Health, Safety & Welfare) Regulations
- Provision and Use of Work Equipment Regulations
- Electricity at Work Regulations

015.2.2 Planning

Consideration will be given to the noise produced by the machine, especially when drilling sheet metal. This will depend on speed of the drill and the material. Noise assessments may be necessary. Guards or trip devices will be fitted to machines before being brought into use. Means of emergency stopping of machines will be fitted.

015.2.3 Physical

Guards and/or trip devices will be in place before work starts. Any defective guards will be reported. Eye protection Grade 2 will be used by personnel using drilling machines. The work piece will be held securely in a vice or similar device, and the vice secured to the machine bed. The chuck key will be removed before the drill is switched on. Loose clothing (including sleeves and ties) will be removed and long hair covered before the machine is switched on. Hearing protection may be necessary. Never wear gloves using drilling machines. Electrical supply will be fitted by a

USE OF VERTICAL DRILLING MACHINES

competent electrician and a check will be made every 3 months on its condition. The result will be recorded.

015.2.4 Managerial/Supervisory

Only personnel trained to do so will be permitted to operate drilling machines. The operators will be reminded to keep floors clear of obstructions and of the wear PPE required. Notices requiring eye protection and restricting the use of machines to trained personnel will be clearly displayed. A table of recommended drill speeds for the drill size and material will be available to all drill operators.

Personnel using drilling machines will be briefed on the use of the machine and use of and needs for guards and tripping devices, and the potential for injury at the machine.

PRESS HERE TO GO TO THE FORM:
SD12 Plant Maintenance Checklist

015.3 TRAINING

016

USE OF FORKLIFT TRUCKS

016.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. FALL OF LOAD FROM FORKS		X	
2. OVERTURNING OF FORK LIFT		X	
3. UNPLANNED LOWERING OF FORKS (MECHANICAL FAILURE)		X	
4. IMPAIRED DRIVER VISION		X	

016.2 CONTROL MEASURES

016.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Workplace (Health, Safety and Welfare) Regulations

016.2.2 Planning

The operating area should be checked in advance for suitability. Forklift trucks should be subject to a planned maintenance programme. If used, raising and lowering chains will be checked for valid test certificate

016.2.3 Physical

- The forklift truck must be selected to be suitable for the task in hand.
- Ensure there is adequate clearance for the lift truck and load, including overhead.
- Forklift trucks are not being overloaded in excess of manufacturer's recommendations.
- Passengers must not be carried unless additional seat is fitted.
- Forklift trucks are not be left unattended with engines running of forks raised.
- Palletised loads must be checked for security before carriage.

USE OF FORKLIFT TRUCKS

- Use suitable attachments for lifting unusual or wide loads and follow the manufacturer's instructions.
- Daily driver checks must include brake testing.

Vehicles must not be driven at excessive speeds and in accordance with workplace conditions. At blind corners, signs and audio-visual warnings should be considered. In workshops and stores, warning signs will be displayed, and operating areas and overhead obstructions painted to highlight hazards. Extra care must be taken when working on slopes, especially when crossing the gradient. A banksman is to be used where driver's vision is impaired or operating in congested areas.

016.2.4 Managerial/Supervisor

- Certification of drivers must be checked.
- Drivers must be over 18 years old.
- Vehicles must be checked by drivers before use and secured afterwards. Management must ensure speed restrictions are enforced, and monitor use on sloping ground.

016.3 TRAINING

Specific driver training is required for forklift trucks on construction sites in accordance with current legislation. Forklift truck driving by un-certificated operatives is not permitted. This applies to subcontractors and the self-employed, as well as staff/ directly employed operatives.

PRESS HERE TO GO TO THE FORM: SD19 Provision and use of working equipment inspection sheet

017

USE OF PORTABLE ELECTRICAL EQUIPMENT

017.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. ELECTROCUTION			X
2. FIRE		X	
3. DAMAGE TO EQUIPMENT	X		
4. DAMAGE TO EQUIPMENT	X		
5. NOISE		X	

017.2 CONTROL MEASURES

017.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Electricity at Work Regulations

017.2.2 Planning

All portable electrical equipment will be identified individually and should be subject to planned maintenance. Equipment supplied to site must be fit for its purpose with regard to voltage, power and environmental conditions. Where there is extensive drilling and cutting, a noise assessment may be required.

017.2.3 Physical

All equipment found to be defective will be switched off and reported immediately. Visual inspection of equipment will be carried out before use. Leads and extension cables are to be routed to minimise the likelihood of damage and trip hazards. Damaged lamps on festoon leads will be replaced and only moulded socket holders will be used on sites. Only equipment operating at 110 volts or less will be permitted on site. Higher voltages must be authorised in writing by the safety department prior to use.

USE OF PORTABLE ELECTRICAL EQUIPMENT

017.2.4 Managerial/Supervisory

Subcontractors will be made aware of the above policy concerning use of electrical equipment. Trained first aider(s) will be available on site at all times when electrical equipment is in use. Management are responsible for ensuring that attention is paid to site electrical requirements, including arrangements for design, testing and installation of circuits and their protection by fuses, residual current devices or similar. The use of electrical equipment will be monitored to ensure safe use. Management will ensure that only trained and competent persons test, repair and maintain portable electrical equipment.

017.3 TRAINING

Operatives will be trained in the precautions and safe use of portable electrical equipment. Site first aiders will receive training in electric shock treatment.

018

INSTALLATION OF TEMPORARY ELECTRICAL SUPPLIES

018.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. ELECTROCUTION			X
2. FIRE		X	
3. DAMAGE TO EQUIPMENT	X		

018.2 CONTROL MEASURES

018.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Electricity at Work Regulations

018.2.2 Planning

Temporary supplies will be planned to take into account foreseen load requirements, environmental conditions, and progress of work and compatibility/ maintenance of equipment. Competence of electrical subcontractors will be checked before contracting work. The installation will be certified before being brought into use. Locked supply cabinets will form part of the system. Offices, stores, drying rooms and canteens will be regarded as permanent installations, and IEE Wiring Regulations will apply.

018.2.3 Physical

Supply and distribution units will be lockable, and the keys controlled. Signs warning of electrical hazard will be displayed on supply units, conforming to Safety Signs Regulations. Fire extinguishers (carbon dioxide) will be available adjacent to distribution units. Rubber gloves to BS697, and rubber mats to BS921 are to be used for live work. All cables will be routed to prevent damage to cables and avoid tripping hazards.

INSTALLATION OF TEMPORARY ELECTRICAL SUPPLIES

018.2.4 Managerial/Supervisory

Permit to work system or other suitable means of control to be used when work is done on live systems. Only competent electricians are authorised to install or modify temporary supplies certification will be obtained after modification. Systems will be monitored for physical damage and will be checked and recertified every 3 months.

018.3 TRAINING

Tradesmen should receive additional training in the above standards and HSE guidance material.

PRESS HERE TO GO TO THE FORM: SD19 Provision and use of working equipment inspection sheet

PRESS HERE TO GO TO THE FORM: PW04 HV permit to work on electrical systems

PRESS HERE TO GO TO THE FORM: PWO5 LV permit to work on electrical systems

019

INSTALLATION OF CABLE TRUNKING & CABLE TRAYS

019.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. FALLS FROM HEIGHTS		X	
2. EYE INJURY	X		
3. HAND INJURY	X		
4. STRIKING AND BEING STRUCK BY FALLING OBJECTS		X	
5. NOISE	X		
6. MANUAL HANDLING	X		

019.2 CONTROL MEASURES

019.2.1 Compliance with relevant legislation

- Working at Height Regulations
- Provision and Use of Work Equipment Regulations
- Personal Protective Equipment at Work Regulations

019.2.2 Planning

COSHH assessments must be available for any hazardous substances used. Work planning will include liaison with owners/occupiers and other contractors to co-ordinate work and avoid risks to third parties. Where there is extensive drilling and cutting, a noise assessment may be required. Work at Height permit should be provided before work commences.

019.2.3 Physical

Where access equipment is used, measures will be taken to prevent falls of persons or materials. When working in occupied premises, the area directly below the work will be fenced off. Adequate warning signs will be positioned to warn of the hazard. Ear, eye and respiratory protection will be used when drilling in enclosed areas.

INSTALLATION OF CABLE TRUNKING & CABLE TRAYS

019.2.4 Managerial/Supervisory

Management will ensure that access equipment is properly assembled and used and will monitor the correct use of tools and equipment. Noise and dust levels will be monitored to check the need for further assessments. Manual handling will be reduced as far as reasonable practicable by provision of mechanical aids (forklifts, materials hoists, etc.).

019.3 TRAINING

Operatives must be trained in the safe use of access equipment and tools provided, if not already covered in craft training. Supervisors require training in the inspection of systems of access and safe system of work.

PRESS HERE TO GO TO THE FORM: SD19 Provision and use of working equipment inspection sheet

020

CHASING OUT FOR CABLE RUNS

020.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. NOISE	X		
2. DUST	X		
3. CONTACT WITH OTHER SERVICES			X
4. EYE INJURIES		X	

020.2 CONTROL MEASURES

020.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Personal Protective at Work Equipment at Work Regulations
- Control Substances Hazardous to Health Regulations
- Noise at Work Regulations

020.2.2 Planning

COSHH assessments may be required for dust produced. When planning cable runs, consideration will be given to use of tools which will reduce dust and noise levels to a minimum. Liaison with the client and other contractors will be required to establish safe access, work interface and reduction of risks to third parties. Before commencement of work the surface to the chased will be checked to ensure that no other services are buried (e.g. gas or electricity).

020.2.3 Physical

Where long cable runs are planned, power tools with integral dust extraction will be used. Work will be planned to minimise numbers exposed to dust and noise. Signs and barriers will be used to establish noise zones as required. Ear, eye and respiratory protection will be provided as required by the assessment of site conditions overleaf. If chasing by hand, tools will be checked to ensure that they are sharp and not defective.

CHASING OUT FOR CABLE RUNS

020.2.4 Managerial/Supervisory

Noise and dust levels will be continuously monitored, and assessments arranged as necessary. Management will monitor the use of personal protective equipment and other control measures used. Job rotation will be specifically arranged and carried out where noise levels are high for long periods.

020.3 TRAINING

Supervisory staff and operatives will instruct operatives in the hazards of noise and dust, and the control measures which are likely to be effective for this work. Where power tools are used, operatives will be trained in their use.

021

ELECTRICAL WORK - UP TO 415 VOLTS

021.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. ELECTROCUTION			X
2. ELECTRICAL BURNS		X	
3. FIRE		X	

021.2 CONTROL MEASURES

021.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Management of Health and Safety at Work Regulations
- Electricity at Work Regulations
- IEE Wiring Regulations, 18th Edition and guidance

021.2.2 Planning

Whenever possible, "live" work is to be avoided. Whenever "live" work is required a safe system of work is to be devised, preferably written and involving the use of a Permit to Work system. Sufficient personal protective equipment (PPE) is to be available at the workplace.

021.2.3 Physical

Access to live conductors is to be controlled and appropriate signs are to be in place. Written information and instructions will be required for work on complex systems (control, metering and parallel circuits). A clear access of 1m, gloves and matting to BS697 and BS921 are to be provided for "live" working. Electrical test equipment will be insulated and fused to GS38 requirements and in date for calibration. Electricity supply authority seals will not be broken, and final connections will not be made without written authority.

All circuits to be worked on will be treated as live until verified dead. There are no exceptions to this requirement; experience of employees is irrelevant.

ELECTRICAL WORK - UP TO 415 VOLTS

021.2.4 Managerial/Supervisory

Live work is only to be carried out by authorised competent electricians under direct supervision of nominated supervisors. If live work is not covered by a permit system, then switching off must be accompanied by a physical lock-off in addition.

021.3 TRAINING

The qualifications and competence of all persons carrying out electrical work will be verified by inspection of current certificates held of training/ experience. Before authorisation, operatives will be trained in the IEE Wiring Regulations 18th Edition, and the Electricity at Work Regulations and guidance. Before authorisation to carry out "live" work, they will be trained in the safe working practices.

PRESS HERE TO GO TO THE FORM: PWO4 HV permit to work on electrical systems

022

CABLE PULLING

022.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. MANUAL HANDLING	X		
2. FALLS OF PERSON FROM HEIGHTS		X	
3. CONTACT WITH LIVE ELECTRICAL CONDUCTORS AND EQUIPMENT			X
4. SLIPS, TRIPS AND FALLS		X	

022.2 CONTROL MEASURES

022.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Construction (Health, Safety and Welfare) Regulations
- Workplace (Health, Safety and Welfare) Regulations
- Electricity at Work Regulations
- The Manual Handling Operations

022.2.2 Planning

A pre-start survey will be carried out to check on route, manpower and equipment requirements and foreseeable hazards. The work will be planned to ensure a safe means of access is provided. Any equipment required will be in date for servicing and statutory inspections.

022.2.3 Physical

Personal protective equipment will be provided as required and the pre-start survey. Gloves, foot and head protection will be minimum requirements. Good communications must be maintained between levels when cable is being pulled in multi-storey buildings and over long distances. A brakeman is required on the drum to ensure that the drum does not over-run.

CABLE PULLING

022.2.4 Managerial/Supervisory

Work will be monitored to ensure that additional precautions and equipment is taken into use if edge protection is removed. Close supervision is required to ensure that over-stressing of the cable does not occur. Cable pulls will be smooth and maintained at a reasonable rate to ensure control and tension requirements are met.

022.3 TRAINING

Operatives will be trained in manual handling techniques and instructed in the use and precautions required for the safe use of necessary tools and equipment (lifting and tensioning devices).

PRESS HERE TO GO TO THE FORM:
SD19 Provision and Use of working Equipment inspection sheet

023

ELECTRICAL TESTING & COMMISSIONING

023.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. ELECTROCUTION			X
2. ELECTRICAL BURNS			X
3. FIRE		X	

023.2 CONTROL MEASURES

023.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Management of Health and Safety at Work Regulations
- Electricity at Work Regulations
- IEE Wiring Regulations, 18th Edition and guidance

023.2.2 Planning

Work is to be covered by a permit to work system where necessary. Planning will include liaison with other contractors and those in control of the workplace to ensure that all are aware of the work to be done. Only competent persons with suitable test equipment, correctly calibrated, will be involved in the work.

023.2.3 Physical

Prior to the commencement of work a check will be made to verify that all switch rooms/control rooms have been cleared of loose materials and that all temporary installations have been removed. Equipment covers and doors are to be closed and guards refitted to machinery.

Any circuits to be worked on will be treated as live until verified dead. There are no exceptions to this requirement; experience of employees is irrelevant. ASSUMPTIONS KILL.

ELECTRICAL TESTING & COMMISSIONING

023.2.4 Managerial/Supervisory

An authorised competent person is to ensure that all precaution and conditions of the permit to work have been met before signing the clearance to work.

023.3 TRAINING

The qualifications and competence of all persons carrying out electrical work will be verified by inspection of current certificates held of training/ experience. Before authorisation, operatives will be trained in the IEE Wiring Regulations 18th Edition, and the Electricity at Work Regulations and guidance.

PRESS HERE TO GO TO THE FORM: PW04 HV permit to work on electrical systems

PRESS HERE TO GO TO THE FORM: PWO5 LV permit to work on electrical systems

024

CHARGING/SERVICING ELECTRICAL BATTERIES

024.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. EXPLOSION OF HYDROGEN/AIR MIXTURE			X
2. BURNS TO FACE, HANDS AND EYES FROM ACID		X	
3. BURNS FROM ELECTRICAL ARCING		X	
4. MANUAL HANDLING	X		

024.2 CONTROL MEASURES

024.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Electricity at Work Regulations

024.2.2 Planning

Battery charging will be carried out only in designated well ventilated areas. Suitable fire extinguishers (dry powder or CO2) must be available. "No Smoking/No Naked Lights" signs will be displayed.

024.2.3 Physical

Goggles or visor will be worn when working on batteries. Metal objects will be removed from hands, wrists and forearms or those working on batteries. Rubber gloves (gauntlets), overalls/aprons to be worn. Batteries will be isolated from circuit if in situ. The earthed terminal will be disconnected first. Before charging begins, electrolyte levels will be checked correct. Manufacturer's instructions on charging rates and ventilation will be followed. Battery chargers will be switched off or disconnected from power before charging leads are connected. Leads will be securely fixed before the charger is switched on, and the charger will be switched off before any disconnection.

CHARGING/SERVICING ELECTRICAL BATTERIES

024.2.4 Managerial/Supervisory

Management will ensure that adequate first-aid provision is made, including eye wash or shower as appropriate. Charging operations will be monitored to ensure smoking and naked lights restrictions are observed, and that charging rates and ventilation standards are maintained.

024.3 TRAINING

Operatives charging batteries will be given specific training, information and instruction concerning charging safe practices and the particular precautions at the location. Operatives must be trained in the treatment of electric shock and acid burns.

025

DISPOSAL OF WASTE MATERIALS

025.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. BUILDING AND DEMOLITION WASTE		X	X
2. ASBESTOS & ASBESTOS CONTAINING MATERIALS			X
3. FLAMMABLE MATERIALS, FLASHPOINT> 2OC			X
4. SUBSTANCES HAZARDOUS BY INGESTION			X
5. LEAD AND LEAD COMPOUNDS			X
6. ORGANIC HALOGEN COMPOUNDS			X
7. ACIDS AND ALKALIS		X	
8. INORGANIC METALLIC & NON-METALLIC COMPOUNDS		X	

025.2 CONTROL MEASURES

Note Structure Tone do not remove Asbestos and are not registered to remove Asbestos. All Asbestos work is carried out by a competent contractor

025.2.1 Compliance with relevant legislation

- Hazardous Waste Regulations
- Control of Substances Hazardous to Health Regulations
- Control of Asbestos at Work Regulations
- The Manual Handling Operations
- Environmental Protection Act
- Environmental Protection Act (Duty of Care) Regulations
- SWMP Regulations

025.2.2 Planning

Planning and contract documentation will include waste disposal procedures for items of controlled waste which are foreseen during the project (SWMP). These may include any of the above categories, also any broken or surplus materials or substances. Collection and disposal of waste materials will only be contracted to authorised and registered contractors, who will be required to produce proof of this before being awarded the contract.

025.2.3 Physical

Skips and containers will be clearly marked to indicate restrictions on the disposal of particular kinds of waste.

DISPOSAL OF WASTE MATERIALS

025.2.4 Managerial/Supervisory

Site management will ensure that building and other controlled waste is places in suitable containers, so that transfer notes can be completed accurately as regards the containers' contents. Disposal of waste into skips/containers will be monitored to ensure that unauthorised disposal is prevented. When in doubt, the local authority's Waste Disposal Officer will be contacted. Waste material will only be passed to registered carriers, transfer notes will be completed before its removal from site, and copies kept on site for second purposes until contract completion.

025.3 TRAINING

Contractors and personnel will be briefed on the requirements for waste disposal. Site management will receive training in the requirements of the Regulations and Code of Practice.

026

WORK IN CONFINED SPACES

026.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. POISONING FROM TOXIC GASES			X
2. ASPHYXIATION - LACK OF OXYGEN			X
3. EXPLOSION			X
4. FIRE			X
5. EXCESSIVE HEAT		X	
6. DROWNING			X

026.2 CONTROL MEASURES

026.2.1 Compliance with relevant legislation

- The Management Regulations
- Construction (Design and Management) Regulations
- Confined Space Regulations

026.2.2 Planning

Eliminate need for entry or use of hazardous materials by selection or alternative methods of work or materials. Assessment of: ventilation available and possible local exhaust ventilation requirements, potential presence of hazardous gases/atmosphere, process by products, need for improved hygiene/ welfare facility.

026.2.3 Physical

Documented entry system will apply, preferably Permit to Work. Adequate ventilation will be present or arranged. Detection equipment will be present before entry to check on levels of oxygen and presence of toxic or explosive substances. The area will be tested before entry and continually during the presence of persons in the confined space. Breathing apparatus or airlines will be provided if local ventilation is not possible. Where not breathing apparatus is assessed as being required, emergency BA and rescue harnesses will be provided. Rescue

WORK IN CONFINED SPACES

equipment including lifting equipment, resuscitation facilities safety lines and harnesses will be provided. A communication system with those in confined spaces will be established. Air shall not be sweetened with pure oxygen. Precautions for safe use of any plant or heavier-than-air gases in the confined space must be established before entry. Necessary PPE and hygiene facilities will be provided for those entering sewers.

026.2.4 Managerial/Supervisory

The management role is to decide on nature of the confined space and to put a safe system into operation, including checking the above. Flood potential and isolations must be checked. Consideration is to be given to actions in case of time in the space.

026.3 TRAINING

Full training required for all entering and managing confined spaces. Rescue surface party to be trained, including first aid and operation of testing equipment. All operatives must be certified as trained and supervisory staff trained to the same standard.

PRESS HERE TO GO TO THE FORM: PWO3 Confined space detailed permit to work

027

WORK NEAR OR UNDER OVERHEAD POWER LINES

027.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. CONTACT BY PLANT OR VEHICLES			X
2. CONTACT BY LONG METAL OBJECTS			X
3. ARCING OVER BECAUSE OF PROXIMITY OF PLANT ETC.			X

027.2 CONTROL MEASURES

027.2.1 Compliance with relevant legislation

- Electricity at Work Regulations

027.2.2 Planning

Pre-contract liaison with local electricity company to agree diversions or safe clearance distances, and any other steps needed. Work which will require plant to be in vicinity of lines to be identified.

027.2.3 Physical

Barriers and solid goalposts made of timber or plastic pipe to be erected at each end of the passageway(parallel to the power lines), and as agreed with Electricity Company, appropriate warning signs to be in place on the approaches to the crossings to show the height of the crossbar and to instruct drivers to lower their jibs, and keep below the height. Electricity proximity warning devices may be fitted on crane jibs, but other safety precautions need to be in place. Works after dark requires that any notices/crossbar should be adequately and suitably illuminated. Lighting should be at ground level directing the light upwards towards the conductors. Operations involving movement of long metal object (such as ladders and scaffold tubing) in the vicinity of overhead lines are to be subject to specific authorisation and supervision.

WORK NEAR OR UNDER OVERHEAD POWER LINES

027.2.4 Managerial/Supervisory

Movements of visiting vehicles and plant are to be controlled. Barrier and warning signs will be continuously monitored to ensure that they remain intact and in place. All crane operations in the vicinity of overhead lines must be supervised continuously, also all crane movements. Permit-to-work system may be given for briefing drivers on the hazards.

027.3 TRAINING

Operatives and subcontractors will be briefed on the hazards. Drivers of visiting vehicles will be briefed on the hazards and the crossing points.

028

WORK IN THE VICINITY OF UNDERGROUND SERVICES

028.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. CONTACT WITH ELECTRICITY OR GAS SUPPLIES			X
2. FLOODING FROM WATER SERVICES	X		
3. CONTACT WITH SEWAGE	X		
4. EXPLOSION OR ASPHYXIA FROM GAS LEAK			X

028.2 CONTROL MEASURES

028.2.1 Compliance with relevant legislation

- Highways Act New Roads and Streetworks
- Traffic Signs Manual, Chapter 8
- DoT ACOP - Safety at Street Work and Roadworks
- Electricity at Work Regulations
- Construction (Design and Management) Regulations

028.2.2 Planning

All work to be planned in advance, taking account of the above. Full details of underground services will be obtained in advance from the relevant authority, including Television Relay Companies and private property owners.

028.2.3 Physical

Plans and cable location equipment will be available before work starts. Plans will not be assumed to be accurate, and location devices will be used in addition. Trial holes will be dug, using hand digging to confirm locations, taking account of physical indications such as junction boxes and manholes. The lines of services will be marked, using paint, wooden pegs, etc. All services will be assumed to be live until proven otherwise. Services crossing excavations will be supported. Services in concrete will be isolated before breaking operations begin.

WORK IN THE VICINITY OF UNDERGROUND SERVICES

028.2.4 Managerial/Supervisory

Management will ensure that services are located and marked before further work begins. Full consultation will be held with relevant authorities to agree precautions will be carried out before work begins. All staff, machine operators and subcontractors will be fully briefed before they begin work. All temporary services will be properly marked.

028.3 TRAINING

Supervision will be trained in operation of cable locating equipment, Operatives locating services must be similarly trained.

029

WORK INVOLVING ASBESTOS CONTAINING MATERIALS

029.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. INHALATION OF ASBESTOS FIBRE			X

029.2 CONTROL MEASURES

Note Structure Tone do not remove Asbestos and are not registered to remove Asbestos. All Asbestos work is carried out by a competent contractor

029.2.1 Compliance with relevant legislation

- Control of Asbestos at Work Regulations
- Control of Asbestos at Work Approved Code of Practice
- Work with asbestos insulation, asbestos coating and asbestos board, Approved Code of Practice

029.2.2 Planning

It is essential that before any work takes place on any material suspected to contain asbestos that a sample is taken for analysis to establish the asbestos content and type. Samples are to be taken by a trained and competent person. Only work of a minor nature as detailed in the Approved Code of Practice can be done without a licence issued by the Health and Safety Executive. The HSE Area office must be informed 14 days before commencement of major work. Even minor work will be covered by a written method statement prepared before work starts.

029.2.3 Physical

Access to work areas will be strictly controlled as appropriate. Asbestos products removed will be double-bagged or placed in sealed containers for disposal at a licensed tip. During removal, asbestos will be dampened or sealed to prevent fibre emission. PPE will be worn as required by specific assessment of the work, and the minimum standard will be impervious overalls with hood in addition to respiratory protection.

WORK INVOLVING ASBESTOS CONTAINING MATERIALS

029.2.4 Managerial/Supervisory

Except for work of the simplest kind on or using asbestos-contained products, work will be done by specialist contractors. Management will ensure a method statement is available before work begins, that it is followed, and that PPE is used.

029.3 TRAINING

Contractors will be required to produce a copy of their licence and proof of the competence training of operatives. All operatives working with asbestos will be trained in the hazards associated with the removal techniques, use of PPE and hygiene requirements.

030

WORKING ALONE

030.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. VIOLENCE (CASH HANDLING)		X	
2. FALLING FROM A HEIGHT		X	
3. ELECTRIC SHOCK		X	
4. DIRECT INJURIES FROM MACHINERY		X	

030.2 CONTROL MEASURES

030.2.1 Compliance with relevant legislation

- Construction (Design and Management) Regulations
- Electricity at Work Regulations

030.2.2 Planning

Will include assessment of the work to consider likelihood of injury and the possible consequences to the lone worker.

030.2.3 Physical

Radio, lone worker alarms or other means of communication will be provided. First-aid facilities to treat minor injuries will be available during work periods. Those working alone will be advised of this. Suitable means of access will be provided which can be handled in safety by one person.

WORKING ALONE

030.2.4 Managerial/Supervisory

Peripatetic workers will be supervised on a regular basis, and management will ensure that their whereabouts is known at all times. Only experienced and trained operatives with no adverse medical history will be considered for working alone. The limits of work, which is permitted, and the limits on the initiative of the individual must be clearly specified before work is authorised.

030.3 TRAINING

Levels of training and experience for lone workers will include full understanding of the work, hazards, emergency procedures and the limits of the work which have been authorised and the limits on their own initiative.

031

WORK IN OCCUPIED PREMISES

031.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. ELECTRIC SHOCK/BURNS			X
2. FIRE		X	
3. FALLING FROM HEIGHTS			X
4. INJURIES TO THIRD PARTIES - FALLS		X	
5. INJURIES TO THIRD PARTIES - FALLING OBJECTS		X	

031.2 CONTROL MEASURES

031.2.1 Compliance with relevant legislation

- Construction (Design and Management) Regulations
- Electricity at Work Regulations

031.2.2 Planning

Will include exchange of information with owner/ occupier to ensure fill reciprocal knowledge of existing hazards, demarcation of areas of responsibility and work hazards. Access equipment will be provided to ensure maximum safety of workers and occupants. Details of existing services will be obtained before the start of works. COSHH and noise assessments will be available for materials and tools to be used.

031.2.3 Physical

Physical barriers and notices will be installed to isolate work from occupants and member of the public. Fire exit routes will be kept free from obstruction, or alternative routes will be clearly signed. Hot work will be controlled, and extinguishers will be on hand. Where work at height is to be done, debris netting, fans or other suitable measures to protect the public will be installed. Flammable and hazardous materials will be correctly controlled and stored.

WORK IN OCCUPIED PREMISES

031.2.4 Managerial/Supervisory

Supervisors will monitor to include initial checks to ensure safe systems of work are in place before work begins, and that areas are left safe at the end of each work period. Regular liaison will take place with occupants to co-ordinate work and eliminate hazards to them. Use of PPE and ventilation equipment will be monitored to ensure compliance with COSHH assessments.

031.3 TRAINING

Induction training will include any hazards and necessary precautions required for the workplace. Operative training will include safe systems for work and precautions designed to prevent injury to third parties. Supervisory management will be trained in site safety supervision. Client's and other third-party personnel are to be briefed on hazards of work to be carried out.

032

WORK ON ROOFS

032.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. FALLS OF PERSONS THROUGH MATERIAL, LAID BUT UNFIXED SHEETS, METAL LINER SHEET, CLASSED AS FRAGILE, ROOF-LIGHTS, RIGID INSULATION BOARDS SPANNING BETWEEN PURLINS, OLD & CORRODED METAL ROOF SHEETS, ASBESTOS.			X
2. ACCESS ACROSS MATERIAL, BY ROOFERS, BY NON-ROOFING STAFF POST CONSTRUCTION			X
3. FALLS OF PERSON AND MATERIALS FROM HEIGHTS, AT ROOF PERIMETERS, AT ROOF OPENINGS, AT WORK FACE/LEADING EDGES			X

032.2 CONTROL MEASURES

032.2.1 Compliance with relevant legislation

- Working at Height Regulations
- Provision and Use of Work Equipment Regulations
- Construction (Design and Management) Regulations

032.2.2 Planning

032.2.3 Physical

Suitable means of access will be provided, such as roof ladder, crawling boards, scaffolding, and staging. Where access is possible alongside fragile materials such as roof lights, covers will be provided or the fragile material will be fenced off. Barriers and signs will be provided so as to isolate the area below fragile materials while work is in progress. No person is permitted to walk upon suspected fragile materials for any purpose, including access and surveying.

WORK ON ROOFS

032.2.4 Managerial/Supervisory

The role of management is to define a safe work method prior to commencement of work, and to arrange for provision of suitable access equipment and trained personnel as required by the safe system devised. Managers must check method statements supplied by subcontractors and other, including the self-employed, to ensure that the proposed work method is safe. Managers must check that the defined safe methods of working are being followed in practice.

032.3 TRAINING

All roofing operatives must be given specific instructions on the system of work to be used in each case. Selection may be required of operatives who have experience of the work and are physically fit. All non-roofing operatives must be given specific instructions on safe access, if they are allowed access to roof level. Operatives are not allowed access must be so instructed. Signs warning of fragile roofs may be required at roof access points, both in construction and after handover

PRESS HERE TO GO TO THE FORM: PWO9 Permit to work on roof

PRESS HERE TO GO TO THE FORM: SD19 Provision and use of equipment inspection sheet

033

WORK IN & WITH EXCAVATIONS

033.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. COLLAPSE OF SIDES AND ADJACENT STRUCTURES			X
2. STRIKING EXISTING BURIED SERVICES			X
3. PERSONS FALLING INTO EXCAVATIONS		X	
4. PLANT & MATERIALS FALLING INTO EXCAVATIONS			X
5. FLOODING OF EXCAVATIONS	X		
6. PRESENCE OF HAZARDOUS ATMOSPHERES			X
7. PRESENCE OF CONTAMINATED SOIL			X

033.2 CONTROL MEASURES

033.2.1 Compliance with relevant legislation

- Working at Height Regulations
- Management of Health and Safety at Work Regulations
- Construction (Design and Management) Regulations
- Control of Substances Hazardous to Health Regulations

033.2.2 Planning

Compliance with British Standards including: Earthworks

Sufficient numbers of trained operatives and competent supervision must be available before work starts. Sufficient and suitable plant must be available for trench support before work starts. Suitable monitoring equipment and personnel trained in its use will be required where known exposure to toxic substances or lack of oxygen may occur. Location of existing services must be complete before work starts, also information obtained on ground conditions.

WORK IN & WITH EXCAVATIONS

033.2.3 Physical

Sides of excavations greater than 1.2m in depth must be supported. Where flooding risk exists, cofferdams/ caissons will be installed with pumps of suitable capacity. Substantial barriers will be erected around excavations greater than 2m deep or where other hazards exist e.g. starter bars, in shallower excavations. Where poor ventilation is identified the atmosphere will be continually monitored. Stop barriers will be used to prevent vehicle entry. Spoil and materials will be stacked at least 1.5m from the edge of excavations. Ladders will be provided for safe access/egress. Cable location devices and local authority drawings will be used to trace buried services prior to commencement of work. Suitable signs and barriers will be provided to warn of the work.

033.2.4 Managerial/Supervisory

Ensure safe system of work provided, taking account of prevailing conditions including weather, traffic and existing structures. Provide suitable PPE as required and ensure its correct use. Inspect excavations daily or before each shift if over 2m deep. Record thorough examination weekly in Form 91(1) Section B. Ensure personnel selected are capable, fit and experienced unless under direct supervision. COSHH assessments are to be made of substances likely to be found or produced during the work.

033.3 TRAINING

Supervisors must have received training in COSHH appreciation, general site safety, theory and practice of excavation work. Operatives must have received training in excavation support procedures and use of cable location devices. This applies to subcontractors as well as direct employees.

PRESS HERE TO GO TO THE FORM:
SD14 Working at Height Inspection sheet

034

OPERATION OF EXCAVATORS

034.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. SHOVEL OR LOAD DROPPING INADVERTENTLY			X
2. OVERTURNING OF MACHINE		X	
3. MATERIALS DROPPING FROM SHOVEL OR BUCKET			X
4. PERSONS STRUCK BY MACHINE		X	
5. RESTRICTION OF DRIVER'S VISION		X	

034.2 CONTROL MEASURES

034.2.1 Compliance with relevant legislation

- Lifting Operation and Lifting Equipment Regulations
- Construction (Design and Management) Regulations

034.2.2 Planning

Choice of equipment and requirements assessed with regard to ground conditions and local operational requirements.

Compliance with British Standards

034.2.3 Physical

180-degree machines - when using the backhoe, the bucket must be lowered to the ground

360-degree machines - at least 600m clearance to be allowed for tail swing. No persons are allowed to stand or work within operating radius without the operator's permission. Loads must not be slewed over personnel, vehicle cabins or huts. Overhangs are not to be created on high workface. Wheels/tracks are to be 90 degrees to the workface. Travel and operations on a gradient must be controlled to ensure machine stability. A banksman is to be used where driver's vision is impaired or operating in congested areas.

OPERATION OF EXCAVATORS

034.2.4 Managerial/Supervisory

Certification of drivers must be checked. Drivers must be over 18 years old. Trenching and deep excavation work must be supervised to ensure the stability of machine and excavation, and that persons do not work within the swinging radius of a backhoe. Vehicles must be checked by drivers before use and secured afterwards. Management must ensure speed restrictions are enforced, and monitor use on sloping ground. Noise levels are to be monitored and assessed as may be necessary.

034.3 TRAINING

Driver training to CITB standard is required, Operator training for earthmoving machinery. Excavator driving by un-certificated operatives is not permitted; this also applies to subcontractors and the self-employed.

PRESS HERE TO GO TO THE FORM: PWO1 Permit to dig

PRESS HERE TO GO TO THE FORM: SD05 Lifting operation and lifting equipment inspection sheet

035

USE OF SMALL DUMPERS

035.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. VEHICLE OVERTURNING			X
2. VEHICLE FALLING INTO EXCAVATIONS		X	
3. NOISE EMISSIONS FROM VEHICLES	X		
4. INJURY TO PEDESTRIANS		X	
5. PERSONS FALLING FROM VEHICLE		X	
6. UNPLANNED MOVEMENT OF VEHICLE		X	

035.2 CONTROL MEASURES

035.2.1 Compliance with relevant legislation

- Construction (Design and Management) Regulations
- HSE Guidance - Working with Small Dumpers

035.2.2 Planning

Planned maintenance programme applies to small dumpers. Stop boards required at excavation sides where dumpers are unloading. Adequate ventilation required for operation on confined spaces. Lighting required for work in poor visibility. Public and operatives' access to vehicle routes should be limited where practicable.

034.2.3 Physical

Handbrake to be applied when loading, tipping or parked. Even loading of dump skips to be achieved with no projecting materials. Drivers to wear safety helmets and dismount during loading. Passengers must not be carried unless additional seat is fitted. Dumpers are not to be left unattended with engines running. A banksman is to be used where driver's vision is impaired or operating in congested areas. Daily driver checks must include brake testing. Vehicles must be driven at speeds in accordance with site conditions. Extra care must be taken when

USE OF SMALL DUMPERS

working on slopes, especially when crossing the gradient. Dump skips are to be kept clean, to facilitate unloading free-flowing materials.

035.2.4 Managerial/Supervisory

Certification of drivers must be checked. Drivers must be over 18 years old. Vehicles must be checked by drivers before use and secured afterwards. Management must ensure speed restrictions are enforced, and monitor use on sloping ground. Hearing and head protection must be available for drivers.

035.3 TRAINING

Driver training to CITB standard is required. Dumper driving by uncertificated operatives is not permitted. This also applies to subcontractors and the self-employed.

036

EXCAVATORS USED FOR LIFTING

036.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. UNPLANNED RELEASE OR DROPPING LOAD		X	
2. ROOM STRIKING OVERHEAD OBSTRUCTION		X	
3. PERSONS STRUCK BY MACHINE BOOM OR OTHER PART			X
4. OBJECTS FALLING FROM BOOM/BUCKET		X	

036.2 CONTROL MEASURES

036.2.1 Compliance with relevant legislation

- Lifting Operations and Lifting Equipment Regulations
- Construction (Design and Management) Regulations

036.2.2 Planning

Excavators to be used as cranes must be designed for the purpose and be fitted with sling attachments and check valves. A current test certificate and Certificate of Exemption must be available for the excavator. Excavator safe working load will be greater than the foreseeable weight of loads to be lifted. A safe load indicator is to be fitted for all lifts > 1Tonne.

036.2.3 Physical

No persons are allowed to stand or work within operating radius without the operator's permission. Loads must not be slewed over personnel, vehicle cabins or huts. A banksman is to be used where driver's vision is impaired to operating in congested areas. SWL will be clearly marked on excavator, and a table of SWLs will be clearly visible to the driver; it will not be exceeded. The machine will be on a firm, level base, and the lifts will be carried out with the boom parallel to the machine tracks of wheels.

EXCAVATORS USED FOR LIFTING

036.2.4 Managerial/Supervisory

Certification of drivers must be checked; drivers must be over 18. Lifting operations will be supervised to ensure the stability of the machine and the load. Lifting operations will be restricted to those directly associated with excavations. All operatives working within the boom's radius will wear head protection.

036.3 TRAINING

Driver training to CITB standard is required; also, to comply with BS6264: Operator training for earthmoving machinery. Excavator driving by un-certificated operatives is not permitted; this also applies to subcontractors and the self-employed.

PRESS HERE TO GO TO THE FORM: SD05 Lifting operation and lifting equipment inspection sheet

037

SITE FACILITIES: OFFICES, WELFARE & STORAGE

037.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. UNPLANNED RELEASE OR DROPPING LOAD		X	
2. ROOM STRIKING OVERHEAD OBSTRUCTION		X	
3. PERSONS STRUCK BY MACHINE BOOM OR OTHER PART			X
4. OBJECTS FALLING FROM BOOM/BUCKET		X	

037.2 CONTROL MEASURES

037.2.1 Compliance with relevant legislation

- Electricity at Work Regulations
- Control of Substances Hazardous to Health Regulations
- Provision and Use of Work Equipment Regulations
- Construction (Design and Management) Regulations

037.2.2 Planning

Location of temporary buildings will be planned to ensure stability and availability of utility services (water, drainage and electricity). Loading and off-loading of offices will be planned to ensure a suitable crane, lifting equipment and trained personnel are available. COSHH assessment will be supplied to site in respect of hazardous substances to be used.

Fire extinguishers will be ordered as required prior to occupation of facilities, and statutory forms and registers will be supplied to site before work starts.

SITE FACILITIES: OFFICES, WELFARE & STORAGE

037.2.3 Physical

First-aid facilities will be provided as required by assessments. Toilets, welfare and hygiene facilities will be arranged suitable for likely numbers of employees using them and type of works undertaken. Safe access will be provided to all buildings, Minimum quantities of HFL and LPG will be supplied to site for the work undertaken, and suitable storage facilities will be provided. Temporary electrical supplied will be fitted by a competent electrician, and certificate obtained on completion by management.

037.2.4 Managerial/Supervisory

Fire and emergency procedures will be published and practised. Movement of stores will be planned to minimise manual handling. A fire Certificate to be applied for if more than 20 employed in site offices or more than 10 above ground level. Facilities will be cleaned at regular intervals. Heating, lighting and ventilation will be monitored.

037.3 TRAINING

Management will be trained in the management of health and safety on site and the requirements of the Regulations, especially in regard to control of subcontractors and liaison with other contractors. Office workers and operatives will be trained in emergency procedures.

038

FIRE

038.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. HOT WORK - WELDING, CUTTING			X
2. SMOKING FLAMMABLE MATERIALS		X	
3. USE OF LPG HEATERS AND COOKERS		X	
4. ELECTRICAL FAULTS	X		
5. ARSON	X		

038.2 CONTROL MEASURES

038.2.1 Compliance with relevant legislation

- The Dangerous Substances and Explosive Atmospheres Regulations
- Regulatory Reform (Fire Safety) Order

038.2.2 Planning

Site planning and safety rules will include fire detection provision, supply and maintenance of fire fighting equipment, control of hot work, emergency procedures in the event of fire, control of smoking on site as needed, and prevention of the build-up of flammable materials such as in waste skips. Adequate means of escape and access for emergency vehicles will be allowed for during all stages of construction.

038.2.3 Physical

Fire emergency exit routes will be established, adequately signed and kept free of obstruction. Security measures will be taken as practicable to restrict access to the site work areas, especially out of working hours. Smoking restrictions will be enforced, adequately notified to contractors and signed, where flammable materials are, or are likely to be, present. Hot work and use of naked flame appliances will be controlled as necessary, including the use of permit to work systems as necessary. Temporary electrical systems will comply with legal standards. Changes in electrical system

FIRE

made necessary by contract conditions or practical requirements will be reviewed by a competent person to ensure that necessary precautions have been taken to accommodate changes, by way of design review where necessary and the provision of adequate fire arrangements. Temporary electrical systems will conform to legal standards.

038.2.4 Managerial/Supervisory

An emergency fire and evacuation procedure will be produced for every contract, which will be continuously reviewed and updated as required, and practised. Exit routes will be clear of obstructions. Hot work will be strictly controlled, and work areas inspected 30 minutes after completion of the work to check for possible fire hazards. All work areas and site buildings will be inspected on completion of works for potential fire hazards, Quantities of highly flammable liquids and LPG within work areas will be restricted and suitable storage facilities provided. Records will be maintained of routine fire inspections and the maintenance and testing of fire fighting equipment.

038.3 TRAINING

All site operatives will be trained on fire extinguishing procedures during induction training. Operatives using highly flammable materials or carrying out hot work will be trained in appropriate fire prevention measures. Site management will be aware of the requirements of the above standards and regulations.

PRESS HERE TO GO TO THE FORM:
PW06A Hot work permit

PRESS HERE TO GO TO THE FORM:
PW06B Hot gun permit

039

DRIVING COMPANY VEHICLES

039.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. ROAD TRAFFIC ACCIDENTS		X	
2. FIRE/EXPLOSION		X	
3. OCCUPANTS STRUCK BY LOOSE ARTICLES	X		
4. PROPERTY DAMAGE	X		

039.2 CONTROL MEASURES

039.2.1 Compliance with relevant legislation

- Road traffic legislation and Highway Code

039.2.2 Planning

Vehicles will be correctly maintained to maintained to manufacturer's instructions and service intervals. Transportation and handling of materials will be planned to ensure that the vehicle and driver are capable and competent to perform the task. COSHH assessments will be available for all hazardous substances transported.

039.2.3 Physical

All accidents involving damage to vehicles, property or third parties will be reported immediately to management. Up to 5 litres of LPG may be carried, provided that the driver is trained, the vehicle is adequately ventilated, information on hazardous substances passed to the driver (TREMCARD or similar) and a fire extinguisher provided. If more than 500kg of LPG is carried, orange hazard labels must be displayed front and back. Materials and loads within company vehicles are to be evenly distributed and adequately secured.

DRIVING COMPANY VEHICLES

039.2.4 Managerial/Supervisory

Only authorised, licensed and insured persons are to drive company vehicles. Materials detailed for transportation within vehicles will be properly packaged and secured, and management will ensure that the loads are within the limitations of the vehicle and driver detailed. The driver will be provided with information on hazardous material to be carried, and management will ensure the driver is adequately trained.

039.3 TRAINING

Drivers must be instructed and informed about any hazardous material they may be required to carry in company vehicles, the dangers which may arise and the action to take in an emergency. Drivers must hold a current licence for the type of vehicle they will drive, and must be instructed in the features, controls and operation of any vehicle with which they are not familiar, before driving.

040

BUILDERS SKIPS

040.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. TRAPPING BETWEEN SKIP AND FIXTURES DURING RAISING AND LOWERING		X	
2. UNINTENTIONAL RELEASE OF SKIP DURING RAISING AND LOWERING		X	
3. ROAD TRAFFIC ACCIDENTS, INCLUDING MATERIAL FALLS FROM SKIPS	X		

040.2 CONTROL MEASURES

040.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Construction (Design and Management) Regulations
- Highways Act 1980, Builders Skips (Marking) Regulations
- Environmental Protection Act (Duty of Care) Regulations

040.2.2 Planning

Skips provided will be planned to comply with the above. Liaison with the local authority will take place; this may impose specific restrictions. Contractual arrangements will be clarified to ensure that responsibilities under the Duty of Care Regulations are met.

040.2.3 Physical

Skips will be marked with the name of the supplier and will be provided with lighting and signage as in code of practice if sited on a public highway. Skips will be placed on firm level ground where possible. A safe means of access will be provided if tipping into a skip is necessary. When used in conjunction with a debris chute, suitable measures will be taken to ensure that dropped materials do not bounce out.

Fire will not be permitted in skips.

BUILDERS SKIPS

040.2.4 Managerial/Supervisory

The role of management is to monitor skips arrival and use, and to reject those which do not comply with the above. Sufficient numbers of skips will be made available to allow the separation of controlled waste as required by the above standards. Lugs and lifting arrangements will be checked before lifting. Skips will not be loaded over the safe working loads of appliances. Managers will monitor use of skips to ensure that transfer notes are completed accurately. Subcontractors will be made aware by site management of their duty of care with regard to waste disposal.

040.3 TRAINING

Management will be trained in general safety supervision and have an awareness of the requirements of the Environmental Protection Act's Duty of Care provisions. The correct use of skips and control of waste disposal will be covered in operative induction training.

041

DEMOLITION

041.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. UNPLANNED COLLAPSE OF STRUCTURE OR PART			X
2. INHALATION OF DUST		X	
3. EXPOSURE TO EXCESSIVE NOISE		X	
4. STRIKING BY FALLING OBJECTS			X
5. STRIKING OVERHEAD OR UNDERGROUND SERVICES			X

041.2 CONTROL MEASURES

041.2.1 Compliance with relevant legislation

- Control of Substances Hazardous to Health Regulations
- Manual Handling Regulations 1992
- Construction (Design and Management) Regulations
- Provision and Use of Work Equipment Regulations
- Management of Health and Safety at Work Regulations
- Personal Protective Equipment Regulations

041.2.2 Planning

Notifications will be made to local authority in relation to noise, disposal of waste and sealing of drains and sewers (if applicable). This assessment restricts demolition to non-load bearing internal walls and external single-storey outbuildings. Pre-start survey will be made to establish hazards, adjacent affected premises, structural stability, related affected services, presence of lead or asbestos. Assessments will be available on COSHH substances, noise, dust and foreseen contaminants from previous use of structure.

041.2.3 Physical

Underground services will be located using plans etc. Work area will be fenced. Overhead power lines will be fenced, signed or preferably disconnected prior to work. PPE required by assessments will be provided. Dust will be controlled by damping down, housekeeping and local exhaust ventilation if appropriate. For noise foreseen to be above action levels, noise zones, work rotation and barriers will be provided.

DEMOLITION

041.2.4 Managerial/Supervisory

Work sequence will be planned and defined by management. Safe access and egress will be maintained. Suspect substances or contamination will be investigated before work continues. Monitoring will be continuous to ensure that all voids and open edges are covered and/or fenced off as appropriate. A fire and emergency procedure will be published and practised.

041.3 TRAINING

Operatives will be trained in the operation of machinery used, and in demolition techniques. They will also be briefed on the findings of COSHH and other appropriate assessments including noise exposure. This also applies to subcontractors' employees. Management will be trained in general site safety management.

042

PRESSURE JETTING

042.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. ELECTROCUTION			X
2. STEAM BURNS/SCALDS		X	
3. CONTACT WITH HAZARDOUS SUBSTANCES (CLEANING AGENTS, DETERGENTS)		X	
4. CONTACT WITH JET			X

042.2 CONTROL MEASURES

042.2.1 Compliance with relevant legislation

- Control of Substances Hazardous to Health Regulations
- Provision and Use of Work Equipment Regulations,
- Electricity at Work Regulations

042.2.2 Planning

COSHH assessments for detergents and cleaning agents will be available before this equipment is used. Steam/water pressure machines are subject to the planned maintenance programme. Supplied/ hired machines will be 110 volt or less and fitted with waterproof connections.

042.2.3 Physical

Machines will be visually inspected, together with their leads and hoses, by operators before they are used. The check will lock for signs of physical damage or poor electrical safety. Supply leads will be positioned so as to avoid physical damage and ingress of water. Electrical supplies will be protected by 30mA/30ms residual current devices. PPE will be worn by operators as required by operating instructions, and applicable COSHH assessments.

PRESSURE JETTING

042.2.4 Managerial/Supervisory

Management will ensure that only trained operatives use these machines. Clear operating instructions will be provided and readily available.

042.3 TRAINING

Operators will be trained specifically in the safe operation of these machines, and in the need to inspect them before use. Selection may be required of operatives who have experience of the work and are physically fit.

043

WORK ON OR NEAR WATER

043.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. FALLS OF PERSONS INTO WATER		X	
2. DROWNING		X	

043.2 CONTROL MEASURES

043.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Construction (Design and Management) Regulations
- PPE Regulations

043.2.2 Planning

Investigation will be made to establish any local regulations or bye-laws apply. In each case, an assessment of risk will be made taking into account the work to be done, access/egress requirements and protection of the area beneath the work area.

043.2.3 Physical

Edge protection will be provided where practicable. Safety lines and harnesses will be worn where edge protection cannot be provided. Buoyancy aids/ life jackets will be worn by persons working at water's edge. Sufficient lifebuoys and rescue lines will be available and checked daily. A rescue boat or other means of prompt rescue will be available at immediate notice. Where there is fast-flowing water, consideration will be given to the provision of grablines downstream. Gangways and areas near water will be kept clear of obstructions. Suitable lighting will be provided at edges adjacent to water.

WORK ON OR NEAR WATER

043.2.4 Managerial/Supervisory

The role of management is to define a safe work method prior to commencement of work. Managers will check method statements supplied by subcontractors and others, including the self-employed, to ensure that the proposed work method is safe.

Rescue equipment will be checked daily, also the provision of first-aid equipment and the presence of a trained first aider. Supervision will ensure all persons required to wear buoyancy aids are doing so.

043.3 TRAINING

All operatives must be given specific instructions on the system of work to be used in each case.

Selection may be required of operatives who have experience of the work and are physically fit. Operatives required to use harnesses and buoyancy aids will be trained in their proper use; all will be trained in rescue actions.

PRESS HERE TO GO TO THE FORM:
SD14 Working at Height Inspection sheet

044

INSULATION MATERIALS (NON-ASBESTOS)

044.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. INHALATION OF MATERIAL		X	
2. HEAT STRESS IN CONFINED AREAS	X		
3. POOR VENTILATION	X		
4. SKIN IRRITATION	X		
MAXIMUM EXPOSURE LIMITS:			
5mg/cubic metre (8hr time-weighted average) for man made mineral fibres and respirable dusts			

044.2 CONTROL MEASURES

044.2.1 Compliance with relevant legislation

- Control of Substances Hazardous to Health Regulations
- Provision and Use of Work Equipment Regulations

044.2.2 Planning

COSHH Assessments will be prepared for the materials to be used before work starts. The work will be planned to ensure the provision of all necessary equipment and PPE on site before work starts. In planning, the use of non-fibrous materials or other substitutes, and dust suppressants will be considered

Necessary PPE will be provided, including respiratory and eye protection, overalls and gloves, as appropriate and required by the COSHH and PPE assessments. The area of work will be isolated by the use of enclosures or screens, so as to prevent the spread of dust and materials. Waste or old materials will be dampened down or left whole, to reduce dust, and then places in bags or sealed containers for disposal as classified waste.

INSULATION MATERIALS (NON-ASBESTOS)

044.2.3 Physical

044.2.4 Managerial/Supervisory

Use of PPE will be monitored by management to ensure that operatives do not put themselves at risk. Where the MEL is likely to be exceeded, exposure levels will be monitored and measured. Health surveillance may be required for this work, if indicated by the COSHH assessment.

044.3 TRAINING

Operatives using PPE will be trained in its use, care and storage. Operatives will be informed of the results of COSHH assessments. Supervisors will be trained in dealing with hazards associated with the materials used, and how to carry out COSHH assessments.

045

CLEANING & MAINTENANCE

045.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. FALLS FROM HEIGHTS OF PERSONS/MATERIALS			X
2. SLIPS, TRIPS AND FALLS	X		
3. INJURY HEALTH PROBLEMS FROM MATERIALS		X	
4. CHEMICAL USE			X

045.2 CONTROL MEASURES

045.2.1 Compliance with relevant legislation

- Working at Height regulations
- The Manual Handling Operations
- Control of Substances to Health
- Management of Health and Safety at Work Regulations
- Workplace (Health, Safety and Welfare) Regulations

045.2.2 Planning

Work will be planned to ensure that the public will be isolated from the work and associated hazards, also occupants of the premises. No hazardous chemicals will be used unless a COSHH assessment has been made, recorded and brought to the attention of the users. Fragile roof areas will be identified and clearly signed. External cleaning/maintenance will not be done in adverse weather conditions.

045.2.3 Physical

Clothing required by the COSHH assessment must be provided and worn. Warning signs will be displayed in areas where floors are being cleaned. Adequate and suitable access equipment will be provided for those required to work at heights. Cleaning materials and equipment will be stored in secure areas when not in use. No powered equipment or containers will be left in public areas unattended.

CLEANING & MAINTENANCE

045.2.4 Managerial/Supervisory

Managers will check that all floor covering are being maintained in a safe condition, with no trip or slip hazards, and that cleaning and maintenance is carried out in public areas with adequate safeguards, such as barriers, diversion routes and signs, in place. Cleaning methods will be checked to ensure that they are appropriate and conform to any instructions given by manufacturers, such as providers of floor coverings, which may specify particular cleaning methods, frequency and products to be used.

045.3 TRAINING

All personnel involved in the handling or use of chemicals will receive necessary training, as set out in the COSHH assessment.

PRESS HERE TO GO TO THE FORM:
SD14 Working at Height Inspection Sheet

046

WINDOW REPLACEMENT

046.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. FALLS FROM HEIGHTS OF PERSONS/MATERIALS			X
2. SLIPS, TRIPS AND FALLS	X		
3. INJURY HEALTH PROBLEMS FROM MATERIALS	X		
4. CHEMICAL USE	X		

046.2 CONTROL MEASURES

046.2.1 Compliance with relevant legislation

- Provision and Use of Work Equipment Regulations
- Personal Protective Equipment Regulations
- Construction (Design and Management) Regulations
- Access Equipment Risk Assessments
- Glass and Glazing Federation: Code of Practice - Glass handling, storage and transport

046.2.2 Planning

Pre-contract planning will include the provision of a safe means of access for operatives and materials. The effect of wind pressure will be taken into account for glazing work at height or involving large sheets. Safety storage racks will be available to receive glass delivered to site.

046.2.3 Physical

Handling, drilling and cutting glass will require the use of PPE. This may include eye and foot protection, strong industrial gloves with wrist protection and aprons, and will be provided as required for the task. Provision of suitable PPE is subject to assessment. Suction pads, leather or plastic straps will be used for lifting cut sheets of glass. Glass will be stored in prepared racks at angles not greater than 3 degrees. Newly glazed surfaces, particularly full length sheets, will be marked with whiting or tape.

WINDOW REPLACEMENT

046.2.4 Managerial/Supervisory

Management will ensure that storage facilities ware adequate and are maintained to the required standard. Broken glass or offcuts (cullet) will be cleared from work areas immediately on completion of work. Access equipment will be inspected by management on erection and before use, to ensure it is suitable and safe for operatives and their equipment. Weather conditions will be monitored to ensure safe systems of work can be maintained at all times.

046.3 TRAINING

Operatives will be trained in the safe handling, storage and transport of flat glass, and in the safe use of access equipment provided. Supervisors will be trained in safe systems of work applied to glass handling, and in the inspection of access equipment provided.

PRESS HERE TO GO TO THE FORM:
SD14 Working at Height Inspection sheet

047

STEEL ERECTION

047.1 SIGNIFICANT HAZARDS & POTENTIAL FOR HARM (LOW, MEDIUM & HIGH)

	LOW	MEDIUM	HIGH
1. FALLS FROM HEIGHTS			X
2. MATERIAL & EQUIPMENT FALLING FROM HEIGHT			X
3. STRUCTURAL INSTABILITY	X		
4. ACCESS		X	
5. WEATHER			

047.2 CONTROL MEASURES

047.2.1 Compliance with relevant legislation

- Construction (Design and Management) Regulations
- Working at Height Regulations

047.2.2 Planning

Safe access is required through adequate planning. Assess use of ladders, scaffolding, mobile elevating work platforms. Equipment to be erected and maintained to required standards.

A detailed method statement is always required with steel erection. See HSE

047.2.3 Physical

Barriers to prevent access to areas underneath work overhead. Harnesses and adequate fixing points to be provided. Fully detailed erection procedures to ensure stability at all times throughout erection sequence.

STEEL ERECTION

047.2.4 Managerial/Supervisory

Fully detailed method statement on safety aspects as well as full details of construction methods. Equipment to standards referred to in RA1.

047.3 TRAINING

Qualified erection trained operatives

Qualified erection supervisory personnel

Qualified lifting appliance operates and slinger/banksmen.

PRESS HERE TO GO TO THE FORM:
PWO7 Permit to operate crane

PRESS HERE TO GO TO THE FORM:
SD14 Working at Height Inspection sheet

048

A-Site

The A-site A-doddle platform is a comprehensive service for project team members to share, manage and collaborate with information or data relating to a project or business. Please refer to A-Site Protocols Document for further guidance.

WEEKLY SUB-CONTRACTOR H&S PACK – SHEQ 1-16

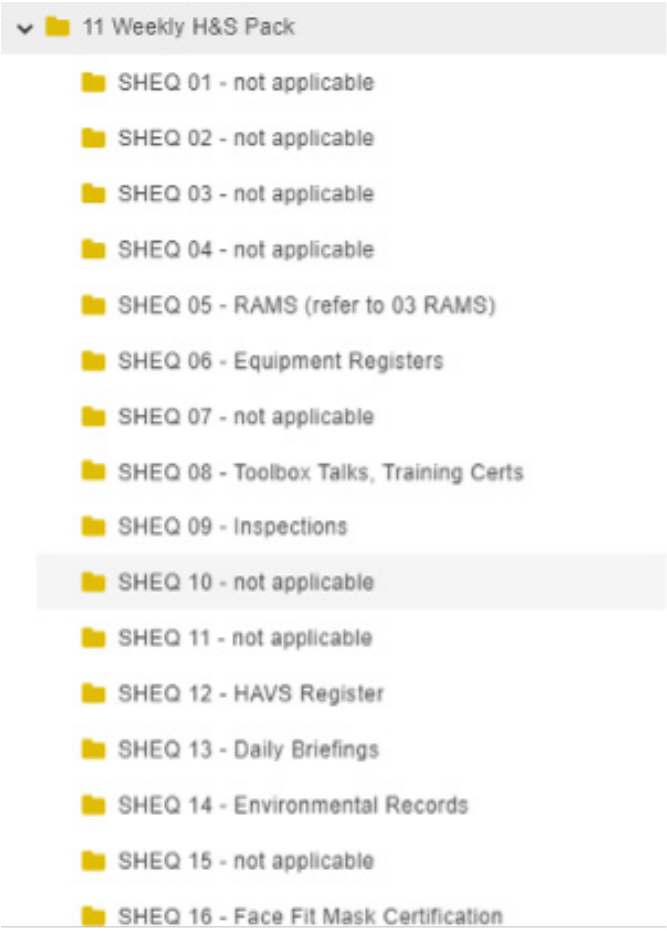
Subcontractors

H&S Packs are to be provided on a weekly basis (by midday on a Friday). The packs are to be provided in hard copy initially to the relevant Structure Tone Package Manager for review, along with the completed Weekly H&S Check Sheet (a copy to be attached).

Once the Package Manager has reviewed and is happy with the content, they will sign the Check Sheet and give you the packs back along with a copy of the signed check sheet.

The Weekly H&S Packs are then to be uploaded to A-site weekly by midday on the following Monday..

Please, when uploading your H&S Packs to A-site, split them down into task specific files rather than uploading as one whole pack, and they must be in PDF format only e.g., Daily Safe Starts, Inspection Sheets, Talk Box Talks etc. Your folders to upload these files have been created in your sub-contract area named **''11 Weekly H&S Pack'' split into Sub-folders SHEQ 1-16** (see below). Folders that have **'not applicable'** are not required to be uploaded by yourselves.



A-Site

The naming convention that you should be using is as the following **''DATE /PROJECT NAME & NUMBER/ DESCRIPTION OF FILE''**

e.g.

- 20220524 LC03 00521 RAMS Briefings sheets for new starters
- 20220524 LC03 00521 Equipment Registers (i.e., LOLER, PUWER, MEWPS, PAT Testing Records) 20220524 LC03 00521 Plant inspections (scaffold tower podium and ladder inspection sheets) (if applicable)
- 20220524 LC03 00521 Toolbox Talks – (Description) 20220524 LC03 00521 Training Certs – (Description) 20220524 LC03 00521 Inspection Sheets
- 20220524 LC03 00521 HAVAS
- 20220524 LC03 00521 Daily Briefings, these be signed by the operatives 20220524 LC03 00521 Environmental Records
- 20220524 LC03 00521 Face Fit Mask Certification

Please ensure you select Purpose of Issue: **'H&S Pack for Info'**, for example see below:

This is very important that this POI is selected when uploading, see example screenshot below:

048

A-Site

When uploading you Distribute Files to the **Weekly H&S Pack** distribution group. This is the Structure Tone Team that need to see these documents.

To do this, upload your files as normal, complete all the necessary sections. i.e. revision and purpose of issue 'H&S Pack for Info'.

Then click on the Distribute Files arrow on the top right (see screen shot below), select/type in **Weekly H&S Packs** select this distribution group 'For Information' and in Subject put the details of the upload and then click Upload

Please liaise for further guidance with the relevant Structure Tone Document Controller.

A-Site

Structure Tone Construction Managers

Construction Managers are to review the H&S packs (hard copies) each Friday, and once approved the content, they will sign the Check Sheet and give the trades supervisors the packs back, along with a copy of the signed check sheet. A copy of the signed check sheet will be left with Structure Tone document controller for further checks on A-site, once the documentation is uploaded on the following Monday.

Structure Tone Document Controllers

All document controllers are to monitor the process and liaise with both subcontractors and Structure Tone Project Team on any relevant issues.

STRUCTURETONE

StructureTone Ltd
77 Gracechurch Street
London, EC3V 0AS

t: +44 20 7204 7000
www.structuretone.com