

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**HS01**

**QUARMBY CONSTRUCTION CO LTD**

**HEALTH, SAFETY & ENVIRONMENTAL REQUIREMENTS**

**INFORMATION FOR SUBCONTRACTORS**

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## HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS

### 1.0 INTRODUCTION

This document is intended to inform sub-contractors of health and safety standards that must be adhered to when working on a QUARMBY CONSTRUCTION CO LTD site. The aim being to inform them at the earliest opportunity i.e. at the tender enquiry stage of a project.

The trade specific sheets (Sections 2 . 16) should be read by each sub-contractor during the tendering process to ensure that each work package has been priced accordingly and that important health and safety requirements have not been overlooked.

Subcontractors are legally required under CDM 2007 to ensure that their personnel carryout their works in conjunction with those site rules stipulated by the Principal Contractor (Quarmby Construction Co Ltd).

Where sub-contractors choose to contract out part of their works it is their responsibility to ensure that the relevant information contained within this document is passed on to all parties prior to commencement on site.

These requirements should be complied with in addition to those duties detailed in all current legislation relevant to the subcontractors work activities.

This document should also be used by QCC site managers for reference on health and safety issues throughout the duration of a project.

Confirmation should be sought from QCC management at the Pre-commencement meeting that the subcontractor is aware of the contents of this document.

Should any queries arise from the contents in this document please contact the Health, Safety and Environmental Manager for Quarmby Construction who can be contacted on telephone:- 01943 817 817.

## **HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

### **2.0 ASBESTOS REMOVAL**

#### **2.1 Training**

The sub-contractor should have a fully qualified and competent workforce. The **ACAD** Scheme for asbestos removal is QCC's preferred qualification.

ACAD qualifications should be supplemented by additional training qualifications where necessary, e.g. **PASMA** cards for the erection of aluminium towers and **CPCS or IPAF** cards for MEWP operators.

#### **2.2 Documentation**

Prior to works on site commencing QCC must have copies of the following:-

- Asbestos Removal Licence (Current and valid for the type of asbestos to be removed)
- Insurance Certificates
- Waste Carrier's Licence
- Job Specific Risk Assessment and Method Statement
- Copy of 14 day HSE Notification

*Note:- in exceptional circumstances the notification period may be reduced with the HSE's agreement (waiver). Confirmation from the HSE is to be obtained and included within the Construction Phase Health and Safety Plan.*

Following removal of asbestos, QCC should be issued with:-

- Copy of Hazardous Waste Consignment Note - with all necessary information contained
- Clean Area certificate prior to other works being allowed to recommence.

*Note:- Under the Hazardous Waste Regulations 2005, a specific site registration number is needed from the Environment Agency. To prevent confusion this is best done by QCC. This number must be entered onto the Consignment Note prior to the waste leaving site. The subcontractor must seek the site registration from the QCC Site Manager prior to any asbestos removal.*

#### **2.3 Work at Height**

From August 2005, QCC has implemented a ban on the use of ladders and step ladders on its sites. The sub-contractor should assess the work activity and look at other more appropriate methods of access such as MEWPS, tower scaffold, podiums, sherpascopic steps etc..

If, in exceptional circumstances, the subcontractor can satisfy QCC that the use of alternative access methods is not possible due to the constraints of the site, then QCC may sanction the use of ladders and steps providing that the conditions of a permit to work can be met.

If a scaffold is to be erected for the asbestos removal contractor to work from, then the scaffolding contractor must also be a licensed contractor. A full list of approved scaffolding contractors is displayed on the HSE website.

## HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS

### 2.0 ASBESTOS REMOVAL continued.....

#### 2.4 Other Site Requirements

Any contaminated area must be cordoned off and screened with appropriate signs displayed. All necessary requirements outlined in the latest Control of Asbestos at Work regulations must be complied with during the stripping and removal process.

The decontamination unit should be positioned as close to the removal areas as reasonably possible to prevent asbestos workers from contaminating clean areas with their overalls.

It is QCC's policy that the removal of all asbestos types is undertaken by a licensed sub-contractor - regardless of the legal requirements and certain exceptions. Certain removals, however, may not need to be notified to the HSE . this will be dependent on the type and amount of asbestos present.

To reduce the risks of fire within the building, all activities must be in accordance with the Fire Code of Practice for Fire Prevention on Construction sites. This is an important insurance requirement as well as being an important health and safety issue.

Due to fire risks Halogen task lights are not permitted on Quarmby sites. Alternative types of task lighting must be brought to site.

Radios, walkmans, mp3s etc. are not to be used by anyone whilst on site.

Mobile phones are only to be used in those areas where QCC management deem it safe to do so. The wide scale use of phones on site will generally not be permitted. During the site induction the QCC site management will inform those present of the restrictions in place.

All QCC projects are ~~no~~ smoking areas. Smokers are required to leave the confines of the site perimeter to smoke. Further information is available on induction.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**3.0 DEMOLITION and CRUSHING**

**3.1 Training**

The subcontractor must have a competent workforce. QCC recognise the Demolition Operatives Schemegas a suitable qualification. QCC also require proof of training for:-

1. Plant Operators and Slinger/Signallers to be in possession of a valid training card. Preferably a Construction Plant Competence Scheme card **(CPCS)**.
2. Erection of Tower Scaffolds training certificate **(preferably PASMA)**.
3. Abrasive Wheels.

The sub-contractor must provide evidence of a recognised structural engineer involved in considering the sequence for demolition. In addition, the weight of plant and materials on existing floors must be detailed within the method statement.

**3.2 Health Hazards**

Documented procedures within the sub-contractor's method statement are required for:-

1. Manual Handling
2. Noise and Dust control
3. Hand and Arm Vibration Syndrome (HAVS)
4. Existing hazards on site e.g Hyperdermic Needles and Asbestos (if applicable)
5. Reducing Risks of diseases associated with rats (*Leptospirosis*), Pigeon waste (*Psittacosis*), Fungal Spores (*Aspergillis*) etc. Note:- Significant amounts of pigeon waste must be removed by a specialist pest control contractor.

Detail controls for reducing risk of HAVS within the method statement. Copies of equipment information sheets are to accompany risk assessment prior to starting work. Daily register to be kept of employee exposure times by Demolition supervisor.

The provision of a shower unit must be considered at the pre-award stage.

If a Stihl saw (or equivalent) is required to cut through concrete or similar material, a dust suppression system must be fitted and used accordingly.

Crushing activities on site must be supplemented by sufficient amounts of water suppression. It is the responsibility of the contractor carrying out crushing works to monitor wind blown dust and to ensure the dust is controlled at source. Sufficient resources must be provided to ensure this happens.

The connecting up to the water mains for a temporary supply of water must only be done with permission from the local water supplier. It is the responsibility of the demolition contractor to organise the provision of water for all dust suppression activities.

**3.3 Work at Height**

Openings and leading edges to be suitably protected. Harnesses are a last resort and only permitted when a rescue plan detailing the retrieval of a suspended operative is in place.

From August 2005, QCC has implemented a ban on the use of ladders and step ladders on its sites. The sub-contractor should assess the work activity and look at other more appropriate methods of access such as MEWPS, tower scaffold, podiums, sherpascopic steps etc.. If, in exceptional circumstances, the subcontractor can satisfy QCC that the use of alternative access methods is not possible due to the constraints of the site, then QCC may sanction the use of ladders and steps providing that the conditions of a permit to work can be met.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS****3.0 DEMOLITION and CRUSHING continued.....****3.4 Other Site Requirements**

A Demolition Notice and Party Wall Agreement must be in place prior to works commencing.

In addition to mandatory PPE requirements, gloves must be worn by demolition operatives.

To reduce the risks of fire within the building, all activities must be in accordance with the Fire Code of Practice for Fire Prevention on Construction sites. This is an important insurance requirement as well as being an important health and safety issue.

Due to fire risks Halogen task lights are not permitted on Quarmby sites. Alternative types of task lighting must be brought to site.

Radios, walkmans, mp3s etc. are not to be used by anyone whilst on site.

Mobile phones are only to be used in those areas where QCC management deem it safe to do so. The wide scale use of phones on site will generally not be permitted. During the site induction the QCC site management will inform those present of the restrictions in place.

All QCC projects are ~~no~~ smoking areas. Smokers are required to leave the confines of the site perimeter to smoke. Further information is available on induction.

Plant must have suitable and sufficient mirrors that are in good working order to aid the driver. Machinery such as 360 excavators and crushers arriving on site with mirrors that are missing, cracked or have other defects will not be allowed to commence work until the defects are rectified. The demolition contractor is responsible for ensuring that any plant and machinery under its contractor is fit for purpose prior to works commencing.

Plant and work equipment must be inspected by the Demolition supervisors when it arrives on site. Records of inspections must be kept in the QCC statutory registers every 7 days thereafter.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**4.0 PILING OPERATIONS** (including Sheet piling, Borehole piling and Pile cutting)

**4.1 Training**

QCC require copies of training certificates/cards for the following activities:-

1. Plant Operators and Slinger/Signallers to be in possession of a valid training card **Preferably Construction Plant Competence Scheme card (CPCS).**
2. Use of abrasive wheels or any other hazardous work equipment.

**4.2 Work at Height**

When working at height, the sub-contractor must demonstrate to QCC (in the form of a risk assessment) that suitable controls have been implemented. For example:-

1. Safe working platforms provided
2. Safe access to working platforms provided
3. Fall arrest equipment to be worn at all times when more than 3 metres above ground and especially when climbing leaders.

**4.3 Health Hazards**

Documented procedures within the sub-contractor's method statement and risk assessment are required for the following health risks:-

1. Manual Handling
2. Noise and dust control
3. Hand and Arm Vibration Syndrome (if applicable)
4. Contaminated ground (if applicable)
5. Reducing Risks of potential diseases associated with rats (*Leptospirosis*).

Contaminated borehole arisings to be stored in a suitable location, fenced off if necessary. Pile arisings from contaminated ground must be disposed of in accordance with current Environmental legislation. QCC to provide site registration number for the inclusion onto the Hazardous Waste Consignment note.

**4.4 Work Methods**

Pile drivers are to be positioned on a firm level surface with the correct equipment chosen for the task. A suitable area of ground (piling mat) must be approved by an engineer to withstand the loadings of a piling rig. This information should be provided by QCC upon request by the piling contractor.

Extreme care is to be taken when working adjacent to water, overhead power lines, existing buildings, or rail tracks. The hazards and risks must be fully outlined in the risk assessment and suitable controls adopted to protect the plant operators.

No piling can commence until the piling contractor's supervisor has obtained a permit to excavate from QCC management. This is to avoid any accidental impact with underground services, ducts etc..

Maintain clear working area around piling rig. Personnel not involved in piling to be kept a safe distance from the rig.

Wherever possible a mechanised method of reducing pile caps will be adopted to reduce the subsequent risks to groundwork operatives from hand and arm vibration, e.g. the Elliott method or other similar cropping attachments.

If a Stihl saw (or equivalent) is required to cut through concrete or similar material, a dust suppression system must be fitted and used accordingly.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**4.0 PILING OPERATIONS continued.....**

**4.5 Lifting Operations**

Crane operations must comply with LOLER 98 and BS:7121. A trained and experienced Appointed Person must assess the operations. If the sub-contractor does not have an Appointed Person then they must hire the crane under Contract Lift hire conditions.

A lifting plan must be prepared by the Appointed Person which includes:-

1. A risk assessment, taking into account site conditions and the loads to be lifted.
2. Crane specification, dimensions and sketch showing crane setting up position.
3. Crane and lifting tackle thorough examination certificates and weekly registers.
4. A method statement outlining the sequence of lifts, slinging methods, etc..
5. Names of the Appointed Person the Slinger/Signaller and the Crane Driver.
6. Training certificates as proof of competence for the aforementioned.

**4.6 Other Site Requirements**

To reduce the risks of fire within the building, all activities must be in accordance with the Fire Code of Practice for Fire Prevention on Construction sites. This is an important insurance requirement as well as being an important

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**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**  
**5.0 STEEL ERECTION AND PRE-CAST INSTALLATION**

**5.1 Training**

QCC require copies of training certificates/cards for the following activities:-

1. Plant Operators and Slinger/Signallers (preferably CPCS or IPAF).
2. Erection of Tower Scaffolds (preferably PASMA trained)
3. Abrasive Wheels and Cartridge tools.

**5.2 Lifting Operations**

Crane operations must comply with LOLER 98 and BS:7121. A trained and experienced Appointed Person must assess the operations. If the sub-contractor does not have an Appointed Person then they must hire the crane under Contract Lift hire conditions.

A lifting plan must be prepared by the Appointed Person which includes:-

1. A risk assessment, taking into account site conditions and the loads to be lifted.
2. Crane specification, dimensions and sketch showing crane setting up position.
3. Crane and lifting tackle thorough examination certificates and weekly registers.
4. A method statement outlining the sequence of lifts, slinging methods, etc..
5. Names of the Appointed Person the Slinger/Signaller and the Crane Driver.
6. Training certificates as proof of competence for the aforementioned.

**5.3 Work at Height**

When working at height, the sub-contractor must demonstrate to QCC (in the form of a risk assessment) that suitable controls have been considered and implemented, e.g.:-

1. Working off a scaffold platform or MEWP, if not reasonably practicable consider:-
2. Passive fall arrest e.g. safety net or air bags, if not reasonably practicable consider:-
3. Using boatswain chairs / cradle baskets, if not reasonably practicable consider:-
4. The use of safety harnesses, if not reasonably practicable consider:-
5. Ladders as a last resort.

From August 2005, QCC has implemented a ban on the use of ladders and step ladders. The sub-contractor must assess the activity and consider more appropriate methods e.g. mobile towers, platform steps etc. If, in exceptional circumstances, the subcontractor can satisfy QCC that the use of other methods is not possible due to the work area constraints, then QCC may sanction the use of ladders/steps . providing permit to work conditions can be met.

When the use of harnesses forms part of the safe system of work, a rescue plan detailing the retrieval of a suspended operative must be in place.

Edge protection will be fitted to the steelwork using the safest method possible. Access onto unprotected floors to fit edge protection is to be avoided. Handrails should be fixed at ground level prior to lifting or if this is not possible it should be fitted from a MEWP. For this reason, the lighter propriety barrier products are favoured by QCC ahead of traditional scaffolding.

To improve access around site, pre-cast stairs should be installed at the earliest opportunity, preferably with the handrails fitted whilst on the ground. Discuss with QCC.

**5.0 HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS  
STEEL ERECTION AND PRE-CAST INSTALLATION continued.....****5.4 Other Site Requirements**

If a Stihl saw (or equivalent) is required to make cuts into pre-cast units, a dust suppression system must be fitted and used accordingly.

Gas cylinders must be stored safely and be removed from the confines of the building at the end of each shift and taken to the designated caged storage area.

To reduce the risks of fire within the building, all activities must be in accordance with the Fire Code of Practice for Fire Prevention on Construction sites. This is an important insurance requirement as well as being an important

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All QCC projects are ~~no~~ smoking areas. Smokers are required to leave the confines of the site perimeter to smoke. Further information is available on induction.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**  
**6.0 GROUNDWORKS AND CONCRETING**

**6.1 Training**

QCC require copies of training certificates/cards for the following activities:-

1. Plant Operators and Slinger/Signallers - Preferably (CPCS).
2. Falsework Co-ordinator (if applicable)
3. Use of Abrasive Wheels, Powerfloats and other hazardous work equipment.
4. Entry into Confined Spaces.

**6.2 Lifting Operations**

Crane operations must comply with LOLER 98 and BS:7121. A trained and experienced ~~Appointed Person~~ must assess the operations. If the sub-contractor does not have an Appointed Person then they must hire the crane under ~~Contract Lift~~hire conditions.

A lifting plan must be prepared by the Appointed Person which includes:-

1. A risk assessment, taking into account site conditions and the loads to be lifted.
2. Crane specification, dimensions and sketch showing crane setting up position.
3. Crane and lifting tackle thorough examination certificates and weekly registers.
4. A method statement outlining the sequence of lifts, slinging methods, etc..
5. Names of the ~~Appointed Person~~ the Slinger/Signaller and the Crane Driver.
6. Training certificates as proof of competence for the aforementioned.

**6.3 Health Hazards**

Documented procedures within the method statement are required for the following risks:-

1. Manual Handling
2. Dermatitis from skin contact with cement/concrete and other harmful substances
3. Noise and dust control
4. Contaminated ground (if applicable)
5. Diseases associated with:- rats (*Leptospirosis*), needles/foul water (*Hepatitis, HIV*).
6. Hand and Arm Vibration Syndrome - The subcontractor must detail the controls for reducing risk. Copies of equipment information sheets to accompany risk assessment prior to starting work. Daily register to be kept of exposure times. Wherever possible a mechanised method of reducing pile caps will be adopted to reduce the risk.

If a Stihl saw (or equivalent) is required to cut through concrete or similar material, a dust suppression system must be fitted and used accordingly.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**  
**6.0 GROUNDWORKS AND CONCRETING continued.....**

**6.4 Other Site Requirements**

Excavations, river banks, canals etc close to traffic routes must be protected by stop blocks (or similar).

Warning tape should only be used around excavations less than 2m deep, and should be at least 1.5m from the edge of the excavation and where the risk of trespassers on site is low.

Protruding re-bar from excavations should be capped off where there may be a risk of injury.

PUWER requirements must be adhered to, e.g. dumpers must have Roll Over Protection. Restraint belts must be worn by drivers unless a risk assessment demonstrates no risk.

From August 2005, QCC has implemented a ban on the use of ladders and step ladders. The sub-contractor should assess the work activity and look at more appropriate methods of access such as MEWPS, scaffolds, platform steps etc. If, in exceptional circumstances, the subcontractor can satisfy QCC that the use of alternative methods is not possible due to the constraints of the site, then QCC may sanction the use of ladders/steps providing that the conditions of a permit to work can be met.

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**7.0 HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS  
ROOFWORK, METAL DECK INSTALLATION AND NET ERECTION**

**7.1 Training**

QCC require copies of training certificates/cards for the following activities:-

1. Plant Operators and Slinger/Signallers - preferably CPCS or IPAF.
2. Installation of Safety Netting (FASET).
3. Abrasive Wheels and Cartridge tools.
4. Erection of Tower Scaffolds (preferably PASMA trained)

**7.2 Lifting Operations**

Crane operations must comply with LOLER 98 and BS:7121. A trained and experienced ~~A~~Appointed Person must assess the operations. If the sub-contractor does not have an Appointed Person then they must hire the crane under ~~C~~Contract Lift conditions.

A lifting plan must be prepared by the Appointed Person which includes:-

1. A risk assessment, taking into account site conditions and the loads to be lifted.
2. Crane specification, dimensions and sketch showing crane setting up position.
3. Crane and lifting tackle thorough examination certificates and weekly registers.
4. A method statement outlining the sequence of lifts, slinging methods, etc..
5. Names of the ~~A~~Appointed Person, the Slinger/Signaller and the Crane Driver.
6. Training certificates as proof of competence for the aforementioned.

**7.3 Work at Height**

When working at height, the sub-contractor must demonstrate to QCC (in the form of a risk assessment) that suitable controls have been considered and implemented, e.g.

1. Working off a scaffold platform or MEWP, if not reasonably practicable consider:-
2. Passive fall arrest e.g. safety net or air bags, if not reasonably practicable consider:-
3. Using boatswain chairs / cradle baskets, if not reasonably practicable consider:-
4. The use of safety harnesses, if not reasonably practicable consider:-
5. Ladders as a last resort.

From August 2005, QCC has implemented a ban on the use of ladders and step ladders. The sub-contractor should assess the work activity and look at other more appropriate methods of access such as MEWPS, tower scaffolds, sclipscopic steps etc.

If, in exceptional circumstances, the subcontractor can satisfy QCC that the use of alternative methods is not possible due to the constraints of the work area, then QCC may sanction the use of ladders/steps providing that the conditions of a permit to work can be met.

When the use of harnesses forms part of the safe system of work, a rescue plan detailing the retrieval of a suspended operative must be in place.

Edge protection will be fitted to the steelwork using the safest method possible. Access onto unprotected floors to fit edge protection is to be avoided. Handrails should be fixed at ground level prior to lifting or if this is not possible it should be fitted from a MEWP. For this reason, the lighter propriety barrier products are favoured by QCC ahead of traditional scaffolding.

Where reasonably practicable, access to roof areas must be by an internal access or external scaffold. MEWPS are designed to be a working platform only.

## **HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

### **7.0 ROOFWORK, METAL DECK INSTALLATION AND NET ERECTION continued**

#### **7.4 Other Site Requirements**

At the end of each shift, lightweight materials must be secured and debris placed in a skip. Consideration must be given by the subcontractor to the possibility of strong winds at high level.

Handover certificates are to be issued by the net installer prior to roof sheet installation. Nets to be inspected and records kept on a weekly basis (minimum) by a competent person.

To reduce the risks of fire within the building, all activities must be in accordance with the Fire Code of Practice for Fire Prevention on Construction sites. This is an important insurance requirement as well as being an important

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**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**8.0 SCAFFOLDING**

**8.1 Training**

QCC require copies of training certificates/cards for the following activities:-

1. Scaffolders to have Construction Industry Scaffolders Record Scheme (CISRS) card.
2. Use of Abrasive wheels when cutting tubes.
3. Safety Net Installation . See page 17 of this document.
4. MEWP Operators - Preferably CPCS or IPAF.

*Note:- Scaffolders in possession of CISRS cards are not deemed competent to erect aluminium scaffolds. A specific card is required (preferably PASMA).*

Scaffolders must have been specifically trained on the SG4 method of working.

**8.2 Lifting Operations**

Only those scaffolders with an up to date slinger/signaller qualification (*preferred CPCS*) will be authorised to undertake the slinging of scaffold materials on a QCC site.

**8.3 Work at Height**

Tube and fitting scaffold must be erected and dismantled in accordance with SG4:05 Code of Practice, regardless of whether the scaffold company has signed up to the Code. A summary of the Code is available from QCC Health and Safety Manager.

The safe working practices of SG4 should also be adopted during the erection and dismantling of system scaffolds where it is possible to do so.

SG4 requires the use of harnesses as part of the safe system of work. A rescue plan detailing the retrieval of a suspended operative must therefore be in place.

When scaffolding edge protection is being fitted to steelwork, roof edges etc., MEWPS or a scaffold tower must be used. The reliance of a harness as a means of fall protection or work from a ladder should only take place where it can be demonstrated to QCC that other methods are not reasonably practicable.

Note: If edge protection can be fitted to steelwork, pre-cast stairs etc. on the ground, then this is to be the preferred method as it eliminates work at height.

Loading bay gates to be of a proprietary brand, meet legal requirements and to be of the Up and Over type which provides protection for persons on the platform.

To reduce the risk from falls from height, it is QCC's policy to use scaffold stair towers for access/egress rather than ladder access. Ladders should only be used if it can be demonstrated that it was not reasonably practicable to install a stair tower.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**8.0 SCAFFOLDING continued.....**

**8.3 Other Site Requirements**

Scaffold sheeting to be flame retardant to comply with Loss Prevention Standard 1215.

Handover certificates for scaffold are to be issued to QCC site manager.

When requested by QCC, the scaffold rep/foreman is to accompany QCC site manager on a weekly basis to inspect the scaffolding.

Whenever reasonably practicable, the minimum width of a working platform must be 600mm (3 boards). INCLUDING HOP-UPS

Engineered scaffold must only be inspected by a suitably competent person. Arrangements should be made to have the engineer/scaffold foreman on site on a weekly basis to inspect it.

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**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**9.0 EXTERNAL GLAZING AND CLADDING**

**9.1 Training**

QCC require copies of training certificates/cards for the following activities:-

1. Plant Operators and Slinger/Signallers - preferably **CPCS or IPAF.**
2. Abrasive Wheels and Cartridge tools.
3. Erection of Tower Scaffolds (**preferably PASMA trained**)

**9.2 Lifting Operations**

Crane operations must comply with LOLER 98 and BS:7121. A trained and experienced Appointed Person must assess the operations. If the sub-contractor does not have an Appointed Person then they must hire the crane under Contract Lift hire conditions.

A lifting plan must be prepared by the Appointed Person which includes:-

1. A risk assessment, taking into account site conditions and the loads to be lifted.
2. Crane specification, dimensions and sketch showing crane setting up position.
3. Crane and lifting tackle thorough examination certificates and weekly registers.
4. A method statement outlining the sequence of lifts, slinging methods, etc..
5. Names of the Appointed Person the Slinger/Signaller and the Crane Driver.
6. Training certificates as proof of competence for the aforementioned.

**9.3 Work at Height**

When working at height, the sub-contractor must demonstrate to QCC (in the form of a risk assessment) that suitable controls have been considered and implemented, e.g.

1. Working off a scaffold platform or MEWP, if not reasonably practicable consider:-
2. Passive fall arrest e.g. safety net or air bags, if not reasonably practicable consider:-
3. Using boatswain chairs / cradle baskets, if not reasonably practicable consider:-
4. The use of safety harnesses, if not reasonably practicable consider:-
5. Ladders as a last resort.

From August 2005, QCC has implemented a ban on the use of ladders and step ladders. The sub-contractor should assess the work activity and look at other more appropriate methods of access such as MEWPS, tower scaffolds, scissor steps etc.

If, in exceptional circumstances, the subcontractor can satisfy QCC that the use of alternative methods is not possible due to the constraints of the site, then QCC may sanction the use of ladders/steps providing that the conditions of a permit to work can be met.

When the use of harnesses forms part of the safe system of work, a rescue plan detailing the retrieval of a suspended operative must be in place.

Where reasonably practicable, access to roof areas must be by an internal access or by an external scaffold. MEWPS are designed to be a working platform and not to transport operatives on and off roofs.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**9.0 EXTERNAL GLAZING AND CLADDING continued.....**

**9.4 Other Site Requirements**

Glazing and cladding panels must be mechanically lifted into position where they weigh more than 20 kg. *Note:- a designer's risk assessment for this activity should have been issued.*

Glazing and cladding operatives will wear protective gloves when at risk from sharp materials.

When lifting points on stillages are used, the stillage is classed as lifting equipment. All LOLER 98 requirements apply, e.g. the stillage should be accompanied with a thorough examination certificate and be marked with a serial number and SWL.

To reduce the risks of fire within the building, all activities must be in accordance with the Fire Code of Practice for Fire Prevention on Construction sites. This is an important insurance requirement as well as being an important

Due to fire risks Halogen task lights are not permitted on Quarmby sites. Alternative types of task lighting must be brought to site.

Radios, walkmans, mp3s etc. are not to be used by anyone whilst on site.

Mobile phones are only to be used in those areas where QCC management deem it safe to do so. The wide scale use of phones on site will generally not be permitted. During the site induction the QCC site management will inform those present of the restrictions in place.

All QCC projects are no smoking areas. Smokers are required to leave the confines of the site perimeter to smoke. Further information is available on induction.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**10.0 MECHANICAL AND ELECTRICAL**

**10.1 Training**

QCC require copies of training certificates/cards for the following activities:-

1. Plant Operators and Slinger/Signallers. Preferably **CPCS or IPAF**
2. Work on gas installation (**CORGI**)
3. Use of Abrasive Wheels / Pipe Threading machines etc..
4. Entry into Confined Spaces (if applicable).
5. Erection of Tower Scaffolds (**preferably PASMA trained**)

**10.2 Lifting Operations**

All crane operations must comply with LOLER 98 and BS:7121. A trained and experienced Appointed Person must be appointed to assess the operations. If the sub-contractor does not have an Appointed Person then they must hire the crane under Contract Lift hire conditions and the crane hire company will provide the Appointed Person

A lifting plan must be prepared by the Appointed Person which includes:-

1. A risk assessment, taking into account site conditions and the loads to be lifted.
2. Crane specification, dimensions and sketch showing crane setting up position.
3. Crane and lifting tackle thorough examination certificates and weekly registers.
4. A method statement outlining the sequence of lifts, slinging methods, etc..
5. Names of the Appointed Person the Slinger/Signaller and the Crane Driver.
6. Training certificates as proof of competence for the aforementioned.

**10.3 Work at Height**

When working at height, the sub-contractor must demonstrate to QCC (in the form of a risk assessment) that suitable controls have been implemented. For example, the following hierarchy of controls should be considered:-

1. Work off a scaffold platform or MEWP, if not reasonably practicable consider:-
2. Passive fall arrest, e.g. safety nets or air bags, if not reasonably practicable consider:-
3. Using boatswain chair/abseiling equip. if not reasonably practicable consider:-
4. The use of safety harnesses, if not reasonably practicable consider:-
5. Ladders as a last resort.

From August 2005, QCC has implemented a ban on the use of ladders and step ladders. The sub-contractor should assess the work activity and look at other more appropriate methods of access such as MEWPS, tower scaffolds, sherpascopic steps etc.

If, in exceptional circumstances, the subcontractor can satisfy QCC that the use of alternative methods is not possible due to the constraints of the site, then QCC may sanction the use of ladders/steps providing that the conditions of a permit to work can be met.

When the use of harnesses forms part of the safe system of work, a rescue plan detailing the retrieval of a suspended operative must be in place.

## HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS

### 10.0 MECHANICAL AND ELECTRICAL continued.....

#### 10.4 Other Site Requirements

Gas cylinders must be stored safely and be removed from the confines of the building at the end of each shift and taken to the designated storage area.

In addition to Hot work and Confined Space Permits (obtained from QCC), a permit system must also be in place for all work on or close to live electrics. The M&E sub-contractor must implement its own permit system for such work. Copies of the permit must be clearly displayed at the work area to inform other people.

To reduce the risks of fire within the building, all activities must be in accordance with the Fire Code of Practice for Fire Prevention on Construction sites. This is an important insurance requirement as well as being an important

Due to fire risks Halogen task lights are not permitted on Quarmby sites. Alternative types of task lighting must be brought to site.

Radios, walkmans, mp3s etc. are not to be used by anyone whilst on site.

Mobile phones are only to be used in those areas where QCC management deem it safe to do so. The wide scale use of phones on site will generally not be permitted. During the site induction the QCC site management will inform those present of the restrictions in place.

All QCC projects are no smoking areas. Smokers are required to leave the confines of the site perimeter to smoke. Further information is available on induction.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**11.0 BRICKWORK AND MASONRY**

**11.1 Training**

QCC require copies of training certificates/cards for the following activities:-

1. Plant Operators and Slinger/Signallers - preferably **(CPCS)**.
2. Use of Abrasive Wheels.
3. Scaffolders to be in possession of **(CISRS)** card.

**11.2 Work at Height**

If scaffold is being erected it must conform to the requirements detailed in the Scaffolding requirement sheet (section 8 of this document).

Trestle scaffolds are banned from QCC sites and alternative access equipment must be used.

From August 2005, QCC has implemented a ban on the use of ladders and step ladders. The sub-contractor should assess the work activity and look at other more appropriate methods of access such as MEWPS, tower scaffolds, sherpascopic steps etc.

If, in exceptional circumstances, the subcontractor can satisfy QCC that the use of alternative methods is not possible due to the constraints of the site, then QCC may sanction the use of ladders/steps providing that the conditions of a permit to work can be met.

Aluminium scaffold towers must not be used for heavy duty work e.g. brick and block laying. They must only be used for light working such as patching up, rendering, inspections etc..

**11.3 Health Hazards**

Documented procedures within the method statement are required for the following risks:-

1. Manual Handling
2. Dermatitis from skin contact with cement/concrete/mortar etc..
3. Noise and dust controls

**All Stihl saws, block cutters etc. must be fitted with dust suppression systems.**

The reasons for this are that:-

1. Dust should be eliminated at source.
2. Dust masks only protect the person wearing the mask
3. Dust is a nuisance to local residents, adjacent workers, public etc.
4. Individuals cannot be relied upon to wear dust masks.

Other PPE such as eye protection and hearing protection must be worn at all times when using cutting equipment.

Gloves are to be worn when lifting and laying bricks and blocks.

**Repetitive lifting of blocks heavier than 20 kg is not acceptable.** 100mm blocks should be used instead of 140mm blocks or low density 140mm weighing less than 20kg should be used. *(Note: this should have been addressed at Design Stage).*

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**11.0 BRICKWORK AND MASONRY continued.....**

**11.4 Lifting Operations**

All crane operations must comply with LOLER 98 and BS:7121. A trained and experienced ~~A~~Appointed Person must be appointed to assess the operations. If the sub-contractor does not have an Appointed Person then they must hire the crane under ~~C~~Contract Lift hire conditions and the crane hire company will provide the ~~A~~Appointed Person

A lifting plan must be prepared by the Appointed Person which includes:-

1. A risk assessment, taking into account site conditions and the loads to be lifted.
2. Crane specification, dimensions and sketch showing crane setting up position.
3. Crane and lifting tackle thorough examination certificates and weekly registers.
4. A method statement outlining the sequence of lifts, slinging methods, etc..
5. Names of the ~~A~~Appointed Person the Slinger/Signaller and the Crane Driver.
6. Training certificates as proof of competence for the aforementioned.

**11.5 Other Site Requirements**

Deliveries of mortar mix (and similar) should be by NonTip tankers. This should be specified on the order form.

To reduce the risks of fire within the building, all activities must be in accordance with the Fire Code of Practice for Fire Prevention on Construction sites. This is an important insurance requirement as well as being an important

Due to fire risks Halogen task lights are not permitted on Quarmby sites. Alternative types of task lighting must be brought to site.

Radios, walkmans, mp3s etc. are not to be used by anyone whilst on site.

Mobile phones are only to be used in those areas where QCC management deem it safe to do so. The wide scale use of phones on site will generally not be permitted. During the site induction the QCC site management will inform those present of the restrictions in place.

All QCC projects are ~~n~~o smoking areas. Smokers are required to leave the confines of the site perimeter to smoke. Further information is available on induction.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**12.0 EXTERNAL FINISHING WORKS** (Roads, Paving, Fencing, Signage etc)

**12.1 Training**

QCC require copies of training certificates/cards for the following activities:-

1. Plant Operators and Slinger/Signallers - preferably **CPCS or IPAF**.
2. Use of Abrasive Wheels and other hazardous work equipment.
3. Persons working on footpaths and highways to be trained in accordance with the New Road & Streetworks Act and hold a valid Supervisor/Operative card.

**12.2 Work at Height**

External finishing works such as the erection of signage and snagging must not be hurried and, as with other works, the method of work must be carefully considered. When working at height, the sub-contractor must demonstrate to QCC (in the form of a risk assessment) that suitable controls have been implemented. For example, the following hierarchy of controls should be considered:-

1. Working off a scaffold platform or mobile elevated platform, if not reasonably practicable consider:-
2. The use of safety harnesses, if not reasonably practicable consider:-
3. Ladders as a last resort.

From August 2005, QCC has implemented a ban on the use of ladders and step ladders. The sub-contractor should assess the work activity and look at other more appropriate methods of access such as MEWPS, tower scaffolds, shepascopic steps etc.

If, in exceptional circumstances, the subcontractor can satisfy QCC that the use of alternative methods is not possible due to the constraints of the site, then QCC may sanction the use of ladders/steps providing that the conditions of a permit to work can be met.

**12.3 Health Hazards**

Documented procedures with the contractors method statement and risk assessment are required for the following health issues:-

1. Manual Handling
2. Hand and Arm Vibration
3. Noise and dust
4. Diseases such as Leptospirosis (associated with Rats) if applicable.

Kerbs and heavy paving stones should be lifted in a safe manner. Two man lifting without any lifting equipment in use is no longer acceptable. The following safety precautions should be used:-

- Mechanised lifting clamps connected to forklift, HIAB etc.. If not reasonably practicable due to restricted space or a small amount of kerbs to be placed consider:-
- Lifting handles for two person lifting of kerb and paving stones.

All Stihl saws (or equivalent) must be fitted with dust suppression systems when cutting paving stones or other similar materials. Dust must be eliminated at source.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**  
**12.0 EXTERNAL FINISHING WORKS continued.....**

**12.4 Lifting Operations**

All crane operations must comply with LOLER 98 and BS:7121. A trained and experienced ~~A~~Appointed Person must be appointed to assess the operations. If the sub-contractor does not have an Appointed Person then they must hire the crane under ~~C~~Contract Lift hire conditions and the crane hire company will provide the ~~A~~Appointed Person

A lifting plan must be prepared by the Appointed Person which includes:-

1. A risk assessment, taking into account site conditions and the loads to be lifted.
2. Crane specification, dimensions and sketch showing crane setting up position.
3. Crane and lifting tackle thorough examination certificates and weekly registers.
4. A method statement outlining the sequence of lifts, slinging methods, etc..
5. Names of the ~~A~~Appointed Person the Slinger/Signaller and the Crane Driver.
6. Training certificates as proof of competence for the aforementioned.

**12.5 Other Site Requirements**

Excavations and man holes must be suitably protected. Loose pallets are not an adequate means of protecting open man holes.

QCC require that all site operatives wear helmets, high viz clothing and safety footwear at all stages of the project. PPE rules apply until the building/area is handed over to the client.

To reduce the risks of fire within the building, all activities must be in accordance with the Fire Code of Practice for Fire Prevention on Construction sites. This is an important insurance requirement as well as being an important

Due to fire risks Halogen task lights are not permitted on Quarmby sites. Alternative types of task lighting must be brought to site.

Radios, walkmans, mp3s etc. are not to be used by anyone whilst on site.

Mobile phones are only to be used in those areas where QCC management deem it safe to do so. The wide scale use of phones on site will generally not be permitted. During the site induction the QCC site management will inform those present of the restrictions in place.

All QCC projects are ~~n~~o smoking areas. Smokers are required to leave the confines of the site perimeter to smoke. Further information is available on induction.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**13.0 LANDSCAPING AND TREE FELLING**

**13.1 Training**

QCC require copies of training certificates/cards for the following activities:-

1. Plant Operators and Slinger/Signallers - preferably (CPCS).
2. Use of Abrasive Wheels.
3. Chainsaws and other hazardous work equipment.
4. Persons working on footpaths and highways to be trained in accordance with the New Road & Streetworks Act and hold a valid Supervisor/Operative card.

**13.2 Tree felling and cutting**

When working at height, the sub-contractor must demonstrate to QCC (in the form of a risk assessment) that suitable controls have been implemented. For example, the following hierarchy of controls should be considered:-

1. Working off a scaffold platform or MEWP, if not reasonably practicable consider:-
2. The use of bosun's chair/abseiling equipment/man riding baskets etc, if not reasonably practicable consider:-
4. The use of safety harnesses, if not reasonably practicable consider:-
5. Ladders as a last resort.

From August 2005, QCC has implemented a ban on the use of ladders and step ladders. The sub-contractor should assess the work activity and look at other more appropriate methods of access such as MEWPS and tower scaffolds.

If, in exceptional circumstances, the subcontractor can satisfy QCC that the use of alternative methods is not possible due to the constraints of the site, then QCC may sanction the use of ladders/steps providing that the conditions of a permit to work can be met.

When the use of harnesses forms part of the safe system of work, a rescue plan detailing the retrieval of a suspended operative must be in place.

The areas surrounding the works should be suitably protected to restrict access. Warning signs must be displayed.

**13.3 Health Hazards**

Documented procedures with the contractors method statement and risk assessment are required for the following health issues such:-

1. Manual Handling
2. Hand and Arm Vibration
3. Reducing Risks of health hazards such as *Leptospirosis* and *Tetanus*.
4. Contaminated ground (if applicable).
5. Hyperdermic needles (if applicable).

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**13.0 LANDSCAPING AND TREE FELLING continued.....**

**13.4 Lifting Operations**

All crane operations must comply with LOLER 98 and BS:7121. A trained and experienced ~~A~~Appointed Person~~q~~must be appointed to assess the operations. If the sub-contractor does not have an Appointed Person~~q~~then they must hire the crane under ~~£~~Contract Lift~~q~~hire conditions and the crane hire company will provide the ~~A~~Appointed Person~~q~~

A lifting plan must be prepared by the Appointed Person which includes:-

1. A risk assessment, taking into account site conditions and the loads to be lifted.
2. Crane specification, dimensions and sketch showing crane setting up position.
3. Crane and lifting tackle thorough examination certificates and weekly registers.
4. A method statement outlining the sequence of lifts, slinging methods, etc..
5. Names of the ~~A~~Appointed Person~~q~~ the Slinger/Signaller and the Crane Driver.
6. Training certificates as proof of competence for the aforementioned.

**13.5 Other Site Requirements**

Tractors and other similar plant must comply with the requirements of PUWER. In particular Regs 25-30 (Mobile Work Equipment). Power take off shafts in tractors for example, must be suitably guarded to comply with the aforementioned Regulations.

The use of chainsaws on site must be subject to a specific risk assessment that identifies the specialist PPE that is to be worn.

QCC require that all site operatives wear helmets, high viz clothing and safety footwear at all stages of the project. PPE rules apply until the building/area is handed over to the client.

Radios, walkmans, mp3s etc. are not to be used by anyone whilst on site.

Mobile phones are only to be used in those areas where QCC management deem it safe to do so. The wide scale use of phones on site will generally not be permitted. During the site induction the QCC site management will inform those present of the restrictions in place.

All QCC projects are ~~n~~o smoking~~q~~areas. Smokers are required to leave the confines of the site perimeter to smoke. Further information is available on induction.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**14.0 FINISHING TRADES – INTERNAL** (joinery, painting, plastering, floor layers, etc)

**14.1 Training**

QCC require copies of training certificates/cards for the following activities:-

1. Plant Operators and Slinger/Signallers to be in possession of a card. Preferably **CPCS or IPAF**.
2. Erection of Tower Scaffolds (**preferably PASMA trained**)
3. Use of Abrasive Wheels
4. Use of Cartridge tools.

**14.2 Work at Height**

From August 2005, QCC has implemented a ban on the use of ladders and step ladders. The sub-contractor should assess the work activity and look at other more appropriate methods of access such as MEWPS, tower scaffolds, shepascopic steps etc. If, in exceptional circumstances, the subcontractor can satisfy QCC that the use of alternative methods is not possible due to the constraints of the site, then QCC may sanction the use of ladders/steps providing that the conditions of a permit to work can be met.

**14.3 Lifting Operations**

All crane operations must comply with LOLER 98 and BS:7121. A trained and experienced ~~A~~Appointed Person~~q~~ must be appointed to assess the operations. If the sub-contractor does not have an Appointed Person~~q~~ then they must hire the crane under ~~C~~Contract Lift~~q~~hire conditions and the crane company will provide the ~~A~~Appointed Person~~q~~

A lifting plan must be prepared by the Appointed Person which includes:-

1. A risk assessment, taking into account site conditions and the loads to be lifted.
2. Crane specification, dimensions and sketch showing crane setting up position.
3. Crane and lifting tackle thorough examination certificates and weekly registers.
4. A method statement outlining the sequence of lifts, slinging methods, etc..
5. Names of the ~~A~~Appointed Person~~q~~ the Slinger/Signaller and the Crane Driver.
6. Training certificates as proof of competence for the aforementioned.

**14.4 Fire Prevention**

To reduce the risks of fire within the building, all activities must be in accordance with the Fire Code of Practice for Fire Prevention on Construction sites. This is an important insurance requirement as well as being an important

Due to fire risks Halogen task lights are not permitted on Quarmby sites. Alternative types of task lighting must be brought to site.

All QCC projects are ~~n~~o smoking~~q~~ areas. Smokers are required to leave the confines of the site perimeter to smoke. Further information is available on induction.

Protective coverings used inside the building must be flame retardant and comply with LPS 1207. This demonstrates compliance with insurance requirements.

Flammable substances e.g. adhesives and oil based paints must only be stored in metal lockable containers. Do not use small rooms in the confines of a building as a paint store.

Where propane forced air heaters are used, suitable guards must be fitted to prevent the naked flame from coming into contact with combustible materials.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**14.0 FINISHING TRADES – INTERNAL continued.....**

**14.3 Other Site Requirements**

Debris and waste materials must not be allowed to accumulate within the building. Work areas are to be cleared at the end of each shift and if necessary at regular intervals throughout the working day.

Empty paint and adhesive tins must not be placed into skips with general waste. These are to be removed from site at the end of each shift by the contractor responsible.

Radios, walkmans, mp3s etc. are not to be used by anyone whilst on site.

Mobile phones are only to be used in those areas where QCC management deem it safe to do so. The wide scale use of phones on site will generally not be permitted. During the site induction the QCC site management will inform those present of the restrictions in place.

QCC require that all site operatives wear helmets, high viz clothing and safety footwear at all stages of the project. PPE rules apply until the building/area is handed over to the client.

The wearing of bump caps is not permitted on QCC sites.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**15.0 LIFT INSTALLATION** (passenger lifts, goods lifts, escalators etc.)

**15.1 Training**

QCC require copies of training certificates/cards for the following activities:-

1. Lift installation and maintenance approved qualification (preferably EMTA)
2. Use of hazardous work equipment such as abrasive wheels, welding sets etc.
3. Slinger/Signallers - preferably CPCS (this may be part of the EMTA record scheme).

**15.2 Work at Height**

Falls from height during the installation of lifts and associated equipment is the biggest risk to the safety of the installers and passers by. The sub-contractor must ensure that its method statement and safety policy is adhered to at all times. In addition, the requirements to provide suitable controls under current legislation must be implemented.

During the installation of lifts all work should take place from fully protected work platforms, either a scaffold platform or from the lift itself.

If situations arise when work cannot take place from a platform that meets current legal requirements, then this must be identified in the sub-contractor's risk assessment and other suitable controls must be implemented. The use of a harness alone is not acceptable unless all other reasonable steps have been taken to reduce the risk of falls.

Where harnesses are used the sub-contractor must identify in the risk assessment/method statement, procedures to recover a suspended operative within a safe time.

**15.3 Protection of others**

Arrangements must be in place to provide suitable and sufficient protection to other people at all times. In particular the risks from falls down unprotected shafts must be addressed at the earliest opportunity. Temporary edge protection provided by QCC must not be removed by the lift installer unless there are alternative means of preventing a fall into the shaft.

The sub-contractor must take necessary steps to ensure that the safety of their employees and other site persons is not jeopardised during the powering up/commissioning of the lifts. Depending on their risk assessment this may be in the form of a permit to work system. QCC do not operate a permit system for lift installation, and this should therefore be implemented and managed by the sub-contractor. QCC should be provided with copies of the permits.

**15.4 Installing lifts and escalators in occupied buildings**

Where new installations are being made in public buildings they should be installed to BS5655 : Lifts and service lifts: Part 13 : 1995.

The risk assessment should be suitable and sufficient and identify risks to members of the public, their company's employees, and other site personnel.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS****15.0 LIFT INSTALLATION continued.....****15.5 Other Site Requirements**

To reduce the risks of fire within the building, all activities must be in accordance with the Fire Code of Practice for Fire Prevention on Construction sites. This is an important insurance requirement as well as being an important

Due to fire risks Halogen task lights are not permitted on Quarmby sites. Alternative types of task lighting must be brought to site.

All QCC projects are no smoking areas. Smokers are required to leave the confines of the site perimeter to smoke. Further information is available on induction.

Protective coverings used inside the building must be flame retardant and comply with LPS 1207. This demonstrates compliance with insurance requirements.

Radios, walkmans, mp3s etc. are not to be used by anyone whilst on site.

Mobile phones are only to be used in those areas where QCC management deem it safe to do so. The wide scale use of phones on site will generally not be permitted. During the site induction the QCC site management will inform those present of the restrictions in place.

QCC require that all site operatives wear helmets, high viz clothing and safety footwear at all stages of the project. PPE rules apply until the building/area is handed over to the client.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS**

**16.0 METAL WORK** (ironmongery, balustrades, fire escape staircases, etc)

**16.1 Training**

QCC require copies of training certificates/cards for the following activities:-

1. Plant Operators - preferably **CPCS or IPAF**
2. Use of hazardous equipment such as abrasive wheels, welding sets etc.
3. Erection of Tower Scaffolds (**preferably PASMA trained**)

**16.2 Lifting Operations**

Crane operations must comply with LOLER 98 and BS:7121. A trained and experienced ~~A~~Appointed Person must assess the operations. If the sub-contractor does not have an Appointed Person then they must hire the crane under ~~C~~Contract Lift hire conditions.

A lifting plan must be prepared by the Appointed Person which includes:-

1. A risk assessment, taking into account site conditions and the loads to be lifted.
2. Crane specification, dimensions and sketch showing crane setting up position.
3. Crane and lifting tackle thorough examination certificates and weekly registers.
4. A method statement outlining the sequence of lifts, slinging methods, etc..
5. Names of the ~~A~~Appointed Person the Slinger/Signaller and the Crane Driver.
6. Training certificates as proof of competence for the aforementioned.

**16.3 Work at Height**

When working at height, the sub-contractor must demonstrate to QCC (in the form of a risk assessment) that suitable controls have been implemented. For example, the following hierarchy of controls should be considered:-

1. Work off a scaffold platform or MEWP, if not reasonably practicable consider:-
2. Passive fall arrest systems such as safety nets and air bags, if not reasonably practicable consider:-
3. Using boatswain chair/abseiling equip. if not reasonably practicable consider:-
4. The use of safety harnesses, if not reasonably practicable consider:-
5. Ladders as a last resort.

From August 2005, QCC has implemented a ban on the use of ladders and step ladders. The sub-contractor should assess the work activity and look at other more appropriate methods of access such as MEWPS, tower scaffolds, platform steps etc. If, in exceptional circumstances, the subcontractor can satisfy QCC that the use of alternative methods is not possible due to the constraints of the site, then QCC may sanction the use of ladders/steps providing that the conditions of a permit to work can be met.

The possibility of fixing permanent edge protection to staircases must be considered prior to installation. If this cannot be reasonably achieved then the work should be carried out from a safe place such as MEWP or protected scaffold platform. It is not acceptable for operatives to work on unprotected stairs relying solely upon the use of safety harnesses as fall arrest.

Should the use of harnesses need to for part of the safe system of work, a rescue plan detailing the retrieval of a suspended operative must be in place.

**HEALTH, SAFETY AND ENVIRONMENTAL SITE REQUIREMENTS****16.0 METAL WORK continued.....****16.4 Other Site Requirements**

To reduce the risks of fire within the building, all activities must be in accordance with the Fire Code of Practice for Fire Prevention on Construction sites. This is an important insurance requirement as well as being an important

Due to fire risks Halogen task lights are not permitted on Quarmby sites. Alternative types of task lighting must be brought to site.

All QCC projects are ~~no~~ smoking areas. Smokers are required to leave the confines of the site perimeter to smoke. Further information is available on induction.

Protective coverings used inside the building must be flame retardant and comply with LPS 1207. This demonstrates compliance with insurance requirements.

Radios, walkmans, mp3s etc. are not to be used by anyone whilst on site.

Mobile phones are only to be used in those areas where QCC management deem it safe to do so. The wide scale use of phones on site will generally not be permitted. During the site induction the QCC site management will inform those present of the restrictions in place.

QCC require that all site operatives wear helmets, high viz clothing and safety footwear at all stages of the project. PPE rules apply until the building/area is handed over to the client.