



## HS17: Site rules

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|---------------------|-----------------------------------------|
| Contract/Job Name   | Somerton Car Wash, Newport              |
| Contract/Job Number | Garage Demolition, Cromwell Rd, Newport |

### 1 Introduction

This document details the rules for working on site. All personnel, subcontractors and visitors must abide by these rules. Anyone contravening these rules risks being removed from the site. Site Rules are designed to protect the health, safety and welfare of all personnel on site and members of the public who could be affected by the works. It is paramount that all personnel, subcontractors and visitors to the site are familiar with these rules and have agreed to abide by them by signing a register.

A copy of this document will be given to all personnel during their Site Induction and a copy will be displayed in a prominent place in the welfare facility.

This list is not exhaustive. Additional rules must be included to ensure the document is site specific.

During a viral pandemic specific additional measures are put in place to protect the workforce and minimise the spread of infection.

### 2 Accidents

- Report all accidents, incidents and "near misses", even if minor, to the site manager/foreman immediately.

### 3 Attendance register

- All personnel, contractors and visitors MUST sign the attendance register upon arrival at the site. Everyone must also sign out when they leave. During a viral pandemic alternative sign in and out procedures will be put in place, which may include one way flow of entrance and exit to site. Wash your hands as soon you arrive on site and again as you leave (as well as regularly throughout the day as per NHS guidelines).
- Do not allow unauthorised persons or members of the public on site. Anyone noticing unauthorised persons on site must notify the Site Manager/Foreman immediately.

### 4 Fire

- The 'Responsible person' under Fire legislation and Code of Practice is .....
- Do not obstruct fire extinguishers and fire points.
- Do not obstruct fire exit routes.
- Inform the Site Manager/Foreman of any fire immediately.

### 5 Health and safety policy

- Your conduct must comply with the Organisation's Health & Safety Policy and these Site Rules at all times.

### 6 Ladders

- Damaged ladders must be removed from site immediately.
- Only rest ladders against solid surfaces and not on any fragile or insecure material.
- Ladders must be footed and/or tied.
- Fully extend ladders and lock them into position before using them.
- Do not overreach while using a ladder.
- Do not use metal ladders or timber ladders with metal reinforcements in the vicinity of live electrical services.
- Use ladders only at 75° (4 up: 1 out).
- Ladders must extend 1.05m above stepping off point.

### 7 Method statements

- Method Statements, where provided, must be followed by all operatives.

## 8 Plant and equipment

- Do not operate any plant or equipment unless you have relevant training and have been authorised to do so by the site manager/foreman.
- Do not ride as a passenger on any plant vehicle unless there is a specifically designed passenger seat.
- During a pandemic workers should not share their tools or plant with anyone and they should be cleaned with appropriate cleaning and disinfecting products after usage or end of shift.
- During a pandemic, do not share vehicles or cabs. If this is not practicable, use a fixed pairing system of people and with the minimum number of people at any one time. Making sure vehicles are well ventilated maximising distance between people and individuals facing away from each other may help to reduce the risk of transmission. Face coverings should be worn. Vehicles used by different operators should be cleaned maximising distance between people and objects/surfaces disinfected using gloves and standard cleaning products. Provide hand sanitizer (minimum 60% alcohol based) for getting in and out of vehicle.

## 9 Personal Protective Equipment (PPE)

- Hard hats, safety shoes/boots and hi-visibility vests must be worn at all times on site.
- Specific tasks may also require additional PPE - you MUST also make sure you comply with this requirement - this may include ear protection, masks, gloves etc.
- PPE will be provided both to employees and limb (b) workers free of charge if a Risk Assessment indicates that they are required.
- During a pandemic it is recommended that face coverings be worn in the workplace and available from the employer (which may include welfare and changing facilities, site offices or meeting rooms) where; social distancing isn't always possible, in an enclosed space and where workers come into contact with others they do not normally meet. A face covering is not the same as a face mask, nor the same as the PPE used to manage risks like dust and spray in construction. Face coverings can be marginally beneficial as a precautionary measure in reducing the spread of the disease if operatives are in an enclosed space where social distancing isn't possible. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk.
- During a pandemic use any additional PPE as instructed and do not share it. Any disposable PPE should be immediately properly disposed after use in the bins provided so it cannot be reused and then wash hands. Reusable PPE should not be shared, must be cleaned after use, and when finished with it, wash hands to stop any cross contamination.

## 10 Roof work

- No access to roofs except to persons specifically authorised by the Site Manager/Foreman.
- Mobile tower scaffolds will only be used with wheels locked and will only be moved when empty.

## 11 Scaffolds

- Do not erect, alter or dismantle scaffolding unless you hold a relevant training certificate and have been authorised to carry out this work by the Site Manager/Foreman.

## 12 Site specific rules

(Any rules relating to the conditions or working methods of a specific site to be inserted here.)

## 13 Tidiness

- Clean up after yourself.
- Ensure the site is kept clean and tidy at all times. It is everyone's responsibility.

## 14 Traffic

- Site speed limit is 10mph.
- No vehicle to reverse without supervision.

## 15 Welfare

- Use the designated welfare facilities only. Report dirty or broken facilities.
- Eating or drinking in the workplace is forbidden. Eating and drinking is only permitted in the designated welfare area or as instructed during a pandemic.
- No alcohol or drugs are permitted on site. Any person suspected to be under the influence of alcohol or drugs will be removed from site immediately.

- No horseplay will be tolerated. Offenders may be asked to leave the site.
- Smoking is forbidden on site except in the designated areas which will be clearly marked. (This includes vaping)

## 16 Waste

- All site waste is to be separated and segregated for re-use or recycling.

## 17 Pandemic additional measures

- Don't come to work if you have any symptoms of the virus or have received a positive test result.
- Wash your hands on arrival on site and exit of site.
- If you feel unwell at work, tell a supervisor or manager immediately, avoid touching anything and return home. Then follow the NHS guidelines.
- Reduce the spread of viruses by regular hand washing for 20 seconds with soap and water throughout the day and if this is not available, use hand sanitiser (minimum 60% alcohol based). Use the bins provided for hand towels. Do this on arrival at site, and when you arrive home, after you blow your nose or cough or sneeze, before you handle food/eat and after you have used the toilet.
- Be reminded that wearing of gloves is not a substitute for good hand washing.
- Respect the 2m rule and operate at a safe distance at all times. Where the 2m rule is not practicable, maintain a social distance of "one metre plus" provided that mitigation measures are in place to reduce the risk of transmission such as operatives working side by side or facing away from each other, using appropriate PPE as advised and using screens to create a physical barrier between people where appropriate and keeping areas well ventilated. For operatives working in close proximity, fixed, consistent pairings of people who carry out their duties together in a team will be created.
- Face coverings are recommended to be worn in the workplace and available from the Organisation where; social distancing isn't always possible, in an enclosed space, where you come into contact with others you do not normally meet.
- Keep all working areas well ventilated.
- Restrictions are in place on the number of people who can access the toilet and welfare facilities at one time. Again practice the safe social distance of 2m at all times should you need to queue and when using the facilities.
- All non-essential visitors are not allowed on site.
- Site meetings will be kept to a safe minimum. Attendees should be 2 metres apart from each other and conducted outdoors/in open areas if possible.
- Start and finish times on site may be staggered to reduce congestion at site entrance and exit and contact times. Where public transport is the only option for workers, the site will consider: changing and staggering site hours to reduce congestion on public transport and so workers can avoid using public transport during peak times (05:45 - 7:30:15 and 16:00 - 17:30). Be reminded that face coverings are encouraged on all types of public transport during a pandemic.
- Take lunch separately well away from colleagues or in your own vehicle. Workers should stay on site and not go to local shops. Bring a pre-prepared lunch and drink.
- Take regular breaks to wash hands.
- Do not sign any documents that can otherwise be digitally signed. Do not share phones/tablets/pens etc.
- Do not share your tools or plant as far as possible. All equipment to be cleaned and disinfected using appropriate cleaning products at the end of each shift or when changing user or operator. Be reminded that wearing of gloves is not a substitute for good hand washing.
- Vehicles used by different operators should be cleaned between journeys objects/surfaces disinfected particularly in areas of high use such as handles, switches and buttons using appropriate cleaning products and methods. Vehicles should be kept well ventilated at all times. Use hand sanitizer for getting in and out of vehicles.
- Workers should not share vehicles or cabs, where suitable distancing cannot be achieved. This includes travelling to site. If this is not possible, journeys should be shared with the same individuals e.g. use a fixed pairing system of people and with the minimum number of people at any one time. Wash your hands for 20 seconds using soap and water or hand sanitizer if soap and water are not available before entering and getting out of the vehicle. Make sure vehicles are well ventilated (i.e. keeping the windows open), wearing a face covering is recommended, face away from each other and maximise the distance between people - this may help to reduce the risk of transmission.
- Increased cleaning of welfare facilities will be undertaken to minimise the spread in communal areas and at touch points.
- Use all PPE as instructed and dispose of them properly, especially disposable face masks and gloves then wash your hands immediately to stop cross contamination.
- Government guidance on social distancing refers to "one metre plus", defined as two metres or one metre with risk mitigation measures in place, where two metres isn't viable. Close working should therefore be avoided if possible during a viral pandemic unless impracticable. If essential 1) Plan all other work to minimise contact between workers. Any time spent closer than two metres must be kept to an absolute minimum. Create consistent pairings of people who carry out their duties together in a team during an outbreak (so each person works with only a few others) 2) Practice good hand hygiene behaviours. 3) Recommend wearing a face covering. Reusable PPE should be thoroughly cleaned after use and not shared between workers. Single use

PPE should be disposed of so it cannot be reused. 4) Increase ventilation in enclosed spaces. 5) Use stairs instead of lifts/hoist. If this isn't possible, where lifts and hoists are used lower their capacity to reduce congestion and contact at all times and regularly clean touchpoints. 6) Use screens to create a physical barrier between people where appropriate.

- Avoid non-essential trips within buildings and sites and where in place, observe the one way flow routes through buildings.