Houlihan & Co. (Excavations) Limited
OHSEQ Management System

HOULIHAN & CO. (EXCAVATIONS) LTD
Civil Engineering Contractors
Specialists in Roads Sewers & Groundworks

Project		**Himley Village, Bicester.**	
Activity		The works include digging four trial holes/ slit trenches. . Work will be carried out on the verge outside of the border of the highway. However, the works will be carried out under Street Work Permit issued and TM approved by Highway of Oxford County Council.	
No:	Doc. Ref	MS – HV - 2402 Trial Holes	Client: **Cala Homes**

1.0	Project submission information	Document Prepared by:	Alban Shehu	Signature:		Issue Date:	04.07.2025
		Document reviewed by:	Tom Keyes	Signature:		Date of review:	04.07.2025
		Document issued to (Client):				Date of submission:	

2.0	Document Control	Issue Date:	Amendment Number:	Date Amended:	Person Amending:	Remarks
		04.07.2025	0			

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4.0	Scope of Works	**5.1** Work is taking place at Middleton Stone **5.2** To determine that there are no services impeding the construction of the site entrances, we will be carrying out trial holes/slit trenches. Excavation of trial holes/silt trenches will be carried out under Section 184 of the New Roads and Street Works Act 1991 (NRSWA). This will enable us to locate and record the location, depth and cover of the services highlighted within the attached service drawings to ascertain the correct level of protection to enable safe access to all vehicles accessing and egressing the site and protect the services below.

5.0	Preparation	**Pre-start on site** • **Pre-site discussion and planning, Contract Manager/ Site Supervisor and H&S.** A pre-work discussion will be held, and site-specific RAMS, Traffic Management plans and permits will be agreed upon, and provide information on: • Welfare facilities. • Location of existing services, including overground and underground services. • Areas allocated for storage of materials and equipment. • Intended location for spoil and waste. • Plant and equipment required. • Anticipated scheduling and impact on highways/footpaths and members of the public at the time of the works. • Work must not start without the approval of the Street Work Permit by OCC. **Pre-Start Each day :** • **These RAMS are to be used in conjunction with the Working Around Live Services RAMS** • Every morning, before each shift, no operative must commence work without attending a daily briefing held by the site supervisor at his site office no later than 0730hrs, where the day's tasks and associated risk/s will be addressed, planned and possibly challenged if operatives have any concern. • Carry out CAT scan surveys of proposed excavation areas routinely & review existing utility plans. • Ensure no other trades or public are working along the line of the proposed works. • Check that all Drawings are up to date and are the latest issue. • Cordon off the area of work from other personnel and traffic not involved in the work. Make sure the approved Traffic Management plan is in place. • Ensure that the area of work is closed and that there is no access permitted by the public. • The team or teams involved will carry out a task-specific briefing and sign off on it. If the work is on or near live services, the pre-start procedure will also be followed.

6.0	Access & Egress	Access to the site will be via the existing farmer's track road near the Himley Farm House. known as Ascot Lane, • Adequate protection for the safety of the general public will be ensured. • Details of the routes in and out, times and rules of the road of the highway will be communicated to all our suppliers and to our working team at the site briefing. • The entrance is controlled by the existing farmers' gate that will remain closed while not in use. • The plant will be delivered, offloaded at the main site entrance, and tracked to the location area. • Groundworkers are to set up and maintain exclusion zones around the plant and excavations as excavations/ongoing works take place. Ensure that the THUMBS UP system is in place. *If sub-contractors need to speak with plant operators, ensure eye contact is made, the THUMBS UP is given by the plant operator, and the plant is stopped before approach.*

7.0	Supervision, Responsibilities and Site Organisation	• Neil Conway – Site supervisor (L3 Occupational Work Supervision; CSCS Gold Card, SMSTS, TW supervisor). • Callan Conway – Site Engineer • Tom Keyes – Contracts Manager • Richard Carrol- Construction Director • Richard Knight – Managing Director • Jason Meadows – H&S advisor • Tom Keyes - Temporary Works Co-ordinator • Neil Conway - Temporary Works Supervisor

8.0	Labour, management resources & training	• Sufficient time and resources will be available to undertake the work. The works described will be undertaken by 1 gang of 3 operatives under the supervision of a competent Supervisor and Site Engineer. The Contracts Manager will visit the site as often as required. • The Contracts Manager will report to our Construction Director, Richard Carroll, who in turn will visit the site every week. The Health and Safety Advisor, Agron Selita, will carry out inspections and a regular programme of toolbox talks and investigate all site accidents and near misses. • The site manager will ensure the perimeter is secure after every shift. There will be no open excavations left overnight. There is no site security. The site supervisor will carry out a weekly site inspection and arrange to check the security of the site at the end of each shift. • All our operatives have undertaken safety training within the last 2 years. Our Managers and Directors have also attended Safety Courses. All personnel have a health and safety training schedule to undertake over the next 2 years to maintain our high standards. • Machine operators are all certified to CITB standards, and copies of certification are readily available from the Head Office. • Our entire workforce has presently achieved or is undergoing on-site assessment via the CITB experienced worker route. This leads to National Vocational Qualifications in General Construction and Plant Operations for all relevant categories of plant. Our whole workforce will then be accredited under the Construction Skills Certification Scheme. • All plant operators will be either CPCS or NPORS accredited and hold an NVQ in the relevant Plant Operations category with lifting operations endorsement/ NVQ in lifting with an excavator. Please note that the NVQ is the senior qualification and is regarded as such by the HSE. The card schemes are regarded as little more than passport schemes, though the underpinning knowledge content is increasing annually. • If machines are hired with drivers, the incoming drivers will be required to have these qualifications. • All banksmen will be either NPORS trained on N403 – Vehicle Marshall, or L2 NVQ certified in Plant Operations (Construction) – Movement Guide Marshall A/506/4668 Note- Regardless of qualification, all plant operators must be formally authorised as competent by the Houlihan site supervisor on the H&Co plant operator authorisation register. All personnel on-site will have CSCS/ CPCS/ NPORS accreditation as relevant. A site induction will be carried out to include every operative new to the site. Our site induction will include a brief questionnaire regarding health problems and data, which will be held on-site securely- NI number and address. This will be separate from new starter employment details and is a first scan for signs of modern slavery. The site notice boards will provide information on and an explanation of modern slavery and how to recognise it.

9.0	Major Plant & Minor Plant/ Equipment	<u>Major Plant (Typically):</u> 9 t Dumper *<u>Refer to H&Co's site safety OHSEQ notice board for current records & registers.</u>* Note: All Weekly Check Sheets for the 360° excavator are carried out by the machine operator and will always be available within the cab for inspection, including the most recent through examination certificate. Copies are also kept in H&Co's site office (OHSEQ board). Major Plant, which does not have cameras fitted, will achieve all-around vision using mirrors. We will continue to promote the "thumbs up" campaign. Green flashing beacons are being progressively fitted across the Company. A new plant will come equipped. <u>Minor Plant & Equipment (Typically):</u> • Setting out Instruments. • Heras Fence Panels / Avalon barrier with debris netting. • Insulated Shovels. • Compressor with air pick and breaker.

		• Wacker plate. • CAT/ transmitter/ signal clamp/ sonde/ - calibration on board.

10.0	Plant/ Materials and vehicle preparation and delivery	All plant used must be roadworthy Unless it is reasonably practicable to do so, the following safe systems of work must always be followed. Worl< area will always be segregated using Chapter 8 barriers, and temporary road signs will be used to control vehicle and pedestrian traffic. Tratffic Management will be set following the 'Safety at Street Worl<s and Road Worl<s - Code of Practice'.

11.0	Method of work Working in public/ Highway.	Although the work area is outside the highway's boundary and does not encroach on it, a permit from the Highway and Street Work Oxford County Council is required. A traffic management plan will be installed. This traffic management plan must be approved by the council. The traffic management plan's signage will inform the public and other road users of works taking place in the vicinity of the carriageway. Please below the TM plans for each stage.

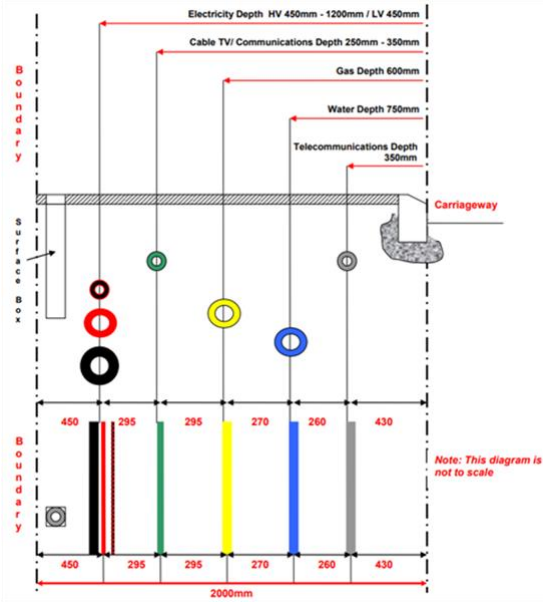
11.0 Method of work

Excavating Trial Holes

Section 50 permit of the New Roads and Street Works Act 1991 (NRSWA) will be required to work on a public footpath and follow recommendations.

Excavating Trial Holes.

- The area for the trial holes will be identified. Trial holes will be located over possible service routes.
- The engineer will mark the location and the length of the slit trenches/trial holes. The two trial holes will be around 1.2m in length and 500mm in width; the depth is marked on the drawing as being between 500mm and 1m. Refer to the drawings provided. However, if any of the services identified on drawings or with a Cat & Genie are not located below a depth of 1.2m, timber shoring will be required.



- Install perimeter fencing around the work area as an exclusion zone. The fencing will be installed using double-clipped Heras panels and debris netting to protect the public and vehicles.
- Using Cat and Genny, the area of excavation will be scanned for underground services.
- All excavation works will be carried out in accordance with Construction (Design and Management) Regulations 2015 and the Guidance contained in Health and Safety in Excavations HS(G) 185 "Be Safe and Shore" and CIRIA guide to Trenching Practice.
- We will be backfilling excavations before the end of the shift; checks will follow Houlihan & Co.'s checklist. All inspections will be recorded in the Houlihan Record book.
- Using an insulated shovel, remove the grass or tarmac, in small square patches, in good order for possible reinstating it after backfilling the slit trenches. It will be removed 1.m wide and 2m long.
- Once the grass is removed, the air pick will be used to loosen the soil, and the insulated shovel will be used to bring it out of the excavation. Operatives working on the trial holes must have received the "Digging Around Live Services "training. The operative using the air pick must have had a face fit testing and used a face mask, face shield and ear defender as PPE specified for the task.
- Uprising will be stored in the membrane/Terram. The same soil will be used to backfill the same excavated trial hole.
- The spoil will be stored on-site, and barriers will be in place around the localised excavations to prevent accidental access.

Backfilling:

Once the services have been located and records are taken of location, depths, and cover to be forwarded to the client for the temporary work's brief in relation to the bell mouth works at a later date, the trench can be backfilled:

- The trial holes will be filled with sand, covering the services located to a depth of 100mm above the highest service. This sand will be compressed by hand tamping, and tape and debris netting will be used to cover it.
- In the first stages of backfill, the spoil taken from the trial holes will be reintroduced in layers not exceeding 150mm in thickness, each layer being compacted by a wacker plate until there is 100mm to the surface of the grass.
- Patches of grass will be placed and compressed by hand to cover the excavated surface of the trial hole.
- Trial holes will be open one at a time.
- The pit should be protected with road plates or otherwise with interlocking barriers if they are left open for a break or overnight.

Emergency Plan:

- If there is an emergency at the bottom of an excavation, then initial assessment by first aiders will establish if the IP can be moved or must be stabilised in situ, pending the arrival of paramedics.
- Until and unless agreed, first-aid treatment can be carried out in situ, and preparation for paramedic access and subsequent evacuation will

		immediately begin.

12.0	Health & Safety	• All operators and personnel shall be trained and certified in the functions and roles suitable to their responsibility on the site. • Approved method statements are to be used together with site rules and restrictions to inform and advise the workforce of the manner in which the operations will be conducted. • PPE appropriate to the scheme will be issued on commencement, and the operatives and site management are to ensure the correct and continued use of such whilst on site. • All items of plant, access and lifting equipment are to have been inspected prior to delivery and be accompanied by the required documentation. Site checks will be performed according to the manufacturer's / supplier's recommendations. • Manual handling to be kept to a minimum, with nothing larger than 25 Kg without a suitable risk assessment. • Banksmen are to attend all machine excavations and lifting operations, especially all pick and carry duties, and direct site traffic as required. • Eye and ear protection is required when using powered tools. • All users of abrasive wheels must be abrasive wheel awareness trained and face-fit tested. • Site dump trucks, etc., are to be fitted with ROPS, seat belts, and reversing warning indicators. • Existing site services are to be identified, located [using scanners], and protected throughout the works and shall only be exposed by means of hand excavations to determine depths, etc. **Welfare Arrangements** • A temporary Welfare unit adequate for six people (as laid down in the Construction (Design and Management) Regulations 2015)., will be brought Drinking water will be supplied in 20l sealed containers, traceable to a hygienic source, where they have been filled under controlled conditions and placed on freshwater dispensers. Filling empty containers by site staff is unacceptable. Houlihan & Co. operatives are to keep the facilities tidy, clean up rubbish from tables after use, use the washing facilities in the canteen area, and keep the microwave and fridge clean and usable for others on site. **Personal Protective Equipment** • Basic PPE for our groundworkers has been assessed to be safety footwear with steel toe caps and insoles., hi-vis jackets, and helmets and gloves at all times. Helmet-mounted ear defenders, wellington boots, and eye protection are available on-site depending on the task at hand. • Vibration procedure attached, which includes assessment nomograms for all handheld vibration emitting plant. • Noise assessments are attached for all noise-emitting plant. • More specialised equipment for confined spaces, asbestos, and contaminated land will be issued as required by risk assessments from time to time and signed for in a Construction Confederation register compliant with the Construction (Design and Management) Regulations 2015. • PPE must still be worn in hot weather: Breaks from work and drinking water are essential, but where risk assessments show the need for PPE, it must be worn, or work halted. • Personal protective equipment is provided free of charge to our employees and will be replaced when required. **Noise Monitoring** The following working practices will be employed to reduce noise throughout construction activity on site: • Where practicable, position plant away from site boundaries, particularly on sites with neighbours within close vicinity. • Make use of stockpiles as noise shields • Arrange delivery times on site to suit the area. • Use all silencing equipment available and keep panels closed on all generators and compressors. • Switch off noisy equipment when not needed. • Arrange traffic routes for mobile plant so the amount of reversing required is minimised, reducing the use of reverse warning bleepers. • If there is doubt as to noise levels or complaints, we will deploy a Class 1 noise level meter for operations. Environmental noise measurement has been done by a specialist. There is no Sec.60/61 in place. • Observe restrictions on working hours: No plant operating before 8:00 am • We have assessed the noise levels for all our plant- see attached. . **Dust Monitoring** • Routine visual monitoring will be undertaken for dust at all operational areas at the site. In the event that significant visual dust is observed at the boundaries of the operational areas, action will be taken to suppress the dust. We won't wait for the dust but will also respond if it is seen in between regular preventive road cleaning and dust suppression by water from a bowser. This action would comprise the application of water to waste stockpiles, roads, and waste treatment activities as appropriate. Inspections will be carried out by site operatives throughout the day and by the Site Manager on a daily basis. **Refuelling Area** • A The fuel tank will be double-skinned bounded (110% of capacity) and placed in a designated area at the site compound and all equipment will be fuelled at this location prior to works starting and were required after each break. • Fuel tank will be positioned upon a tanked area filled 150mm with type1 material sitting on a sheet of tarpaulin. • During the fuelling process, a drip tray will be positioned under the connection point to ensure that any drips of diesel are caught in the tray; the same process applies to filling petrol tools/cans, etc. If the hose has been contained within the secondary bund and submersed in diesel, the

		hose itself must be located within the drip tray; take the lid off if necessary. • A fire point with 2no. CO2 extinguishers will be placed close to the refuelling area and appropriately signed. • A spill kit will be available in the refuelling area. • Degradable oil will be used on the Excavator 360° **Fire Emergency Procedures and Fire-fighting Equipment.** • All operatives will be informed on the Fire Procedures during the induction on site. • Emergency Procedures in case of Fire will be displayed in the office and smoking area. • Fire extinguishers will be placed in the office and in the refuelling area. • An air horn to raise the alarm will be placed in the site office. • Fire Assembly Point will be positioned outside of the compound. **Reporting of Accidents** • Any accidents whatsoever arising out of or in connection with the site works on or off the Site which cause personal injury or property damage shall be reported to the OHSEQ department immediately, in writing, giving full details and statements of witnesses. In the event of a reportable accident, the Health & Safety Executive shall be informed and an F2508 submitted. • All accidents are to be recorded in the Accident Book and reported to the Client. • All near misses will be reported to the Client. • Make sure an ambulance is on its way. • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression-only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. • Early use of a defibrillator significantly increases the person's chances of survival and does not increase the risk of infection.  • Trained First Aiders will be responsible for all safety treatment to operatives on-site. First Aid equipment and facilities shall be available in the Houlihan & Co site office. H&Co First Aider will make entries in the Accident Book if the IP does not want to and agrees to the entry.

13.0	Waste Disposal	**Duty of Care** As the persons undertaking construction work and specifying a particular waste disposal carrier and receiver, Houlihan & Co. have a duty of care under the Environmental Protection Act 1990. We must and will take all reasonable measures:

		• To prevent any contravention by another person of the legal requirements associated with depositing, treating, or keeping of controlled waste or its transport. • To prevent the escape of waste from our control or that of any other person. On the transfer of waste, ensure that the transfer is only to an authorised person and that there is a written description of the controlled waste, which will enable other persons to clearly understand the nature of the waste and comply with the duty to prevent its escape. (An authorised person is a waste collection authority or the holder of a waste management licence.) **Keeping Waste Safely** To comply with our duty of care, we must ensure that the waste is not affected by: • Corrosion or wear of waste containers. • Accidental spillage or leakage. • Accidents or weather breaking contained waste open and allowing its escape. • Waste blowing away or falling whilst stored or transported. • Scavenging of waste by vandals, thieves, children, trespassers, or animals. The site perimeter will be secured and signed. Stockpile areas will be clearly delineated and set on an impervious membrane. Dust will be controlled by damping down or covering. **Transferring Waste** Waste can only be transferred to an authorised person. The Waste (England and Wales) Regulations 2011 detail the transfer note arrangements. The note must be completed by a responsible person from the company producing the waste, not by the carrier. The responsible person will consider whether the waste will require a special container to prevent its escape (e.g. a closed skip for asbestos) or if the waste can be mixed safely with other waste. Part of the duty of care obligation is that checks are carried out before waste is transferred. Tip licences, in particular, must be carefully checked to ensure that the tip can receive the type of material being sent. Carriers' original registration certificates, not photocopies, must be carefully inspected. A Waste Transfer Note (WTN) must be completed and signed by both the person handing over the waste and the person receiving it. It must contain enough information about the waste for it to be handled safely and either recovered or disposed of legally. The WTN must include: • a description of the waste • any processes the waste has been through. • how the waste is contained or packaged • the quantity of the waste • the place, date and time of transfer • the name and address of both parties • details of the permit, licence or exemption of the person receiving the waste • the appropriate European Waste Catalogue (EWC) code for the waste • a declaration that you have applied to the waste management hierarchy has been applied. • the 2007 Standard Industrial Classification (SIC) code of the person transferring the waste. • the producer is most able to describe their waste accurately. It is not acceptable to use non-specific terms such as 'general waste'. • separate paperwork must be completed for hazardous waste. For any waste removal, copies of WTN will be sent to Crest Nicholson Homes.

14.0	COSHH	COSHH Register: refer to the OHSEQ notice board in the site office: • AdBlue • Diesel • Grease • Hydraulic Fluid • Engine Oil • Marking Paint – Powerline • Petrol

15.0	Immediate Emergency Procedures	1. In case of an accident, Phone 999 and ask for the Emergency Services. 2. Shut Down all Plant and Cordon off the Area. 3. Inform the Main Contractor Site Manager. 4. Contact Alban Shehu at 07584 809221 5. in case of Fire, follow the Signage and meet at the Assembly point near the front gate: 6. First Aid on-site Tony Galagher.
Author:		Jason Meadows

16.0	**COMMUNICATIONS**	
16.1	**TO WHOM THE INFORMATION / WILL BE COMMUNICATED AND HOW? (TO INCLUDE NON ENGLISH-SPEAKING OPERATIVES):**	All persons involved in the operation
16.2	**CONFIRMATION OF OPERATIVES BRIEFING: MS – HV - 2401 Trial Holes**	

I have been briefed on the requirements of, and the risks involved with, the operation detailed above and fully understand the contents and implications. I was given the opportunity to discuss any points which I did not understand or that I felt were important in the interests of the health, safety or welfare of myself or others.

NAME:	SIGNATURE:	DATE:

Contract: Cala Homes, Himley Village, Bicester	**OPERATION: (Site Specific) Trial Holes**		
ORIGINATED BY: A. Shehu	**DATE: 04/07/2025**	**APPROVED BY:** Tom Keyes	**RE-ASSESS:** At least every 3mths or following an incident or change in working equipment or processes

Risk Rating: Severity (S) & Likelihood (L) as 1 (low) 2 or 3 (high) , multiply to give Overall Rating (R) 1 (low) to 9 (high) for priority actions

A=Operative: B=Others on Site including clients staff: C=Public

Hazard	People at Risk			Risk Rating			**Control Measures** STANDARD PPE TO BE WORN ON SITE (HI-VIZ, SAFETY FOOTWEAR, HEAD PROTECTION) ADDITIONAL/ALTERNATIVE PPE TO BE WORN WHEN REQUIRED BY RISK ASSESSMENT	Residual Risk Rating		
	A	B	C	S 1,2,3	L 1,2,3	R 1 - 9		S 1,2,3	L 1,2,3	R 1 - 9
All work in the area- live services Contact with live service resulting in burns from flashover or electric shock. Toxic or flammable gases from damaged sewer pipes. Damaged or severed pipes leading to leakage of substances, resulting in potential flood, gas leak, explosion or fire Contact with severed fibre optic cables	Y	Y	N	3	3	9	• A Permit to dig will be completed and authorised by the client site team. • **Works must be undertaken as per H&Co's safe digging procedure, "works on/near underground services".** • Operatives are to receive full TBT relating to site services provided by the services coordinator prior to starting work. • Cable and metal location equipment must be duly calibrated and in good working order. Operatives appointed will be trained on how to locate services using the EziSystem & safe digging techniques as set out in the H&Co works/on near underground services procedure. (Note: Lighting columns may be dormant during the day, so the generator should be used to trace cables). • Utility plans from network operators must be reviewed in conjunction with a visual survey to be carried out for any service covers nearby that may indicate buried services in the trench line. • Located services, such as gas, electricity, etc., will be identified and indicated clearly by the survey operative using marker paint on the ground, with depth estimations if possible. • Operatives **will** now wear flame resistant clothing (a Nomex material by J.Ross) for all close proximity work to any exposed cable. (Note: The clothing can be used in layers to reduce the heat burden of wearing it, but as UKPN have not provided an arc flash risk assessment giving us a calorific value to inform clothing selection, we will assume the worst-case scenario and wear the highest level of protection). • An air pick must accompany every excavation on/near underground services to loosen up fill material, and insulated tools must be used to remove loose material only. Forced digging must be avoided if ground conditions permit. • No mechanical digging within 500mm of a known service. • All workers will practise safe digging practices when hand digging in the proximity of an underground service. For example, an air pick must always be the first tool of choice to loosen up backfill material, spades/shovels should be used, not picks or power tools, and horizontal digging should be used to locate the exact position of a cable to avoid fracturing it. • All exposed services must be supported. • It should be assumed that all services are "Live" until proven otherwise. • If a service is struck cease work immediately and report to site management. • The quality of backfill is important for future site users. If a main has to be exposed for service connections- only granular material should be used. No cohesive soil and marker tape is essential. Engineers should record sufficient data before backfilling for the PAS256 recording.	3	1	3
Work near overhead lines Contact with live conductor, arcing	Y	Y	N	3	3	9	• Control measures set out in GS6. • A site visit from the DNO required establishing sag and swing and advice on safety clearance- (GS6 survey). • Routes to transit are set out with goalposts at entry and exit and sideways barriers to delineate the width of access. • Working underneath will require notification to DNO, grant of permission, probably with conditions, and limiters/ chaining back of booms, etc.	3	1	3

							or use of a small plant, in either case, to prevent absolute reach of the plant into space above clearance limit.			
Compressor operations Oil, fuel spills.	Y	Y	N	2	2	4	• Re-fuelling area. • Environmental procedure for spills and hydraulic hose bursts. • Preventive maintenance of machines. • Daily pre-operation inspection checks are carried out & recorded weekly as a minimum. • Check lifting eye prior to lifting. • Whip check fitting attached at hose inlet. • Lifting eye to have compatible shackles. • Plant "nappy" under compressor. • Newest compressors are internally bunded.	2	1	2
Operating Plant and Equipment Contact between plant and operatives resulting in possible serious injury. Plant overturning resulting in injury to the operator or other persons Failure of lifting equipment resulting in persons being struck by falling loads/equipment	Y	Y	N	3	3	9	• Establish a clear work area and cordon off if necessary to prevent pedestrian / unauthorised access. Site management to determine the need for fencing/barriers to ensure operatives not involved in the task do not enter the works area. • Operatives must never stand under an excavator bucket or a suspended load. • Only authorised competent people to operate plant. • All plant operators to hold valid qualifications for the category of plant they operate. • All machinery to be inspected before use and where required to have valid thorough examinations certificates. • Operators are required to complete and record daily pre-use inspections. The operator must ensure that any defects / damage are reported to H&Co's Site Manager before operating plant. • All mobile plant to have flashing beacons and 360-degree vision ability. Loading shoves to have reversing audible warning system. • Plant to travel at a safe speed for the conditions and always within the site speed limit. • Keys are to be removed from plant not in use and safely secured at the end of shift. • Plant is only to be used for the purpose that it is intended and in conditions it is intended for. • Plant must be banked in areas when pedestrians are present. • Access routes on site will be formed with a safe incline and bunds or barriers will be provided to prevent mobile plant falling into excavations or off ramps.	3	1	3
Use of plant-emitting noise Noise Induced Hearing Loss	Y	Y	N	3	2	6	• Plant has been selected for low noise rating. Ear defenders and ear plugs are available to the workforce. Where the noise at the workface reaches 80dBA ear protection will be worn as company policy. • It is not expected that anyone will be exposed to noise of 90dBA or over, but where the level exceeds 85dBA ear protection must be worn and we will try to reduce the noise dose by reduction at source. • All noisy areas display mandatory 'Ear Protection' signs. • Site monitoring by process and site-specific operations if necessary. • Acoustic blankets deployed at the site boundary and/ or locally to the source, depending on ongoing monitoring and site-specific requirements. • Plant department to maintain contact with suppliers to ensure that they're aware of any engineering control measures that can be installed to minimise noise levels. • Any damaged equipment must be taken out of use and reported. • All work equipment must have appropriate guards in place. If guards are missing, the item may not be used. • Wherever possible, noise is combated at the source by enclosures and engineering controls. Acoustic enclosures and engineering controls are regularly inspected to ensure they achieve the designed noise reduction.	3	1	3

							• Access to noisy areas is restricted to only those persons having to enter the zone, thereby reducing the number of persons exposed by distance.			
Excavations Noise / Vibration Weakening of adjacent structures Ingress of water Falls of persons Falling materials or plant Underground services – gas, electricity or water Toxic or flammable gas Oxygen deficiency "Boiling" Collapse of excavation Presence of contaminated ground	Y	Y	N	3	3	9	• Permit to Excavate will be completed and authorised by the Contractors' Management. • Ground conditions must be established by a survey to identify the type of ground in which the excavation is to be carried out • Prior to the commencement of excavation, the need for and method of support should be determined • Support materials will be on site before excavation starts • If there is a possibility of underground services being present, the area will be surveyed using a suitable detection instrument • Excavations will be inspected prior to each shift, after any event likely to affect strength or stability, and after any accidental fall of material. A logged report must be carried out every seven days. • No heavy plant within 2m of an unsupported excavation. • Excavations should be assessed by a competent individual, nominally the site supervisor. Where necessary, the sides of the excavation will be battered to the angle of repose or stepped, making sure the step is equal to the depth of the excavation. • Where an assessment establishes possible ventilation problems, a gas monitor will be utilised to monitor the atmosphere before entry • Plant and materials will be kept away from the side of excavations to prevent undue pressure or ingress of exhaust fumes • Excavations must be suitably illuminated • To keep the atmosphere healthy, ventilating equipment should be used in confined areas • If the depth of the excavation is two metres or more, or if the depth is less but there is a particular risk of anybody falling, suitable guard-rails will be placed, and suitable access arrangements, such as ladders or ramps, should be provided • If there is a risk of water ingress, suitable methods and/or equipment should be provided to either prevent the entry of water or to remove water, e.g. water pumps • If a plant could fall into the excavation, timber baulks should be provided • Inspections of excavations will be carried out prior to each shift, after any event likely to affect strength or stability, and after any accidental fall of material • Suitable gloves must be worn at all times when working in/around excavations. • All excavations must be fenced off with suitable fencing and signage. Pins and bunting/barriers may be suitable for shallow trenches. Heras Fencing should be used for deep trenches.	3	1	3
Working from height with loose materials/plant Falling material, debris striking operatives/visitors	Y	Y	N	2	2	4	• Plant and materials will be kept away from the side of excavations to prevent undue pressure or ingress of exhaust fumes. • If a plant could fall into the excavation, timber baulks should be provided • All loose material is to be cleared at the end of every shift. • No loose material to be left in close proximity to excavation where there could be a risk of material falling. • All excavations must be fenced off with suitable fencing and signage.	2	1	2
COSHH Chemical injury, skin irritants, burns, blindness, death	Y	Y	N	3	2	6	• Refer to COSHH Assessment for all hazardous substances to be used and briefed to all operatives prior to commencing work. • COSHH data sheets provided when COSHH products are issued from stores • Full PPE to be worn in conjunction with COSHH assessments • All hazardous substances must be stored on the COSHH storage cage provided.	3	1	3
Delivering, unloading, and reloading vehicles on-site Mechanical failure; road traffic incident; contact with pedestrians and others.	Y	Y	N	3	3	6	• Only trained and competent site staff to complete tasks. • Staff to follow prescribed safe systems of work detailed under the sub-heading "Plant and vehicle preparation and delivery" of this document. • If at any point, the safe systems of work detailed in this document are deemed insufficient, work is to stop a risk assessment shall be completed and new safe systems of work developed and implemented. • All deliveries to be undertaken on-site within a controlled offloading pre-planned area, not in the public domain.	3	1	3

Presence of contaminated ground Chemical injury, skin irritants, burns, blindness, death	Y	N	N	2	2	4	• Ground conditions must be established by a survey to identify the type of ground in which the excavation is to be carried out • Contaminants will be removed by a remediation contractor and validation/clearance report must be issued to us from the client. • Discovery procedure in place for reporting unusual conditions not previously discovered in surveys, e.g. unusual smells, bright coloured layers in the ground	2	1	2
Delivering, unloading, and reloading vehicles on-site Mechanical failure; road traffic incident; contact with pedestrians' others.	Y	Y	N	3	3	6	• Only trained and competent site staff to complete tasks. • **Staff will follow the prescribed safe systems of work detailed under the sub-heading "Plant and vehicle preparation and delivery" of this document.** • If at any point, the safe systems of work detailed in this document are deemed insufficient, work is to stop a risk assessment shall be completed and new safe systems of work developed and implemented. • All deliveries to be undertaken on-site; within a controlled offloading pre-planned area, not in the public domain.	3	1	3
General - Manual Handling Strained/pulled muscles, abrasions, cuts, foot injuries, back strain, Slip/trips/falls	Y	Y	N	3	2	6	• Assess the task; use appropriate lifting equipment/lifting accessories for the activity. Always use mechanical lifting aids where necessary. • Assess the weight of the load; avoid lifting heavy loads of more than 20kg. • Break the load down into smaller, lighter parts. • Plan the work to avoid excessive carrying. • Change the layout of the work if possible. • Ensure work areas are clean and tidy, free from tripping and slipping hazards. • Check individual capabilities of those carrying out manual handling operations. • The weight of the load is checked before any lifting commences. • Mechanical equipment such as forklift trucks, pallet trucks, trolleys, and sack barrows is used to reduce employees' handling injuries. • Ensure a clear working area for general distribution and installation. • Environmental conditions, including unobstructed walkways, no tripping hazards, adequate lighting etc.	3	1	3
Setting out with instruments/surveying with cobras/rods Slips/trips/falls, Service strikes, cobra/rod striking operative.	Y	Y	N	2	2	4	• Read and understand setting out and service drawings prior to setting out. • Pins and stakes are only to be installed when no services are present. The site engineer must review the stat plans and CAT survey the area. If services are remotely likely, PinSafe setting out instruments **MUST** be used. • Cat scanning of the area to take place prior to excavation. • Line marker paint to be stored in the COSHH storage area. • Empty line marker paint to be disposed of in the empty line marker paint can in a general waste bin – ONLY IF EMPTY. • Do not enter the swing radius of an excavator. Adhere to exclusion zones. • Operatives using the cobra reel/rods must wear eye protection & gloves at all times whilst undertaking the operation. • Flashing safety lights on site can interfere with levels, necessitating removal of machinery or turning off rotating orange lights while the plant is in the vicinity. Risk migrates to plant/ pedestrian interface: engineer/ site foreman must authorise lights off, arrange work to minimise time this is necessary and arrange banking vehicles if required.	2	1	2
H&Co's Contracts Manager and Site Manager to ensure suitable first aid arrangements are available on-site at all times & compliance with the above document.										