

Houlihan & Co. (Excavations) Limited

OHSEQ Management System

HOULIHAN & CO. (EXCAVATIONS) LTD

Civil Engineering Contractors
Specialists in Roads Sewers & Groundworks



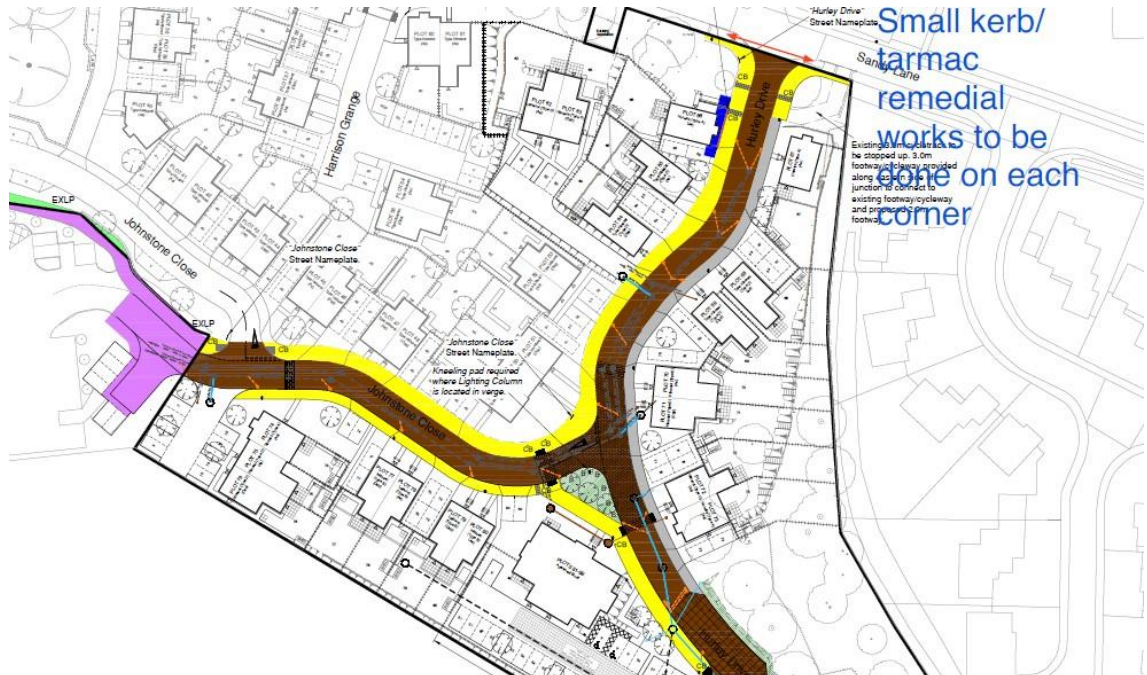
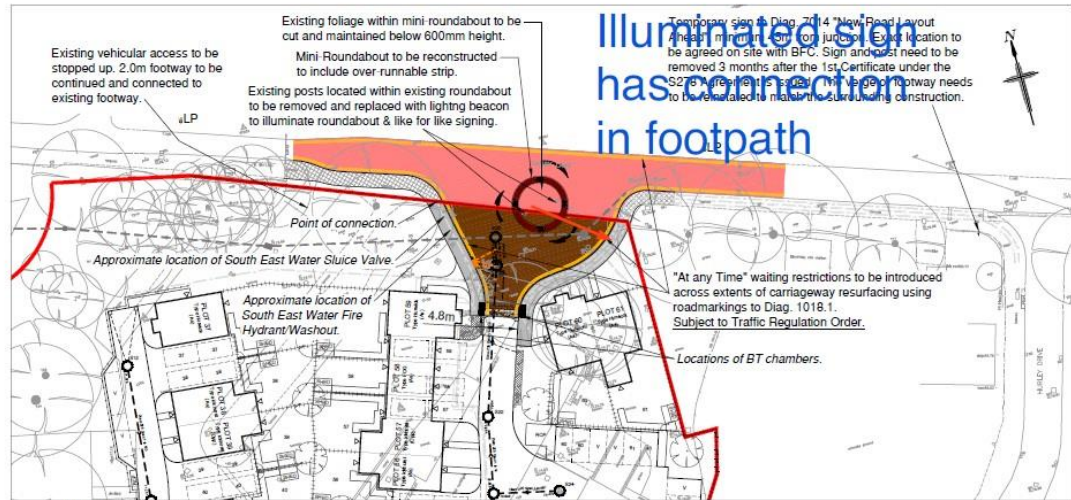
<u>Project</u>		S278 Sandy Lane, Bracknell	
<u>Activity</u>		The works comprise digging to install ducting, street light connection.	
<u>No:</u>	<u>Doc. Ref</u>	MS	Client: Cala Homes, North Thames

1.0	Project submission information	Document Prepared by:	Agron Selita	Signature:	<i>aselita</i>	Issue Date:	11.06.2025
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4.0	Site Description	The S278 works are located on the Sandy Lane, Hurley Lane, on the Cala Homes, Garth Hill development, Bracknell. Working hours are M-F 08.00 to 17.00,
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5.0	Scope of Works	<p>5.1 Installing ducting to connect the street light columns.</p> <p>5.2 Kerb remedials,</p>
6.0	Preparation	<p>Pre-start on site:</p> <ul style="list-style-type: none"> • Works on S278 will start only if Road Space Permit is approved by Bracknell Forest Council Highways. • The street work team will be working within Traffic Management area and never go on public space. • Interaction with public will be in polite manner, short and maintaining the social distancing of 2m. <p>Pre Start Each day :</p>



		<ul style="list-style-type: none"> Every morning before each shift no operative / sub-contractor must commence work without attending a daily briefing held by the street work supervisor at the site compound no later than 0730hrs, where the day's task/s and associated risk/s will be addressed, planned and possibly challenged if operatives have any concern. Everyone maintains the social distancing of 2m. Carry out CAT scan survey to proposed excavation areas routinely & review existing utility plans. Ensure there are no other trades or public working along the line of the proposed works. Check that all Drawings are up to date, approved and are the latest issue. Cordon off the area of work from other personnel and traffic not involved in the work. Ensure that the area of work is closed and that there is no access permitted by the public. Carry out Topographical Survey: Agree levels with client. A task specific briefing will be carried out and signed off by the team or teams involved. If the work is on or near live services, the prestart procedure will be followed in addition.
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7.0	Access & Egress	<p>Access to the work area will be via Hurley Drive onto Sandy Lane off the main site. Access to the Cala Homes site will be through Sandy Lane. Vans/Cars will be parked only in the designated Cala Homes site carpark.</p> <p>Deliveries will be made on the main site and materials will be stored in the designated storage area on site.</p> <p>Every operative will use the designated footways and follow Site Traffic Management.</p>
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8.0	Supervision, Responsibilities and Site Organisation	<ul style="list-style-type: none"> Danny Sulaj – Street Work supervisor (L3 Occupational Work Supervision; SWQR card, CSCS Gold Card, SMSTS). Callan Conway – Site Engineer Tom Keyes – Contracts Manager: Richard Carroll- Construction Director Alban Shehu – H&S advisor Tom Keyes- Temporary Works Co-ordinator Danny Sulaj - Temporary Works Supervisor
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9.0	Labour, management resources & training	<ul style="list-style-type: none"> Sufficient time and resources will be made available to undertake the work involved. The works described will be undertaken by 1 gang of 5-6 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, David Shine who in turn will visit site on a weekly basis. The Health and Safety Advisor, Alban Shehu, will visit twice monthly to monitor compliance with the Method Statement, Risk assessments. Copies of reports will be issued to CALA. He will also carry out inductions and a regular programme of tool box talks, and investigates all site accidents and near misses. The site supervisor will ensure the perimeter is secure after every shift. They will inspect open excavations before work starts and record results. There is no site security. The site supervisor will carry out a weekly site inspection and arrange for checking 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 schedule of health and safety training to undertake over the next 2 years in order to maintain our high standards. Machine operators are all certificated to CITB standards and copies of certification readily available from Head Office. Our operatives have attended NRSWA Street Work training. Site supervisor holds supervisor's SWQR and operatives have operatives' NRSWA card training. 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, 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 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 in with drivers, these levels of qualification will be required of the incoming drivers. <p>Note- All plant operators regardless of qualification held must be formally authorised as competent by the Houlihan site supervisor, on the H&Co plant operator authorisation register.</p> <p>All personnel on site will have CSCS/ CPCS/ NPORS accreditation as relevant.</p> <p>A site induction will be carried out to include every operative new to the site. When we are no longer acting as PC the same induction prior to the Cala induction will be carried out to ensure requirements for working on site have been met and that certificates/ cards are carried and to hand and are legitimate.</p> <p>Our site induction will include a brief questionnaire re health problems and data which will be held off site securely- NI number and address. This will be separate to new starter employment details and is a first scan for signs of modern slavery.</p> <p>Information on and an explanation of modern slavery and how to recognise it will be on the site notice boards.</p>
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10.0	Major Plant & Minor Plant/	<p><u>Major Plant (Typically): (Dumper must be roadworthy and with number plates)</u></p> <p>1t/3t forward tipping dumper</p> <p>80/120/135 Ride on roller</p>
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Equipment	<p><u>(Refer to H&Co's site safety OHSEQ notice board for current records & registers)</u></p> <p>Note: All Weekly Check Sheets for 360's 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).</p> <p>Excavators will have monitoring cameras fixed in the rear of the machine for all round vision.</p> <p>Any machine that is not fixed with a camera and is not carrying out bulk earth works will be accompanied by a Banksman.</p> <p>Major Plant that does not have cameras fitted will achieve all round vision using mirrors.</p> <p>We will continue to promote the "thumbs up" campaign</p> <p>Green flashing beacons are being progressively fitted across the Company. New plant will come equipped..</p> <p><u>Minor Plant & Equipment (Typically):</u></p> <ul style="list-style-type: none"> • Setting out Instruments • Compressor & associated pneumatic tools. • Heras Fence Panels / Avalon barrier • Shovels Inc. insulated • Hand Tools
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11.0	Plant/ Materials and vehicle preparation and delivery	<p>Unless it is reasonably practicable to do so, the following safe systems of work must be followed at all times. (Dumper must be roadworthy and with number plates)</p> <ul style="list-style-type: none"> • The Low Loader Driver will sign in at the site entrance or Site Office prior to delivering plant. • Plant Deliveries are not to be made outside site working hrs unless previously agreed with the Site Manager. • Lone Working is not permitted and deliveries are not to be made unless a member of staff is present on site. • Plant deliveries are not to be made in areas where adequate lighting is not present. • The vehicle collecting the plant shall be a vehicle designed for the collection, transportation and delivery of mobile plant, be it wheeled or tracked. Low Loader. The vehicle must have a suitable means of getting the plant onto the trailer and will include designed loading ramps. • The Low Loader driver must be a competent person trained in the loading/unloading of all categories of plant from the lorry and for its security during transport. • All loading/unloading operations shall be supervised by a competent person. The Low Loader driver shall act as the competent person. • All plant shall be loaded/unloaded onto the low loader by a competent plant operator only and directed by the lorry driver only. No other person shall undertake these instructions. The low loader driver can unload plant provided he is qualified to do so. • During the plant loading/loading operations all persons other than the plant operator and lorry driver shall stand away out of the loading area. • During access to the lorry platform if there is a risk of personal injury from a fall a means of preventing person falling off needs to be installed or the use of safety harness must be implemented. All such persons shall be trained in the risk of falling off lorry platform and how to control those risks. Where clients provide access platforms/podiums these must be used. • Prior to moving all loaded plant, it shall be adequately secured by the appropriate means such as chains etc. by the low loaded driver only, or assisted by others working under his instructions • The driver shall determine the route and final resting place of all plant to be loaded/off loaded before the activity commences. • The driver shall also ensure the plant/materials loading/unloading route is clear of all hazards, obstructions, restrictions etc. if the operations commence. • All suppliers have been asked to work to industry guidance re work at height on their vehicles- a solution for each load will have been determined before the load is dispatched- loads which cannot be safely unloaded will be turned away. • Driver to have MS and RA in cab (supplier to have submitted this for approval by H&Co.). • Loads depending on banding or shrink wrapping must be strapped to include each row and in addition strapped twice perpendicular to straps on each row. <p>Note: no individual must enter the bed of a lorry without edge protection.</p>
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12.0	Method of work 'Installing Ducting for street lights.	<p>The area of S278 work in more detail will be found on Drawing 00206-RCP-S278-C-XXX-1063(Rev C6)</p> <p>Laying ducting for street light</p> <ul style="list-style-type: none"> • TM – Will be set out prior the works commence. • Fence the work area with chapter 8 barriers • The foreman will consult with the client and agree the areas for the works to commence. Refer to the drawings provided. • Signage and barriers (chapter 8)will be erected to segregate the works area from members of the public (if applicable). • H & Co to commence the work starting with a detailed survey of the area for live cables and services using a Cable Avoidance Tool and hand excavation methods to ascertain actual line and level of underground apparatus that could be encountered, mark and plot all live services encountered on a relevant drawing. • Permit to dig must be completed • Refer to working on or around live service RAMS • Only Vacex, Air pick and insulated tools to be used on or near live services • Break the tarmac using a breaker
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		<ul style="list-style-type: none"> Once the tarmac is removed use Vacex or insulated hand tools to excavate the trench to the correct depth- refer to drawings for details Install the ducting Back fill with correct materials Debris netting and tape must be placed Reinstated to the correct highway specifications <p>Kerbs Remedial</p> <ul style="list-style-type: none"> Saw cut the tarmac on the carriage way along the new kerb line Break the tarmac on the new kerb line and all the section of the footpath marked on the drawings by using a breaker mounted on an excavator Using a dumper store tarmac/material within site boundaries No dumper to go onsite until an excavator has levelled and tracked the area for the dumper to go on site safely Dig the required kerb level -For all works refer to drawing provided. All precast kerbs and edgings shall be to BS EN1340 and laid to BS7533-6 The minimum cut length of any kerb shall be 450 mm Kerbs are to be butt jointed Kerbs are shown with 20mm mortar bed The subbase layers shall extend a minimum of 150mm beyond the back of concrete backing New kerb and edging lines will be set out using non-penetrating cantilevered 'pin-safe' with "top of kerb/ edging" levels marked. The excavator will then conduct the minor excavations to provide suitable depth for kerb /edging and concrete bedding. Full height kerbs to retain the edge of the roads. Kerbs will be loaded out by the tracked excavator using lifting strops or alternatively forklift attachment and will deposit each stack at a suitable Kerbs will then be installed or deposited from the pallet using the Probst kerb laying dolly, as close to the proposed kerb line as possible. The concrete will be distributed, by the excavator bucket, to the line. Concrete will be manually levelled under the string lines and will be left approx. 20mm low to allow for bedding of the kerb on mortar that mixed 1:3 cement sand. Kerbs that aren't able to be finally placed by the Probst kerb dolly two skilled groundworkers will use the 'bicycle handle type' kerb lifter, and finally lift into its proposed position Install the kerbs and edging on the new kerb line to the level required - as per drawings Note: under no circumstance should anybody use the 'bicycle type' handle lifter as their primary laying process, it should only be used where the Probst kerb dolly is limited in-use. Once kerbs have been placed on the concrete bed and aligned / levelled they will be levelled using a pick. Any cutting will be done only by operatives that have been trained on Abrasive Wheels and FFT with certificates held at site office Water suppression will be used at all times when cutting stone or concrete-based materials Where a task requires RPE to be worn the operative will be face-fit tested every 12 months Cutting area to be set up with Heras panels and signage designating "cutting area"
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13.0	Health & Safety	<ul style="list-style-type: none"> All operators and personnel shall be trained and certified in the functions and role 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. All operatives will follow the Method Statement and comply with social distancing of 2m. 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 to the manufacturer's / supplier's recommendations. Where appropriate, Operatives will be trained for Confined Space Work. Works contained in or about live sewers are to be tested for the presence of gas and are to employ additional PPE of gauntlets, enclosure suits / overalls, breathing equipment and tripod / harness / winch. Gas monitoring equipment is to be used throughout such operations. If it is not possible to Step or batter the Excavations Earthwork support is to be used in all excavations over 1.2m deep and at any other time as is deemed necessary. 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, 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 & face-fit tested. Site dump trucks etc. are to be fitted with ROPS, seat belts & 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. Main traffic routes are to be established for bulk removal or transportation of materials.
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	<ul style="list-style-type: none"> Small tools will be kept in the storage container when not in use. Points of contact on tools will be cleaned before and after use. Plant is to be left in-situ on site but will be secured and immobilised. All small drum oils to be kept in CoSHH store. <p><u>Welfare Arrangements</u></p> <p>Contracts Manager and Site Foreman will check and make arrangements for the use by all operatives of adequate welfare facilities not only as laid down in the Construction (Design and Management) Regulations 2015 but to comply with CLC guidance " Site operating Procedures , Protecting your workforce during coronavirus,Covid-19".</p> <p>Contract Manager will make sure there is sufficient provision in place for cleaning and social distancing for each welfare facilities.</p> <p><u>Canteen.</u></p> <ul style="list-style-type: none"> Hand cleaning facilities or hand sanitiser should be available at the entrance to rooms where people eat and should be used by those when entering and leaving. Staggered breaks are planned for appropriate numbers. If queuing occurs this should be controlled by PC appointed marshal, and not left to chance. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines. Drinking water should be provided with enhanced cleaning measures of the tap mechanism and cup dispensers.. Our workforce will be asked to bring pre-prepared meals and refillable drinking bottles from home and take breaks where possible in their vans. <p><u>Toilets</u></p> <ul style="list-style-type: none"> Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant, if required to manage this process. Wash hands before and after using the facilities and provide disposable hand towel to dry hands. Provide suitable waste bins for hand towels with regular removal and disposal. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flusher. Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently <p><u>Changing Facilities and Drying Rooms.</u></p> <ul style="list-style-type: none"> Based on the size of each facility, determine how many people can use at any one time to maintain social distancing and monitor the number of people using the facilities at one time. Consider if the size of facilities, and make sure it is adequate for our workforce. Make sure there are suitable waste bins in these areas with regular removal and disposal. Where the conditions are not met issue must be raised and work must be put on hold until remedial action is taken. Health and safety of the workforce is paramount <p><u>Personal Protective Equipment</u></p> <ul style="list-style-type: none"> Basic PPE for our groundworkers has been assessed to be boots, hi-vis jackets, helmets at all times. Gloves, helmet mounted ear defenders, wellington boots and eye protection are available on site depending on the task in hand. We have a mandatory glove policy, following a glove selection procedure, based on risk assessment. Glove selection policy attached. - Safety helmets EN 397 - High visibility vest / jacket EN 471 Class 2 - Safety Gloves EN 388 and see full glove selection policy - Hearing protection EN 352-1/EN 352-2 mandatory when using breakers, or working in areas where noise levels rise above 85 dB(A). - Safety glasses to EN 166-F when placing concrete. - Safety goggles to EN 166 B when cutting concrete products or steel products. - Safety boots to EN 345: S1-P - Suitable footwear when standing in concrete wellingtons to EN 345 S4 - Face shield when using air pick • PPE specified for working on site during C19 pandemic, to be worn unless higher specification PPE as above is required. • Travel to and from work, a disposable face mask will be worn and hands will be sanitised. • If away from areas we control and have assessed on site, then face masks or coverings will be worn. • Vibration procedure attached which includes assessment nomograms for all hand held vibration emitting plant • Noise assessments attached for all noise emitting plant. • More specialised equipment for confined spaces, asbestos, 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. • Sun block is available on all sites. • Sunglasses will be issued on site where glare is a problem, and on all site where there is chalk. • Personal protective equipment is provided free of charge to our employees and will be replaced when required. <p><u>Bucket changing areas</u></p> <ul style="list-style-type: none"> • Suitable fencing & signage will be erected in close proximity to excavator working areas where buckets will require changing. The designated areas will move to minimise transit but will remain of the same standard even for short duration work. • The smallest changing area must consist of 3 heras fencing panels and a half-height barrier along the face so all 4 sides are enclosed; the requirement for the half-height barrier is to prevent 10t & below excavators from damaging any hydraulic hoses on the underside the boom or the fencing panel. • NOTE: all our quick hitches are fully automatic. <p><u>Noise Monitoring</u></p> <p><u>The following working practices will be employed to reduce noise throughout construction activity on site:</u></p> <ul style="list-style-type: none"> • 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 beepers.
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	<ul style="list-style-type: none"> 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 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. <p><u>Dust Monitoring</u></p> <ul style="list-style-type: none"> 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. The most useful stipulation if we have bulk shifting of waste over haul roads is that the exhausts vent upwards and not down at the road. If haul roads were tarmacked this would massively reduce the problem. <p>This action would comprise 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.</p> <p><u>Refuelling Area</u></p> <ul style="list-style-type: none"> 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 of if necessary. A fire point with 2no. CO2 extinguishers will be placed close to the refuelling area, appropriately signed. <p><u>Storage of tools & materials</u></p> <ul style="list-style-type: none"> Small tools will be kept in the storage container when not in use. Points of contact on tools will be cleaned before and after use. Plant is to be left in-situ on site but will be secured and immobilised. All small drum oils to be kept in CoSHH store. <p><u>Interface with other trades</u></p> <ul style="list-style-type: none"> Co-ordinating work with other trades. From the arrival of other trades on site, work will be co-ordinated by our Site foreman Our workforce will be arranged in small groups - cohorts. The cohort working together will constantly check social distancing of 2.0m. is being maintained within the work pattern of their task and in relation to other trades on site. Our works will be segregated from other trades. Excavations will be guarded to prevent unauthorised access. We will not undermine scaffolding at later stages of the job and will not work underneath scaffolding. Our machinery has flashing hazard lights and all reversing will be kept to a minimum. Note that flashing lights interfere with laser levels. Manufacturers have found no way round this problem. And so lights should be switched off when the laser level is in use, but only in the area our site engineer defines as where interference could occur. This is not a blanket excuse for the whole site. <p><u>Housekeeping</u></p> <ul style="list-style-type: none"> Materials will only be stored in designated areas. Work areas will be cleared of waste as soon as practical, including materials surplus to a task. If this does not happen in a timely fashion, the working area will become constricted and separation will become difficult. If we leave behind waste or surplus materials, this makes distancing difficult for others. We should require this of other trades before we enter a new work area. Any waste materials to be disposed of in the appropriate skip. Waste from disposal bins around site including in offices must be removed on regular basis during the day. Clear access at all times must be maintained should the emergency services be required. <p><u>Reporting of Accidents</u></p> <ul style="list-style-type: none"> Any accidents whatsoever arising out of or in connection with the site works on or off Site which cause personal injury, 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 to be recorded in the Accident Book and reported to the Client. All near misses will be reported to the Client. <p><u>Incidence of exposure to Covid 19 virus or appearance of symptoms</u></p> <ul style="list-style-type: none"> Should an event occur whereby an operative or colleague develops a high temperature (this means they feel hot to the touch on the chest or back) or a persistent cough (this means coughing for more than an hour, or 3 or more coughing episodes in 24 hours) whilst at work, they will advise the site management immediately and identify/advise the area where they were working and will fully comply with the following: <ul style="list-style-type: none"> Ensure they return home immediately, wearing a face mask to aid in containing the virus. Do not go to places like a surgery, pharmacy, or hospital. Ensure they avoid touching anything. Ensure they cough and/or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and/or sneeze into the crook of their elbow. They will then follow the Government's guidance on self-isolation and not return to work until the period of self-isolation has expired. First-Aiders will still be required to carry out their role; however, whilst carrying out first-aid they will require to be wearing the following: <ul style="list-style-type: none"> Disposable face mask Disposable latex or nitrile gloves Plastic visor or eye protection that has been thoroughly cleaned and sanitised before and after each use. An apron if supply can be obtained without adding to NHS shortages. If CPR is required, then the following guidelines have been extracted from the latest Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation: <ul style="list-style-type: none"> Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice: Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. 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
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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 risk of infection.
- If the rescuer has access to personal protective equipment (PPE) (e.g. face mask, disposable gloves, eye protection), these should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.

How to do CPR on an adult COVID-19 update

1. If someone is unconscious and not breathing normally, do not put your face near to theirs
2. Call for an ambulance
3. Use a towel or piece of clothing and lay it over the mouth and nose
4. Do not do mouth to mouth
5. Start chest compressions to the tempo of "Staying Alive"
6. Use a Public Access Defibrillator if available.



Source: Resuscitation Council UK

Find out how St John are supporting the NHS with the COVID-19 outbreak at sja.org.uk/COVID-19



- A driver must be allocated who will take any injured person that need medical attention for cases ie; burns, eye injury etc. to A&E, or give them a lift back home when they are unable to drive themselves. First choice will be a driver that commutes with the IP. If IP commutes alone then another member of the team must be available to provide a lift: this should be arranged as part of standing emergency procedures, and the consent of a driver must be obtained.
 - In any case the driver must use PPE while he is driving gloves, mask eye protection. The same will apply for the IP. IP must wear any PPE that is mentioned above unless prevented by the nature of the injury.
 - Any accidents whatsoever arising out of or in connection with the site works on or off Site which cause personal injury, 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 to be recorded in the Accident Book and reported to the Principal Contractor.
 - All near misses will be reported to the Principal Contractor.
 - Trained First Aiders will be responsible for all treatment to operatives on site.
 - First Aid equipment and facilities shall be available in the Houlihan & Co site office
- 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.

14.0	Applicable Thorough Risk Assessments - site specific Risk	<u>Reference / Subject</u> <u>Further detailed operation specific Risk Assessments.</u> <ul style="list-style-type: none"> • RA6. Cutting concrete, kerbs, blocks and slabs with powered tools 1-3 • RA7. Use of concrete pump 1-3 • RA10. Use of forward tipping dumper 1-3 • RA11. Operating 360° excavators 1-4 • RA12. Excavations 1-4
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	Assessment	<ul style="list-style-type: none"> RA14. Hand laying and compacting tarmac surfaces 1,2 RA16. Use of laser equipment 1,2 RA18. Laying kerbs 1-7 RA23. Unloading vehicles 1-3 RA25. Work in public highway 1,2 RA26. Work near underground services 1-4 RA29. Tarmac surfacing 1-3 RA33. Use of ride-on roller 1-3 RA35. Road sweeping 1-4 RA36. On-site maintenance 1-3 RA37. Use of lorryloader 1,2 <p>We will provide Risk Assessments as and when required during the works. Designers RA are identified on drawings. Have requested electronic copies. There may be design changes after this method statement is compiled. In this case, the variation orders will be checked by our foreman and contracts manager to ensure that all Health and Safety aspects of the change are covered by a safe method of working.</p> <p>All our operatives are provided with the requisite personal protective clothing and equipment and have undergone the required safety training courses. No work will be commenced unless the safe method has been established and communicated to the workforce after approval by the Client.</p>
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15.0	COSHH	<p>COSHH Register: refer to OHSEQ notice board in site office:</p> <ul style="list-style-type: none"> AdBlue Asphalt Materials Bituthene Primer Bituthene Adhesive Primer Butane - Calor Cement – packaged Cement colouring – Sealotone Diesel JCB Grease JCB Hydraulic Fluid Engine Oil Marking Paint – Powerline Mortar Plasticiser – Sealocrete Petrol Pipe Joint Lubricant – Hepworth/ Osma Sika block paving seal Silica Wet Concrete
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16.0	Immediate Emergency Procedures	<ol style="list-style-type: none"> In case of an accident Phone 999 and ask for the Emergency Services. Shut Down all Plant and Cordon off the Area. Inform Main Contractor Site Manager. Contact Alban Shehu 07584 809221 In case of Fire, follow Signage and meet at Assembly point near front gate:
	Author:	Alban Shehu

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Contract: Cala, Sandy Lane				OPERATION: (Site Specific) Groundworks							
ORIGINATED BY: A. Shehu				DATE: 20.01.2025		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 ASSESSEMENT	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	
Digging round live services. Striking fuel line. Damaging coating or cathodic protection. Causing fuel leakage, explosion, fire, environmental pollution, and ground contamination. being hit by moving plant (excavator, Vac-ex nozzle, being hit by flying debris	Y	Y	Y	3	3	9	<ul style="list-style-type: none">Fill Permit to Dig before breaking ground.Set out the approved Traffic Management PlanSegregate the area of work using chapter 8 barriers. An exclusion zone is enforced to not allow anyone into the exclusion zone.Talk outside of the exclusion zone.Use traffic management whenever working on the side of the road.Use CAT and Genny to locate services and spray mark on the ground their location.Hand dig using insulated shovels to remove the grass and overgrowth before excavation..Every Houlihan's operative digging round live services must have had training on Houlihan's "Digging Round Live Services" procedures.Every machine driver or plant operator must have respective ticket for the plant they are using.Air pick must be first-hand tool to be used on hand digging.Only insulated shovels must be used to dig round live services.Exposed cables must be supported and never used as mean of access, step on them.Use classified sand to backfill round the services until 200-300mm above the service.Use the marker tape provided by service provider on top of services.	3	1	3	
Delivering, unloading, reloading vehicle on site Mechanical failure; road traffic incident; contact with pedestrians others.	Y	Y	N	3	3	6	<ul style="list-style-type: none">Only trained and competent site staff to complete tasks.Staff to follow prescribed safe systems of work detailed under 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	
Vehicle movements Vehicles, including mobile plant, coming into contact with workers, other plant/vehicles or property resulting in potential serious injury to persons and/or damage to plant/property.	Y	Y	N	3	3	9	<ul style="list-style-type: none">All site personnel will be made aware of the requirements of the Principal Contractor's traffic management arrangements at the site induction and updated whenever necessary.Vehicle banksman are to be suitably trained.Suitable safety signs will be displayed on site instructing drivers not to use mobile phones, not to reverse without a banksman and to stop if they cannot see the banksman.The use of mobile phones is not permitted within the processing area.All persons on site, including lorry drivers outside of their cabs are to wear the PPE required by site rules including high visibility vest / coat.All vehicles must travel at a safe speed for the conditions below the site speed limit which is displayed on site – within the processing area the speed limit is 5mph.Access routes on site will be formed with a safe incline and bunds or barriers will be provided to prevent vehicles falling into excavations or off	3	1	3	

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							ramps.			
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	<ul style="list-style-type: none"> Establish clear work area, 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 shovels 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
Work potentially generating dust-vehicle movements on site Inhalation of silica, asbestos, other respirable airborne contaminants, environmental nuisance	Y	Y	Y	3	2	6	<ul style="list-style-type: none"> Speed restricted to 5mph. Lorries to be specified on hire as having upward directed exhausts. PC to control forklift movements. Hard top to roads, haul roads where practicable. Road cleaning. Drop distances from bucket into lorry or dumper skip to be minimised. Traffic marshal to explain routes on site. 	3	1	3
Machine operations Maintenance work on plant- greasing, hydraulic oil leaks, pressurising tracks Oil, and fuel spills.	Y	Y	N	3	2	6	<ul style="list-style-type: none"> Re-fuelling area. Environmental procedure for spills and hydraulic hose burst. Fluids under pressure, whether toxic or not, carry risk of serious harm if injected. Minor entry wound belies harm caused as fluid blocks veins or arteries. No fault should be traced without Kevlar gloves; only Houlihan issue grease guns should be used. Fitters to adjust excavator tracks unless driver has had training. Preventive maintenance of machines. Daily pre-operation inspection checks carried out & recorded weekly as a minimum. 	3	1	3
Compressor operations Oil, fuel spills.	Y	Y	N	2	2	4	<ul style="list-style-type: none"> Re-fuelling area. Environmental procedure for spills and hydraulic hose burst. Preventive maintenance of machines. Daily pre-operation inspection checks 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 shackle. Plant "nappy" under compressor. 	2	1	2

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							<ul style="list-style-type: none"> Newest compressors are internally banded. 			
Use of plant emitting noise Noise Induced Hearing Loss	Y	Y	N	3	2	6	<ul style="list-style-type: none"> Plant has been selected for low noise rating. Ear defenders and ear plugs are available to the workforce. Where the noise at the workplace 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 site boundary and/ or locally to source depending on ongoing monitoring and site specific requirements. Plant department to maintain contact with supplier 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 source by enclosures and engineering controls. Acoustic enclosures and engineering controls are regularly inspected to ensure they achieve the designed noise reduction. Access to noisy areas is restricted to only those persons having to enter the zone, thereby reducing the number of persons exposed by distance. 	3	1	3
Cutting concrete – Kerbs, slabs and other PCC items. Inhalation of respirable silica, strike by flying fragments. Vibration.	Y	Y	N	3	3	9	<ul style="list-style-type: none"> Kerbs cut in area excluding public, other operatives. physical screening positioned to protect other workers and passers-by. Battery operated water dust suppression unit on disc cutters must be used (on diamond tipped blades only). Correct blade used on disc cutters. Filter masks to P3 standard worn (personal issue, disposable, fit-tested). Stihl disc cutters selected for low vibration. Task will not require trigger time over lower action level. Nomogram for specific work equipment on site. COSHH assessment in place. Abrasive wheel training must be provided to all abrasive wheel users. Eye protection to BS EN166:1995 1.B will be worn 	3	1	3
Cutting Steel Strike by flying fragments, Vibration	Y	Y	N	3	2	6	<ul style="list-style-type: none"> Steel will be cut on site in a cordoned off section on site clear of any fire hazards, with the correct PPE being worn. Ensure refuelling areas containing flammable substances are at least 20.0m away. Task will not require trigger time over lower action level. Nomogram for specific work equipment on site. Hot works permit to be in place Fire extinguishers to be at the work face Operatives to wear safety goggles Operatives to wear ear defenders Fire watchman to be present at all times when cutting 	3	1	3
All work in area- live services Contact with live service resulting in burns from flashover or electric shock. Toxic or flammable gases from damaged sewer pipe. Damaged or severed pipes leading to leakage	Y	Y	N	3	3	9	<ul style="list-style-type: none"> A Permit to dig will be completed and authorised from client site team. Works must be undertaken as per H&Co safe digging procedure "works on/near underground services". Operatives to receive full TBT relating to site services provided by the services coordinator prior to starting works. 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. 	3	1	3

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of substances, resulting in potential flood, gas leak, explosion or fire Contact with severed fibre optic cables							(Note: Lighting columns may be dormant during the day so the generator should be used to trace cables). <ul style="list-style-type: none"> 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 trench line. Located services will be identified, i.e. gas, electricity, etc, 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 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 & insulated tools to remove loose material only – forced digging must be avoided if ground conditions permit. No mechanical digging within 1m of a known service. Safe digging practice will be practised by all workers when hand digging in the proximity of an underground service, i.e. air-pick must always be the first tool of choice used 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 proved otherwise. If a service is struck cease work immediately and report to site management. The quality of backfill is important for future site users and also 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 backfill for the PAS256 recording. 			
Work near overhead lines Contact with live conductor, arcing	Y	Y	N	3	3	9	<ul style="list-style-type: none"> 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 under set out with goalposts at entry and exit and sideways barriers to delineate width of access. Working underneath will require notification to DNO, grant of permission, probably with conditions, and limiters/ chaining back of booms etc. or use of small plant, in either case to prevent absolutely reach of plant into space above clearance limit. 	3	1	3
General - Manual Handling Strained/pulled muscles, abrasions, cuts, foot injuries, back strain, Slip / trips / falls	Y	Y	N	3	2	6	<ul style="list-style-type: none"> 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. The use of mechanical equipment such as fork lift trucks, pallet trucks, trolleys and sack barrows are used to reduce handling injuries of employees. Ensure a clear working area for general distribution and installation. Environmental conditions including unobstructed walkways, no trip-ping hazards, adequate lighting etc. 	3	1	3
Setting out with instrument's /	Y	Y	N	2	2	4	<ul style="list-style-type: none"> Read and understand setting out and service drawings prior to set-ting out. 	2	1	2

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surveying with cobras/rods Slips / trips / falls, Service strikes, cobra/rod striking operative.							<ul style="list-style-type: none"> • Pins and stakes only to be installed when no services are present, site engineer must review stat plans & 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 paints to be disposed of in the empty line marker paint can in 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 plant is in 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. 			
COSHH Chemical injury, skin irritants, burns, blindness, death	Y	Y	N	3	2	6	<ul style="list-style-type: none"> • 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 product issued from stores • Full PPE to be worn in conjunction with COSHH assessments 	3	1	3
Hand laying tarmac Burns from contact with hot tarmac-delivered at 170°. Irritant or contact dermatitis	Y	N	N	3	2	6	<ul style="list-style-type: none"> • Heat resistant gauntlets to be worn. • Body covered up against splash. • Placing at minimal drop distance from dumper skip. • Tools kept clean- Farvis tool heater used- no open fire or use of diesel. • COSHH assessment in place 	3	1	3
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.										

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