

BUXTON

Buxton Building Contractors Ltd

SITE SAFETY INDUCTION

Battersea Dogs and Cats Home (BDCH)
4 Battersea Park Road
London
SW8 4AA



Site Details

Site Address	Battersea Dogs and Cats Home (BDCH) 4 Battersea Park Road London SW8 4AA	
Snr. Contracts Manager	David Bean	07730 064654
Project Manager	Ben Hayden	07393 766702



Site Safety Representatives/1staiders Ben Hayden

Introduction

All site personnel and operatives are to be inducted prior to entering the site. The following information and advice has been produced to ensure that all persons involved on the site are fully aware of their surroundings, potential hazards and procedures to be followed. Please keep this booklet for future reference. Please also see the weekly hazard sheet.

Recording Presence on Site

All persons – operatives, management, visitors including clients, must record their arrival and departure in the relevant record book. Failure to do so is a disciplinary offence.

Emergency Procedures

Point of Contact

All emergency situations must be brought to the attention of the Site Management as soon as it is SAFE and PRACTICABLE to do so.

Fire Safety Plan

The Fire Safety Plan is displayed at strategic points around the site. In the event of discovering a fire, please refer to the site specific strategy.

Unplanned Event/Accident Procedure

All Unplanned Events, which include Accidents, Incidents, Near Misses and Environmental Impacts MUST be reported and recorded as per the Unplanned Event Reporting Procedure.

First Aid

Should First Aid treatment be necessary, the Site Management will be the “Appointed Person” who will deal with any First Aid treatment required. All incidents must be reported and documented.

Health & Safety Plan

The Site Health & Safety File which contains Safety Policies, Safety Plans, Risk & COSHH Assessments, Method Statements, Inspection & Accident Records etc., it is held in the Site Office. This is available for reference or inspection at any time.

Site Rules

1. Dress modestly – Wear appropriate protective clothing for the task
2. Make no racial or sexually offensive remarks.
3. Make sure that no racial or sexually offensive material is displayed anywhere on site.
4. Ensure that no alcohol is consumed prior to and/or during working hours.
5. Ensure that no recreational drugs are used prior to and/or during working hours. *Notify Site Management of any prescription drugs.*
6. Shouting and the use of foul and abusive language will not be tolerated.
7. Report all Unplanned Events to Site Management.
8. Smoking will only be permitted in designated smoking area as shown on the fire plan.

Personal Protective Equipment – **Mandatory Requirements**

HI VISIBILITY VEST OR JACKETS — Must be worn at all times

SAFETY HARD HATS — Must be worn at all times

SAFETY FOOTWEAR — Must be worn at all times

HAND PROTECTION — Must be worn at all times

EYE PROTECTION — Must be carried at all times and worn when appropriate to the task

EAR DEFENDERS — Must be worn for site specific operations, and in identified hearing protection zones

FACE SHIELD and/or DUST MASKS – Must be worn for site specific operations

COSHH, Noise & Risk



COSHH Data Sheets are retained by Site Management. IF IN DOUBT – ASK. All contractors bringing onto site any hazardous substance must notify Site Management and be in possession of a suitable COSHH assessment and material data sheet. Noise Assessments are also retained on site. Persons carrying out noisy operations must take the precautions set down in the assessment. Others working in the vicinity, who may be affected by noise, must be advised and referred to the Site Managers for further directions. You must read and understand any protective measure noted on the COSHH data sheet noted on the packet/can/bag. If not available you must ask the Site Manager for a copy.

Risk Assessments/ Method Statements

All operatives should be aware of their Company's Risk Assessments and Method Statements and should be working to these conditions. No work will commence before your company's risk assessment and method statement has been reviewed by Buxton.

Safety Awareness

With the information provided here, and your general knowledge of Health & Safety on Building sites, you should be able to carry out your work safely and efficiently. Buxton expect that you have as a minimum the CSCS card appropriate to your trade and/or the task you intend to undertake. You must also be aware of other site activities that may affect your work. Ensure your works are co-ordinated with our subcontractors' activities.

Use of Mobile Phones on Site



We request that all operatives restrict the use of mobiles to break times only, allowing the use in a safe place on site to make and receive calls.

Site Boundaries & Access

The site boundaries are clearly identified on the site logistic plan, page 10 of this booklet

Parking

There is no parking on-site, vehicles MUST park in the entrance car park.

Welfare Facilities

Welfare facilities are located within Keens Yard, the toilets/Canteen are located to the rear of the building. Please notify Site Management if anything is damaged, not working or missing. Operatives are not to consume food within the construction site - they are to use the canteen, or off site facilities.

Environmental Policy

The Site Environmental Policy is displayed throughout the site set up advising operatives on site to manage and organise their works in a manner which will reduce environmental damage, improve the quality of life to the surrounding neighbourhood and achieve those objectives described within the policy.

Disciplinary Procedures

Any contravention of these site rules, whether deliberate or accidental, may result in the following:

- Immediate dismissal from the site if, in the opinion of Site Management, you have committed an act of gross misconduct.
- A verbal warning (recorded in the disciplinary register) for misconduct of a minor nature.
- A written warning (recorded in the disciplinary register) for misconduct of a serious nature or for repetition of a previous minor misconduct.
- Dismissal from site for repetitive misconduct or generally repetitive misbehaviour.

All decisions in these matters are at the discretion of the Site Management team, and their decision will be final.

Delivery Vehicle Movements

All deliveries are via Battersea Park Road, as the site access plan page 10 of this booklet. All delivery drivers must report to the Site Office. Ensure that all deliveries are booked in advance with the Buxton Site Management team otherwise deliveries may be refused. All deliveries must be scheduled between 8.00am – 8.00pm.

Site Hours

Site Hours are Monday to Friday 8.00am – 5.00pm. Any work outside these hours must be by appointment.

Permits To Work

A PERMIT TO WORK must be obtained from Site Management for the following activities:

- Any hot works Inc. grinding, burning or welding of metal and pipe soldering.
- Excavations - Permit to dig
- Any works in confined space
- Working on live services.
- Step Ladders



Unplanned Event Reporting

All Near Misses, Incidents and Accidents must be reported to Site Management.

Towers

Do not erect mobile towers unless you are competent and can demonstrate this with in-date certification from PASMA. Once erected, please see Buxton Site Management for a scaff tag.

Scaffold

Adapting any scaffold is strictly prohibited

Ladders, Steps & Podiums

All ladders must be tied. Steps must be Class 1 and used only with a permit system. Podiums are to be inspected and tagged on a daily basis. In extreme cases where steps are the only option then they must be class 1 and have the appropriate risk assessment and a permit from Buxton management team.

PAT Testing

All operatives bringing electrical appliances/small portable electric tools on to site are to ensure that they are PAT tested. Site Management will need to see evidence of any testing. Any appliances /electrical tools that are not tested will not be allowed on site.

Safety Management

Our Company Health, Safety & Environmental Manager is:

Colin Moorcroft

Contact: 01883 348921

Email: colinmoorcroft@buxtonbuilding.co.uk

**FOR FURTHER ADVICE AND GUIDANCE ON ANY HEALTH &
SAFETY ISSUE, SPEAK TO THE SITE MANAGEMENT TEAM
IF IN DOUBT, ASK.**

**IF YOU HAVE A CONCERN, RAISE IT WITH YOUR FOREMAN OR
SITE MANAGER**

Nearest A&E Department

Should an injury require treatment, the nearest hospital with an A&E Department is:



Chelsea & Westminster Hospital

369 Fulham Road
London SW10 9NH
020 3315 8080

General Behaviour Standards

All operatives are required to act in an appropriate manner as outlined below:

- Dress appropriately for the activity being carried out—T-shirt and long trousers as a minimum. You cannot wear T-shirts that will offend the general public.
- Be polite and do not use bad language or engage in verbal exchanges with the general public or local residents.
- Shouting, swearing or provocative body language will lead to disciplinary action, and may lead to prosecution in line with the Equality Act 2010.

Safety Behaviour Standards

All operatives have a duty to themselves and to those around them to:

- Work Safely.
- Carry out works in accordance with their specific Method Statement.
- Consider others.
- Plan what you are going to do before starting.
- Report accidents or dangerous occurrences to Site Management.
- Be aware of the Fire Safety Plan displayed in the Site Office and Canteen and plan your escape route before commencing works.
- Report any concerns of others to the Site Manager, they may cause an injury to you if you do not.

Raise the Alarm

Activate the remote Fire Alarms and then call the Fire Brigade by dialling 999 from the nearest available telephone. Give the correct site address:

Buxton Building Contractors Site

Battersea Dogs & Cats Home
4, Battersea Park Road
London, SW8 4AA



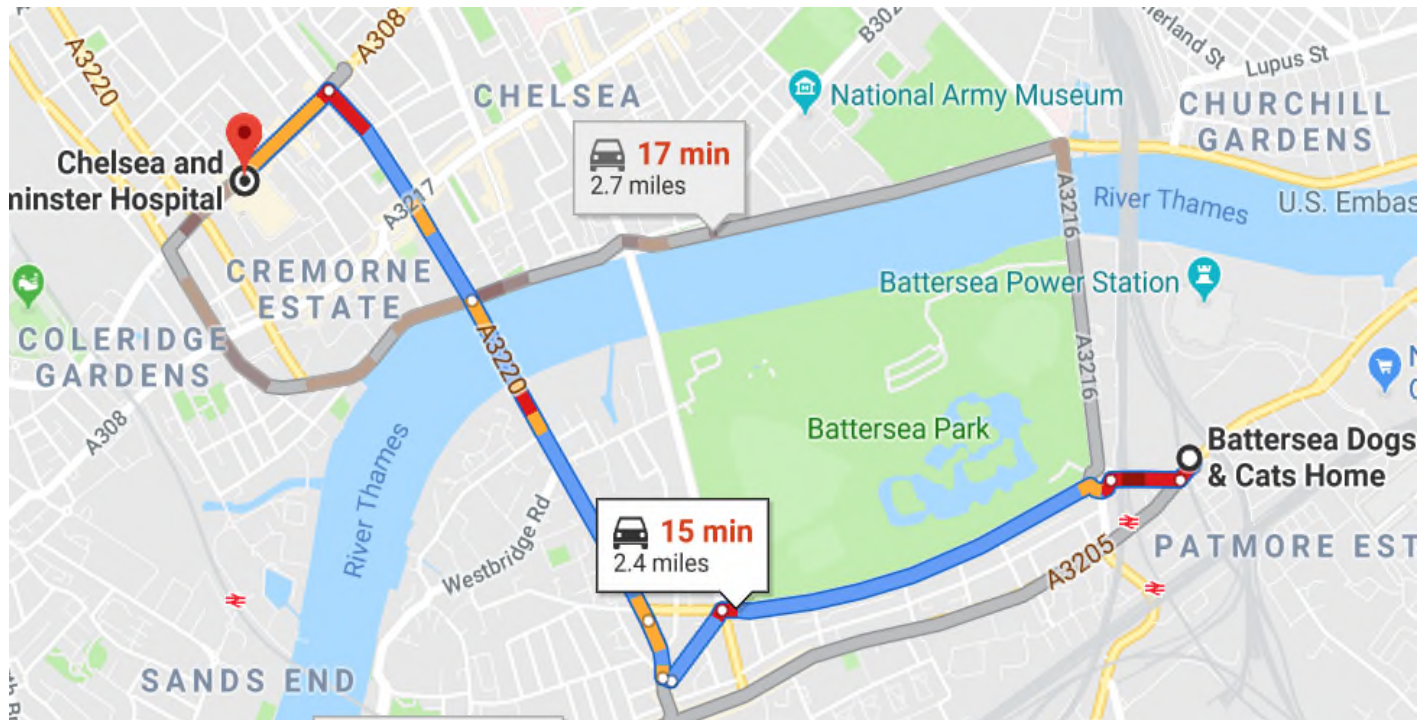
On hearing a site alarm leave the compound and assemble in the designated area, ie. Fire Assembly Point outside the main site gates. A similar procedure should be adopted for other emergency evacuations, e.g. gas or chemical escapes.

Hospital Location

Chelsea and Westminster Hospital

369 Fulham Rd, Chelsea, London SW10 9NH

Tel: 020 3315 8000



Battersea Dogs & Cats Home

4 Battersea Park Rd, Nine Elms, London SW8 4AA

- Continue to Prince of Wales Dr
1 min (0.2 mi)
- 📍 At the roundabout, take the 2nd exit and stay on Prince of Wales Dr
[Go through 1 roundabout](#)
4 min (0.7 mi)
- Take Battersea Bridge Rd/A3220 and Beaufort St to Fulham Rd/A308
9 min (1.5 mi)

Chelsea and Westminster Hospital

369 Fulham Rd, Chelsea, London SW10 9NH

Occupational Health Issues

The HSE are targeting Health Issues on construction sites since their statistics show that deaths as a result of occupational disease are 100 times more likely than deaths by work accidents.

All Trade Contractors must therefore consider the following issues:

DUST

- If your work activities create dust of any type – silica, cement, wood, plasterboard, jointing, insulation etc then you must protect your tradespersons, and others in close proximity, both when the dust is caused and when clearing up.
- Tools creating dust **must** include vacuum extraction connected to the equipment with the correct filter.
- When clearing up any dust created an industrial type vacuum cleaner with appropriate filter must be used.
- The correct type of close face-fitted mask will be required where engineering controls still leave a residual risk.

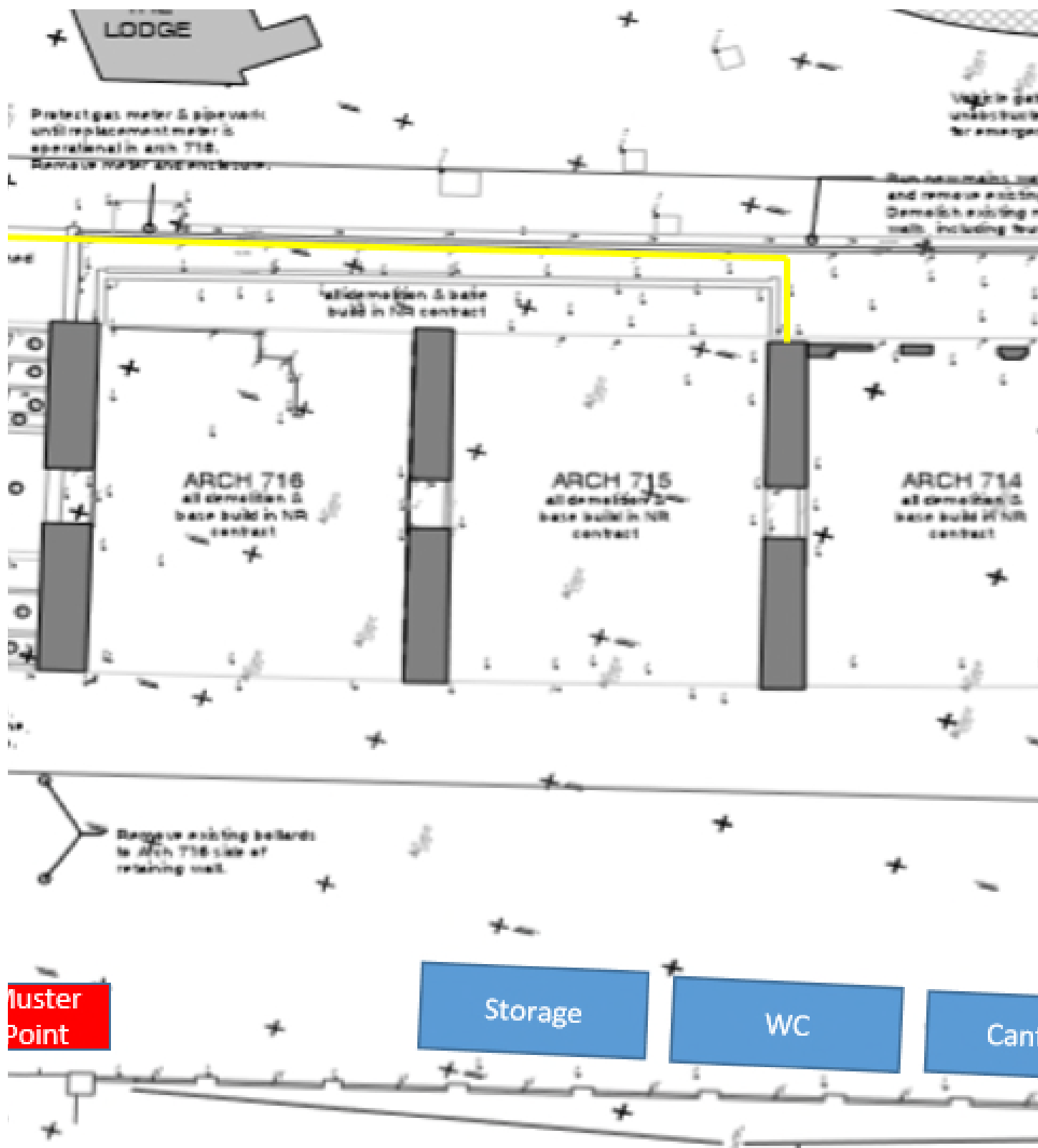
NOISE

- If your work activities create excessive noise – which is currently considered to be 85dB(A) – then suitable hearing protection (muffs or plugs) must be provided and worn that reduce the noise levels to below this rating.

Contractors should carry out their own Noise Assessments of the actual tasks undertaken – but as a guide if people are 2 metres apart and they are having to shout to each other to be understood then the noise level is considered to be above 85dB(A).

VIBRATION

- A wide range of tools used during construction / demolition activities, particularly those with a percussive or rotary action, have the potential to cause serious long term health problems – such as vibration white finger and hand – arm vibration syndrome (HAVS)
- If your work activities have the potential to create such health issues then you must carry out suitable risk assessments that detail the control measures that you will implement to protect your tradespersons – including the maximum “trigger time” allowed for an individual to use a specific item of equipment.
- It is therefore also important that you maintain records of the actual usage of all equipment that has the potential to cause this health hazard.
- Due to the nature of surrounding businesses vibration monitoring stations have been installed around the site to ensure that vibration is kept to a minimum.



03.08.18 MGD Tender Issue DATE BY DESCRIPTION	SCALE (B/A3) 1:1000 DRAWN MGD DATE July 2018	PROJECT BOCH A1 DRAWING Demo_01 DRAWING NO 203-B400

Meet The Team



David Bean
Senior Contracts Manager



Ben Hayden
Project Manager



Nick Poole
Senior Surveyor

SITE PARTICULARS

- **INTERFACE WITH THE CLIENT'S CONTRACTORS** - THERE IS A CLOSE INTERFACE WITH THE CLIENT'S CONTRACTORS. ALL AGREEMENTS MUST BE MADE WITH BUXTON SITE MANAGERS PRESENT AND NO CONTRACTORS ARE TO ENTER THE SITE WITHOUT A SITE INDUCTION
- **SHARED TOILET FACILITIES** - PLEASE KEEP THESE CLEAN AND TIDY. REMEMBER THESE ARE FOR THE CLIENT'S CONTRACTORS USE AS WELL. PLEASE REPORT ANY DAMAGE OR ISSUES IMMEDIATELY
- **SITE PARKING** - CONTRACTORS MUST PARK IN THE DESIGNATED VISITOR CAR PARK
- PLEASE USE THE BINS PROVIDED

Dust Control

Please do not assume that your works do not create dust and are exempt!

Anyone cutting a hole in a plasterboard wall, or cutting insulation, for example, is creating dust and is responsible not only for cleaning the debris but also clearing the dust in a responsible way.

As guidance, the following advice is given:

- Sweeping should be a last resort
- Where sweeping is deemed necessary, it must be accompanied by damping down.
- Suitable masks that fit correctly should be worn at all times during creation or clearing of dust.
- Nearby workers of other traders need to be considered.
- All tools creating dust (saws, sanding machines etc.) must include a vacuum extraction connected to the machine with the correct type of filter (class M)
- Where collection of dust from the floor etc, is necessary, this should be carried out by mechanical means i.e. an industrial vacuum cleaner, again with a class M filter
- Cutting, sawing, etc. should be carried out in a well ventilated place wherever possible.

Asbestos Awareness

Information, instruction and training for asbestos awareness is intended to give workers and supervisors the information they need to avoid and/or identify material that may contain asbestos during any normal work which could disturb the fabric of a building, or other items which might contain asbestos.

It will not prepare workers, or self-employed contractors, to carry out work with Asbestos-Containing Materials (ACM). If a worker is planning to carry out work that will disturb ACMs, further information, instruction and training will be needed.



Approved Asbestos Awareness Training

The Control of Asbestos Regulations 2012 now include the duty that employers shall provide appropriate training for all workers who are likely to be exposed to asbestos. Buxton requires all operatives entering their workplace to have received an UKATA certified Asbestos Awareness online training. A 2 hour course that will meet all of our needs. Once the UKATA Asbestos Awareness training has been completed you will receive a certificate valid for 12 months. All certification must be valid

Refurbishment and demolition surveys (R&D Surveys)

Large amounts of asbestos-containing materials (ACMs) were used for a wide range of construction purposes in new and refurbished buildings until 1999 when all use of asbestos was banned. This extensive use means that there are still many buildings in Great Britain which contain asbestos.

Refurbishment and demolition surveys will be necessary when the building (or part of it) is to be upgraded, refurbished or demolished and has been carried out before any refurbishment or demolition work commences.

Refurbishment and demolition surveys are intended to locate all the asbestos in the building (or the relevant part), as far as is reasonably practicable.

The refurbishment and demolition survey reports will include full results of all materials sampled or presumed to contain asbestos, a full list and description of all areas inspected, marked plans and conclusions.

***The R&D Survey for this project is available for reading during your induction!
Together with the Asbestos Emergency Response Procedure***





**MODERN
SLAVERY**

MODERN SLAVERY IS CLOSER THAN YOU THINK

**VICTIMS OF MODERN SLAVERY COULD BE
LABOURING ON A NEARBY BUILDING SITE
OR HELPING TO PAVE YOUR DRIVEWAY.**

Victims are often trafficked and through fear or coercion, forced to work for little or no money. Sometimes, victims are sexually exploited or forced to commit crime.

Slavery is closer than you think. It happens all over the world including the UK.

If you are a victim or know someone who might be visit modernslavery.co.uk or to seek help or report concerns call the helpline.

0800 0121 700

Calls are free from landlines and most mobile networks.

Considerate Constructors Scheme

Tel: 0800 783 1423



Our aim: To improve the image of construction

What is the Considerate Constructors Scheme?

Overview

The Considerate Constructors Scheme is the national initiative set up by the construction industry to improve its image. Any work that could be construed by the general public as 'construction' can be registered with the Scheme. Sites, companies and suppliers that register with the Scheme are monitored against a five-point Code of Considerate Practice, designed to encourage performance beyond statutory requirements. The Code consists of the following five sections:

1. Care about **Appearance**
2. Respect the **Community**
3. Protect the **Environment**
4. Secure everyone's **Safety**
5. Value their **Workforce**

When monitoring, the Scheme considers all those involved in the construction process, from the local authority and the client, to the operatives and delivery drivers.

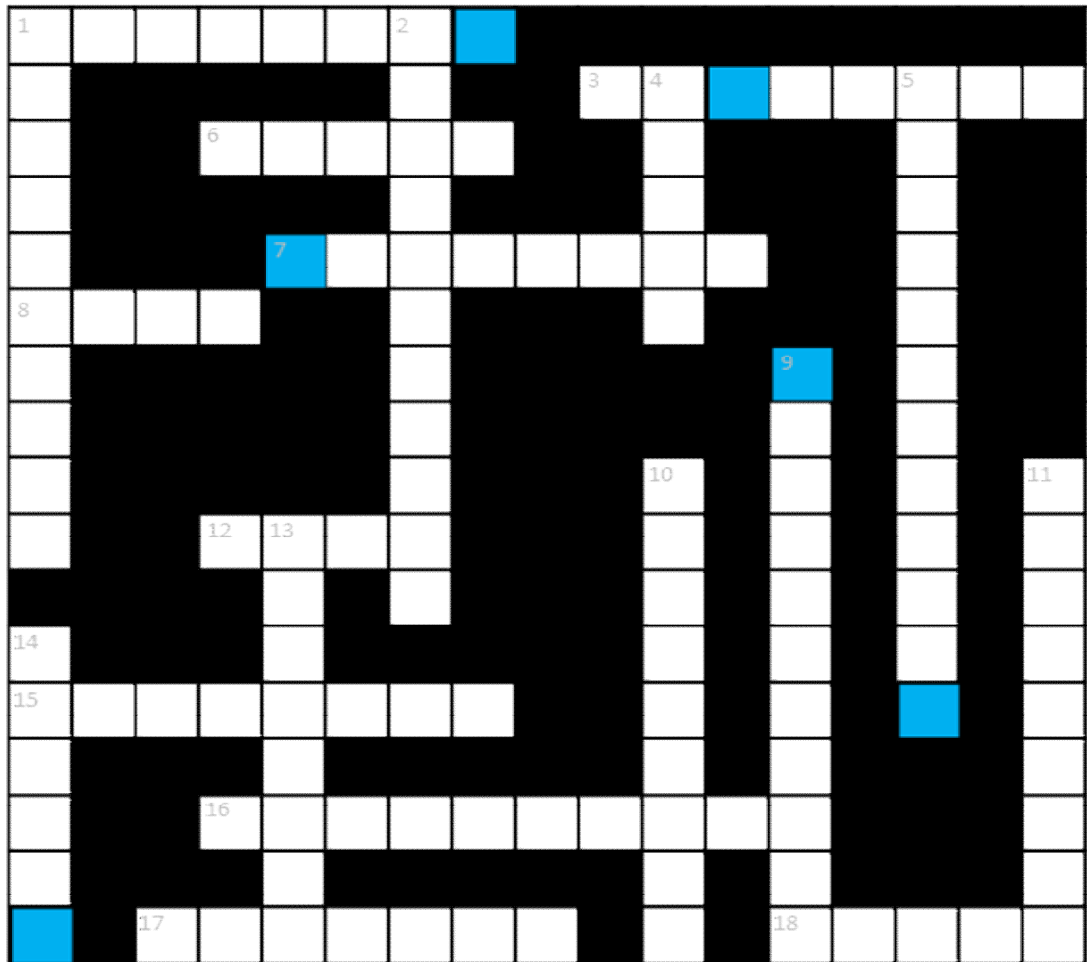
The benefits of registering with the Scheme include:

- Registration with the nationally recognised Scheme endorsed by local authorities, the Government, main contractors and major industry clients.
- Gaining a competitive edge with prospective clients by demonstrating a commitment to high standards.
- Considerate Constructors Scheme branding and recognition.
- Independent assessment of your site or company by experienced industry professionals.
- A means by which you can assess and benchmark your own performance and strive for development and improvement.
- The opportunity to win National Awards.

Email: enquiries@ccscheme.org.uk **Tel:** 0800 783 1423

Crossword

Once you've solved the crossword, the blue letters will complete the following sentence.
All works on this site, should be carried out -----



Across	Down
1. A dangerous, highly heat-resistant fibrous silicate mineral (8)	1. The first section of the Considerate Constructors Code (10)
3. Temporary structure used to support operatives and aid in construction (8)	2. The 'O' in RIDDOR (11)
6. Colour of the manager's CSCS card (5)	4. The first name of our HS&E Manager (5)
7. Providing immediate care to a victim with injury or illness (5,3)	5. Dust, Noise and Vibration fall under this type of health issue (12)
8. Have you read these before you start work on site? (4)	9. By reducing noise, saving water and conserving energy, you are helping the _____ (11)
12. Colour of the skilled worker CSCS card (4)	10. The 'V' in HAVs (9)
15. A permit to work is required before this type of work can be carried out (3,5)	11. These should be followed to ensure a safe & happy work place (4,5)
16. Personal _____ Equipment or PPE (10)	13. Who holds the green CSCS card (8)
17. An item of PPE worn on your head (4,3)	14. Hydraulic crane with a railed platform, a _____ picker (6)
18. Slips _____ & Falls. A common cause of injuries within the workplace (5)	