

INTERSERVE CONSTRUCTION PROJECT MANAGEMENT PLAN

Q201
Appendix 7

Contract : Barnsley New Street Health Centre
Site Rules

Contract No : YO65336
Sheet 1 of 2 Rev 0

General Site Rules

The wearing of a Safety helmet and footwear is a mandatory requirement. The only exceptions are whilst in the site offices, welfare facilities, or by written authority from the Manager of the Project.

All personnel working on site and/or Visitors to Site are to sign in at reception/other location using the Site Visitors Book O28 and/or other arrangement.

There is no Parking for Contractors vehicles on site only for loading and off loading of materials. There is a public car park across from the site entrance that can be used.

Use the designated walkways to and around the site.

The Health Centre is still in occupation in the Dental Clinic/Audiology and on the 1st floor areas/consultant rooms that are being worked in. Do not wander into the dental/audiology clinic or abuse any of their facilities. Should any visitors or personnel ask you a question please direct them to Interserve.

The site is on view to the general public and as neighbours at the top end, care should be taken when talking to your colleagues i.e. shouting/swearing.

Interserve will adopt a 2 strike system were warnings will be issued and after that you will be asked to sit in the welfare facilities until a member of your senior management as spoken to you. If this can not be resolved you will then be escorted from site and not allowed back on.

No activity can start on this project unless it has been properly planned; this is normally detailed in a method statement and risk Assessments. No person is to start any activity unless they have been briefed and you understand how to carry out the task.

Works are to progress strictly in accordance with the planned method/method statement unless it is believed there is a safer or better way to do the task. Should this be the case, work is to stop and be referred to the supervisor.

A permit to work is required for any work that involves entry into confined spaces, use of ladders, hot work, electrical, excavations etc.

The taking of alcohol and/or non-prescribed drugs is strictly prohibited on site. Anyone found or believed to be under the influence of either or both will not be permitted to continue working, and will be instructed to leave the site.

The site is no smoking. Designated areas only to be used for smoking, use sand bucket provided for stub ends and the bins to put waste in.

The use of mobile phones is not permitted, other than in designated areas.

The use of radios is not permitted.

We are Investors in Diversity company and therefore respectful behaviour is expected at all times on sites including dealing with sub-contractors, clients, third parties and members of the general public. This includes any acts that could be perceived as bullying and harassment, for example, violence, aggression, offensive language, intimidation, acts of discrimination e.g. sexist, racist or ageist comments or behaviours. This list is not exhaustive. Incidents of this nature will be considered as serious and appropriate action will be taken dependent on the circumstances.

Welfare and other facilities are to be used and not abused. Good hygiene can prevent conditions such as Leptospirosis or dermatitis.

Any problems or concerns are to be reported straight away to an immediate supervisor or any member of the Interserve site team.

Any **incidents/accidents** involving operatives or the public must be recorded and reported to the Site Management

Any enquiries or **complaints** from the public or local inhabitants must be referred to the Interserve site team.

Site Health & Safety Rules

An asbestos report has been supplied if you feel you have uncovered asbestos, all persons are to stop, not disturb, and report to their supervisor and Interserve management.

High visibility vests are to be worn at all times whilst on the construction site.

No person will be allowed to drive any item of plant unless a current competence card is held. A valid driving licence is also required if driving on a highway. Keep to designated vehicle/plant routes and keep within the site speed limit.

All **plant** shall be inspected before use to ensure it is fit for purpose and well maintained. Only plant in good condition with proper exhaust arrangements will be utilised.

Any **plant** on site must have a banks man present at all times while being used or reversing.

Delivery of materials are to be supervised by the contractors responsible for the materials, there is to be no climbing on to the back of delivery wagons with out a propriety safe system of work /fall system in place.

No young person (Under 18 years) will be allowed to work on site unless their employer has completed a risk assessment.

All work areas must be kept tidy and cables elevated wherever practical. Failure to do so will result in a Non Conformation and you will be asked to stop work until rectified.

The cutting of materials are to be done in designated areas, all dust/arising were practicable are to be controlled by mechanical means i.e. Fitted with dust extract system & Hoover rather than sweeping up. If there is a need to sweep consideration is to be given to others working in the same area and a damp down procedure is to be used.

If PPE for dust is asked for in Risk Assements/Method statements – face fit training for the appropriate mask will be required and proof of training to be supplied.

Work at height must be carried out from work platforms unless suitable edge protection is in place. A specific risk assessment must be in place to justify the use of ladders or stepladders.

Scaffolds must only be erected or altered or adjusted by trained persons.

Objects or materials must not be thrown down from height.

Only 110volt or battery operated tools are to be used. PAT test cert to be supplied in accordance with PUWER regs

Unauthorised tampering with electrical equipment, guards, barriers and covers or the abuse of any thing that is there to protect you or others is not permitted.

Site Environmental Rules

Any **spillages** must be cleaned up as soon as possible.

Working near road gullies/drains, where practicable they are to be sealed while work is going on in these areas or bunded around or sealed over the top to prevent any spillages entering drainage system.

All plant is to be turned off when not being used and not left running on idle/tick over.

Materials are to be stored only in designated areas.

A high standard of cleanliness shall be maintained and rubbish and debris collections shall be as appropriate to achieve this.

All operatives are to **minimise the wastage of materials**. Reusable materials should be stored safely

Use double sided copying wherever possible.

Waste paper must be collected for recycling.

Switch off lights, heating and computers when not required.