



Trade Specific Homesafe Requirements

Groundworks

1. Purpose

The purpose of this document is to detail the minimum SHEQ requirements to be applied to the development of Risk Assessments & Method Statements (RAMS) by the trade set out above. These should follow the general HSE principles set out in 5 steps to risk assessment INDG163:

- Step 1 - Identify the Hazards
- Step 2 - Decide who may be harmed
- Step 3 - Evaluate the risks
- Step 4 - Record findings & implement controls
- Step 5 - Review as necessary

Please note these are not exhaustive and you must ensure any other site specific risks not included here is covered within your RAMS

Sub-Contractors must ensure that requirements set out in this documentation form part of their standard control measures and are clearly understood by all their operatives, either direct or indirectly employed.

The sub-contractor is required to supply at pre-qualification stage the following records; these MUST also be available for the site manager prior to starting on site after initial verification:

- Operatives training evidence including CSCS cards, lone worker & face fit certification
- Operatives / supervisors trained in locating utility services / use of CAT & Genny
- CPCS / NPORS cards for plant operators
- Site specific Risk Assessments and Method statement
- COSHH assessment for products used
- Manual Handling assessments

2. Work Activities

The following activities must be considered in your RAMS as a minimum:

- Working on construction sites (i.e. inductions, working outdoors)
- Safe digging practices including EUSR training and certification
- Safe excavation works, e.g. drag boxes, top boxes, shuttering, stepping, batters, etc.
- Edge protection for excavations including service trenches
- Temporary Works control measures
- Competency of plant operators (CPCS or NPORS only – no other accreditation will be accepted)
- Manual Handling
- Use of work equipment including all plant and other necessary work equipment including hand tools
- Environmental Management
- Waste Management
- Supervision, i.e. how the work will be supervised. Non-working SSSTS supervisor as a minimum
- Concrete pouring and laying of blocks for footings and foundations

3. Hazard Identification

We would expect to see the following hazards identified in your RAMS as a minimum:

- Lack of competency

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- Plant and pedestrian segregation
- Location of Underground Services
- Slips, Trips and Falls
- Persons falling from height, objects falling from height
- Heavy loads, repetitive movements, stretching, overreaching
- Occupational Health
- COSHH
 - Construction Dust
 - Use of Cement
- Working outdoors (i.e. heat/cold)
- Noise, Hand Arm Vibration (HAV) and Whole Body Vibration (WBV)
- Incorrect use of work equipment (i.e. plant, Stihl saws, etc.)
- Lack of or incorrect Personal Protective Equipment (PPE)
- Uncontrolled waste practices
- Watercourse and gully protection
- Lack of supervision
- Confined Spaces

4. Controlling the Work Activity Risks & Best Practice

RAMS and in particular method statements must give consideration to the following control measures where setting out the way in which works will be carried out

Competency

- All operatives must carry the appropriate CSCS, CPCS or NPORS skills card to have authority to enter site

Monitoring & Supervision

- A competent, suitably qualified non-working supervisor (SSSTS minimum) must be on site during works
- Safety, health and environmental monitoring checks and a formal report must be presented to Gleeson Homes Site Management on a weekly basis

General – Working on a construction site

- All operatives must present themselves to the site manager and sign in / out daily on arrival to site
- All operatives must adhere to the site specific working hours
- All operatives will complete a Gleeson Homes Site Induction
- All operatives are expected to play their part in keeping a tidy site
- All operatives will adhere to the site traffic management plan and pedestrians routes - & awareness of the "Thumbs Up"
- All operatives will report any accident / incident occurring on site immediately to the site manager
- All operatives will report an unsafe condition / near miss to the site manager immediately
- Hot Works in operation signage to be posted at the entrance to plot

Safe Digging and Underground Services

- Supervisor must be present on site during excavation and digging works
- Operatives to have understanding of safe digging practices in line with HSG 47
- This permit must be present with the operatives undertaking the works
- Permit must be closed out with Site Management following completion of works
- Cable Avoidance Tool (eCAT4+) and Genny to be used before breaking the surface

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Overhead services

- Understanding of GS6 and control measures to be in place to identify and protect overhead services

Safe Excavation Works

- Following the Safe Digging and Underground Services, supervisor to plan, organise communicate and review the excavations works to be carried out
- Excavations over 1.2 metres in depth to be planned, organised and reviewed with Site Management in line with the company's temporary works requirements
- All excavations to be demarcated and protected
- Suitable and relevant protection to be utilised in accordance with the excavation works, e.g. drag boxes, trench boxes, shuttering or other methods such as stepping and shelving, battering, etc. as per RAMS and temporary works requirements
- Falls from height into excavations must be suitable assessed and protected, e.g. top boxes or edge protection barriers to suitable heights, minimum 950mm handrail and no gaps or between guardrails exceeding 470mm
- Safe access and egress for excavations must be assessed and provided, e.g. ladder safe
- Excavations over 1.2 metres in depth to be suitably segregated, e.g. secured Heras fencing

Confined Spaces

- Works involving Confined Spaces must be planned, organised and communicated with specific measures included within RAMS
- Operatives must have competency and training in dealing with confined spaces
- Harnesses and other equipment must be suitably maintained and inspected
- Emergency control procedures must be included

Plant & Equipment

- Plant must only be operated by suitably competent persons with relevant and valid CPCS or NPORS card
- Operatives must be suitably trained and competent to use equipment safely, e.g. abrasive wheels
- Relevant documentation must be provided to Site Management upon plant arrival to site, e.g. thorough examination, lifting certification, etc.
- Weekly inspections must be recorded for all lifting and work equipment, including accessories
- Any defective plant or equipment must be taken out of use immediately
- Delivery of plant and equipment must be organised and communicated with Site Management to ensure safe delivery including protection of falls from height from vehicles, e.g. edge protection

Traffic Management

- Supervisor and operatives to communicate works with Site Management which may affect the site traffic management
- Operatives must follow the site traffic management plan
- Segregation (minimum metre high metal pedestrian barrier) must be installed between plant/vehicles and pedestrians
- Banksman must be considered and assessed in line with the work activities undertaken, as per RAMS
- Deliveries must be coordinated with Site Management considering the time and location of the delivery

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Public Protection

- All excavations and trenches within public areas must be suitably protected using barriers
- Relevant signage must be displayed whereby footpaths and roads are affected by works, e.g. raised ironworks, footpath closed
- All works undertaken within the public area must be segregated using barriers
- Plant activities in public areas must consider the use of a banksman if required

Manual Handling

- A manual handling assessment to be carried out for all expected work activities
- Larger materials may need more than one operative to assist in carrying
- Mechanical lifting aids must be available for operatives use on site and are to be provided by the contractor. These should include, (but not be limited to)
 - Kerb lifters
 - Pavement flag lifters

Occupational Health

- Working Outdoors
 - Exposure to sun for construction workers poses a high risk of skin cancer – operatives MUST have skin covered and/or protected with SPF 30
 - Shorts MUST not be worn on site
 - Appropriate protective clothing to be worn during inclement weather
- Hazardous Substances (COSHH)
 - COSHH assessments must be available for all relevant products used such as cement based products / Construction Dust
 - Cutting of products that give off silica based dust MUST be controlled via water suppression and suitable Respiratory Protective Equipment (RPE), minimum FFP3 mask

Environmental Management

- Works potentially affecting watercourses must be reviewed with Gleeson Homes Site Management to ensure they are planned, organised and communicated with continual monitoring and reviewing in conjunction with suitable control measures
- Surface water control measures must also be planned, organised and communicated alongside Site Management with further monitoring and reviewing
- Road gully protection must be installed
- Spill kits must be available for diesel/fuel bowers
- Diesel/fuel bowers must be suitably located and protected, e.g. within a bunded area
- Drip trays must be available for generators
- Control measures must be monitored
- Noise must be monitored to ensure it does not become a nuisance to neighbours
- Impact to other environmental issues must be considered and their relevant control measures reviewed, e.g. Tree Protection Orders and wildlife, etc.

Waste Management

- Tidy as you work to be adopted
- All waste to be removed from the work area at the end of the day
- All waste to be segregated in line with the Gleeson Homes waste management process on site
- Crushing on site to be planned and coordinated with Site Management, with consideration given to dust and noise levels
- All heaps, e.g. top soil, spoil, etc. must be suitably capped and battered once completed

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Personal Protective Equipment (PPE)

- Hard Hat, Hi Viz, Safety Boots as minimum with further consideration as per risk assessment for Eye Protection, Hearing Protection, Gloves & Respiratory Protective Equipment (RPE)
- Arc-flash and Flame Retardant PPE must be included as per specific RAMS
- RPE masks must be to a minimum FFP3 standard & operatives **MUST** be individually face fit tested to the mask being used

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