



SITE RULES & CONTACTS.

1.0 Project Directory

Client

Harvey Hillary

Tel:

Email

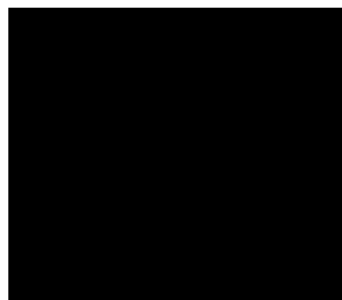
Client Agent / Project Management

Tel:

Email:

Principal Designer

MH Architectcs



Lead Designer / Architect

As above

Tel:

Email

Health and Safety Executive

Construction HSE office: -

Rose Court 2 Southwark Bridge London SE1 9HS

The Health and Safety Executive RIDDOR incident reporting centre contact number

Incident Contact Centre:
Caerphilly Business Park
Caerphilly
CF83 3GG

Serving of notices by the Health and Safety Executive

The Principal Contractor must issue written notification to the Client, Principal Designer and all named Designers within 24 hours of receipt of any of the following from the Health and Safety Executive:

- Fee For Intervention (FFI) (Current Rate £154.00 per hour)
- Improvement Notice
- Prohibition Notice
- Summons

2.0 Site Rules

These site rules will be made known to all persons on site by the display of the rules in both the Site Office, Canteen and through induction. Any person found having disregard for these rules will be requested to leave site immediately.

1. Working Hours are 08.00 – 18.00 Monday to Friday, 08.00 – 13.00 on Saturdays and not at all on Sundays or Public Holidays.
2. Hard Hats must be worn within the perimeter of the construction site when signage denotes as such.
3. Protective footwear is also to be worn within the perimeter of the site.
4. No alcoholic beverages are to be consumed during working hours.
5. No burning of rubbish will take place on site.
6. Only qualified scaffolders to erect, dismantle or adjust scaffolding.
7. Only certified operators are to operate relevant plant.
8. All materials are to be lifted with a mechanical aid if possible.
9. No tomfoolery or horseplay allowed on site.
10. Ladders are to be tied or footed when in use and made safe or stored when the site is closed.
11. Eye, ear and respiratory protection will be issued when the task requires and must be worn.
12. Trousers and short sleeved shirts are the minimum dress requirement.
13. All portable tools and temporary lighting should be 110v maximum.
14. Plant is only to be operated by trained, competent, authorised personnel aged 18 or over.

15. No excavation is to be entered unless authorised to do so by Site Management.
16. Do not leave any unprotected holes uncovered.
17. If chemicals are to be used ensure that you are acquainted with the COSHH Assessment.
18. All injuries, however trivial, must be reported and recorded in the Site Accident Book.
19. Ensure you know the Site First Aider and Emergency Procedures.
20. Keep welfare facilities clean and tidy and put all rubbish in bins provided.
21. Keep your work area tidy and do not leave rubbish or equipment where people can trip over it.
22. Do not attempt to lift any load which is too heavy for you, get help
23. Personal radios are not permitted on site.
24. Do not enter barriered off areas unless authorised to do so.
25. When entering a noise protection zone, always wear ear protection.
26. Reversing plant on site is forbidden, except with the aid of a banksman.
27. All deliveries are to be scheduled between 08.00 – 18.00.
28. Deliveries must be to times stated above.
29. Delivery drivers are to remain in vehicle unless unsheathing and or using welfare facilities.
30. Smoking is only to be undertaken in designated smoking areas. Smoking that is reported outside of this zone will be enforceable by fines.
31. All employees and operatives must always respect and behave in an appropriate manner to other users of the site including but not limited to clients and professional team/ design team members.
32. All employees and operatives must ask for permission to post all social media related to site and works. Failure to do so will result in expulsion from site.

3.0 Professional Safety Advisors Statement

where requested will provide health and safety advice and assistance. The service may include the provision of a comprehensive Health and Safety Management System and Policy. Services include but are not restricted to: General working guidance, covering various aspects of our client's activities enabling them to formulate risk assessments, safe systems of work (method statements) and audits. A helpline is available 363 days/annum.