

The Project Scope

The project is broken down into two parts; Part one being the regeneration of the new Railway platform and Part two being the refurbishment of the canopy.

The platform regeneration consists of demolition, and rebuilding of the platform using pre-cast units for the wall and incorporating Tactile and Block Paving for the finish.

The Safety Induction

The safety induction tells you how the safety is managed on site, and what the required safety standard is.

- Inductions are carried out at 8:15 am daily, and operatives are not allowed on site until they have been inducted. Anyone arriving late will not be able to start work until they have been inducted the following day.
- The induction covers the basis safety requirements, and these describe the requirements for the following:
 - Method Statements
 - Permits to work
 - Toolbox Talks
 - Certification for plant and equipment
 - Certificates of competency for site staff
 - Fortnightly safety meetings
- The induction introduces you to the site safety plan, which we need you to help enforce to create a safe site. The health, safety and welfare of everyone on site is our first and top priority. Everyone has a responsibility to safety, and site operatives with a bad attitude or disregard to safety will be removed from the site.

You must assume responsibility toward safety for yourself and your fellow workers.

Site Details

The Site address and telephone numbers are as follows:

Stoke Railway Station
Station Road
Stoke ST4 H30

Tel: 02304 675 342

Fax: 02304 675 433

Site Facilities

A payphone is situated in the canteen for your use.

There is a canteen situated next to the drying room and toilets. Please ensure that all are kept in a clean and tidy condition.

A boiler and microwave oven are in the canteen for your use.

Method Statements, Safety Briefings, ToolBox Talks.

Before any item of work commences the Method Statement s for the work will be explained so that the works can be carried out in a safe manner.

Whilst on site there will be Safety Briefings and Tool Box talks as appropriate. These will update you in both Health and Safety Procedures and Safe Working Practices.

Actions in the event of and accident

In the event of an accident however minor it MUST be reported it to the supervisor and ensure it is recorded. This is kept in the site office next to the main notice board.

Name and Details of the First Aider

There are 2 First Aiders on Site. Their names are ?. The locations are posted on the notice board along with the contact telephone numbers. Please note that they can only apply emergency First Aid.

Fire Precautions, Emergency Actions and Instructions

Fire Points are clearly marked with notices. Note that each Fire Point clearly signifies the type of Extinguisher and its purpose and function. There will be emergency fire drills on a weekly basis and instruction in the use will also be given by the site fire Warden.

In the event of a Fire the Siren/Bell will ring continuously. Staff will then assemble in the Area designated for that purpose. This is situated in the Main Car Park where it is marked with a large sign stating FIRE ASSEMBLY AREA.

Smoking Restrictions

All Al Khodari Offices, Canteens and Communal Area's are designated None smoking.

There are also areas, which are clearly marked by signs where smoking is not permitted for Safety Reasons. Smoking is permitted in the area specifically set aside for that purpose.

Site Rules

The notice board carries the site rules, which are specific to this site. Please ensure you read them and ask your supervisor if in doubt. Copies are here for you to take away but in brief they are as follows

1. No One is allowed on site unless they have been safety inducted.
2. This is a large site with many vehicular movements. Hard hats, Boots, and high visibility jackets must be worn at all times.
3. Work can not be carried out on site without adequate supervision, which includes safety competency and first aid training.

4. All work on site needs to be covered by a method statement, which has been approved by Al Khodari, and read and signed for by all the relevant contractor staff.
5. The site is a no smoking site because of the high levels of methane gas found on site, and the wooden first floor mezzanine area. The site cabins are also a no smoking area. Smoking is permitted in the site compound. The no smoking rule will be reviewed once the ground works are complete. Anyone found smoking on site will be removed from the site.
6. Plant on site needs to be certificated to show it is safe to use. Please make sure that the necessary paperwork arrives with the plant to prevent delays.
7. Lifting equipment, heavy plant, etc need to be inspected weekly and entered in a site register to confirm that they are in good condition.
8. Anyone operating excavators, dumpers, rollers, access platforms, petrol and electric disc cutters, hilti guns, hoisting equipment, cranes etc need to be certificated, and entered in the register.
9. Scaffolding will be provided by Al Khodari for use by other contractors. When the scaffolding is being erected, adapted or being dismantled, a No Not Use sign will be displayed. Do not use the scaffolding for any reason.
10. Al Khodari will provide suitable welfare facilities for use by everyone. These will be cleaned on a regular basis, but to maintain a high standard, please help by putting rubbish in the bins, and leaving the toilets in an acceptable condition when you have finished. This will help us to keep the facilities in an acceptable condition.
11. There are sufficient toilet facilities on site for use by all personnel. Anyone found urinating or fouling on site will be sacked, and the employer notified.
12. Cranes on site need to have a permit to lift before they can start work. This checks that the crane, operator, and banks men are certificated, and that the heaviest load is identified in the method statement.

Site rules that are relevant to specific trades only

13. A permit to Dig is required before any excavations are carried out. This will be issued by a Al Khodari member of staff, and is valid for that day and location only. Al Khodari will maintain a record drawing that identifies
14. A hot works permit is required for Oxy Propane work, Welding, or other works with a naked flame. The use of a disc cutter does not need a hot works permit, but care should be taken when creating sparks. Keep other site personnel out of the area, and sweep up combustible materials first.
15. Scaffolders need to work safely, and in general this is to the safety standard produced by the SASO which states when harnesses are required.

16. General Points

- ◆ electricity cable, Gas mains, Water mains, Telephone cables and specific Caterpillar services.
- ◆ Deep excavations for drainage
- ◆ Use of and working in the vicinity of construction plant
- ◆ Site traffic and vehicles movements including Caterpillar deliveries
- ◆ Confined spaces in connections to existing chambers.
- ◆ Lifting Operations
- ◆ Works at Height e.g. steel / cladding erection and services installation
- ◆ Use of hazardous substances i.e., concrete, paint, insulation wool

- ◆ These hazards will be identified, assessed and considered in Method Statements and Risk Assessments that will be produced and briefed to you.

Personal Protective Equipment

PPE is provided for your use. As a minimum that is Hard Hats, Boots and Hi Vis. Further items of PPE such as Goggles, Dusk Masks, Gloves etc are kept in the store and will be dependent on the work to be carried out. This will be explained in the Risk Assessment for the work as explained in the Method Statements.

Safety Procedures and Reporting

Any breach of Site or Safety Rules BY anyone should be reported to the line manager. Remember Safety is every ones concern.

Site Procedure e.g. Permits to work, Restricted Area's

The Method Statements will detail the site procedures for the item of work to be carried out. This may take the place of a Permit to Work/Dig/Enter/Hot Works etc. Procedures for buried services etc. COSSH information for materials etc

All personnel to show their certificate of competencies to the site manager for recording. These Certificates to be available at all times for inspection.

Certificates for vehicles, plant lifting equipment to be kept with the vehicle or in the Site Managers Office.

Traffic Management

The site notice board shows a diagram of how traffic is to travel on site. Basically there is a circular system with a way in and way out. Deliveries will report to the Site office and will be escorted at all times by a banks man as detailed in the Risk Assessments and Method Statement.

Maximum Speed on Site is 10 Mph

Client Rules

At the start and end of each shift there is a requirement to book in and book off. This for your safety and ensures all personnel are accounted for in the case of fire or accident.

Drugs and Alcohol

All personnel must abide by the Drugs and Alcohol Rules A copy of this is on the main notice board.

No drugs or Alcohol allowed on site at any time. Any infringement if suspected will result in tests being taken and will be subject to disciplinary procedures. Failure to give a sample for testing will be subject to the same procedures.

Specific site wide risks e.g.

- Contaminated Land
- HV Electricity
- Gas
- Confined Spaces
- Use of electricity
- COSHH
- Health Hazards
- Safe use of Plant
- Manual Handling

Safe Use of Scaffolding

No person should attempt to use scaffold until it has been certified as safe. This is shown by a system of tags that clearly state the condition of the scaffold.

Housekeeping Arrangements and Materials Storage

No materials can be left in a position or state where they may be deposited on the Railway Infrastructure. All movable materials must be kept in a safe store or secured so that they cannot be moved.

All other materials should be kept in storage according to the manufacture recommendations.

Environmental Issues – Water Courses, noise, dust, re-fuelling

It is required that there is an awareness and understanding of environmental procedures.

You should be aware of Noise, dust, spillage of fuel and any other pollutants that can affect the environment in which you are working. This will be covered in detail in Tool Box and Safety talks.

How to raise issues of a personal nature

Any problems of a personal nature can be raised in private in my office.

Personal responsibilities conduct and discipline.

All Staff have a personal responsibility to themselves and others for their conduct and discipline.

There are two levels to the discipline of operatives on site. These are 1, Serious offences and 2, Minor offences. Serious offences will result in immediate dismissal from site. Minor offences will result in a verbal warning, which is recorded against the induction record; a second minor offence will result in dismissal from site.

EXAMPLES OF SERIOUS OFFENCES

- ◆ Failure to obtain a permit to dig prior to any excavation even when hand excavation only – available from the Engineers.
- ◆ Failure to obtain, read and sign for a safety method statement for any operations defined as high risk.
- ◆ Failure to comply with any instruction from Al Khodari or Caterpillar personnel in respect of safety.
- ◆ Being under the influence and or use of Drugs or Alcohol
- ◆ Fighting and or abusive behaviour
- ◆ Using any item of plant/machinery without a CITB or CTA accredited certificate.
- ◆ Urinating anywhere except in toilets provided.

EXAMPLES OF MINOR OFFENCES

- ◆ Failure to book in at the start of each shift
- ◆ Not wearing a hard hat (This must be correctly worn the right way round)
- ◆ Not wearing a High Visibility (orange) vest. (This must be correctly worn, not tied around waist)
- ◆ Not wearing acceptable PPE when provided
- ◆ Smoking within Buildings
- ◆ Speeding Maximum 15mph

Open discussion.