

# HSD 118 - SHE Report

**Operating Company** R G Carter Southern Ltd  
**Project** ST0361 - Learning & Development Project Martlesham Police HQ  
**Site Address** Martlesham Heath, Portal Avenue IP5 3QS  
**DateSubmitted** Jul 20 2023 12:00AM

## General Details

**Project Description**  
**Report Number** 1  
**Project/Site Manager(s)** Nick Hawkins  
**Person(s) accompanying SHE Advisor** Nick Hawkins  
**SHE Advisor Name** Chris Cooper  
**Number of personnel on site** 4

## Ratings Summary

RAMS	CPP	Senior Management Inspections	
Temporary Works	Fire Plan / Assessment / Fire Points	COSHH	
SWMP	Asbestos Management	Training	
Emergency Plan	Accident Book / S1 / First Aid Provision	Daily Site Hazard Board	
SP18/27 Board	Security/Public Safety	Site Management	
S6 Inspection Registers pts 1-7	Competency Cards	Permits	
Excavations	Lifting Operations	Inductions	
Tool Box Talks	Take Twos	Manual Handling	
Housekeeping	PPE	Scaffolding	
Access Equipment, MEWPS Towers	Working At Height	Access and Egress	
Demolition	Mobile Plant	Guarding	
Road Conditions	F10, etc	Safety Notices	
Fuel Storage	Electrical Distribution	PAT Equipment	
Waste Management	Environmental	Dust/Noise	
HAVs	Welfare	Close-out	

## RAMS

**Category** Green

## CPP

**Category** Green

**Observation** The CPP was last reviewed on 13/07/23 and is current.

**Corrective Action**

**Corrective Action Date**

**Preventative Action**

**Preventative Action Date**

**Closing Comments**

Closed By Organisation allocated to		Closed Date Contact allocated to	
Senior Management Inspections			
Category	Green		
Observation	The last SMI was completed on 13/07/23.		
Corrective Action		Corrective Action Date	
Preventative Action		Preventative Action Date	
Closing Comments			
Closed By		Closed Date	
Organisation allocated to		Contact allocated to	
Temporary Works			
Category	Green		
Observation	Temporary works is being well managed and recorded in the registers.		
Corrective Action		Corrective Action Date	
Preventative Action		Preventative Action Date	
Closing Comments			
Closed By		Closed Date	
Organisation allocated to		Contact allocated to	
Fire Plan / Assessment / Fire Points			
Category	Amber		
Observation	There is a Fire Plan in place with all Fire points seen to be well positioned and in date. It was noted that the smoke detectors for the accommodation block have been covered to mitigate against activation from dust. This was requested by the Police Estates Officer. It has been agreed that all are covered during the day and 2 uncovered in the corridor at the end of the day so that they are functional after hours. This process is in place, however, I advise that the isolation and de-isolation of the these two sensors is controlled under a permit to work, as a safety system is being inhibited. These should be issued and closed out each day to record that the safe system of work is in use.		
Corrective Action	Discussed with Nick and agreed that these isolations be controlled under a permit.	Corrective Action Date	20/07/2023
Preventative Action		Preventative Action Date	
Closing Comments			
Closed By		Closed Date	
Organisation allocated to	R G Carter Southern Ltd	Contact allocated to	Nick Hawkins
Image (1 of 2)			
Image (2 of 2)			

COSHH

Category Green

SWMP

Category	Green		
Observation	Waste on site is being well managed with skips segregated and fenced off in a dedicated area of the car park. All rooms were seen to be clear of any waste materials and considering the works that have been carried out to date, this was good to see.		
Corrective Action		Corrective Action	Date
Preventative Action		Preventative Action	Date
Closing Comments			
Closed By		Closed Date	
Organisation allocated to		Contact allocated to	
Image (1 of 1)			

Asbestos Management

Category	Green		
Observation	The Asbestos survey has identified ACMs in the window board of both work sites. This has been communicated at induction and identified with stickers. No other suspected ACMs have been uncovered during the works.		
Corrective Action		Corrective Action	Date
Preventative Action		Preventative Action	Date
Closing Comments			
Closed By		Closed Date	
Organisation allocated to		Contact allocated to	
Image (1 of 1)			

Training

Category Green

Emergency Plan

Category	Green		
Observation	Good level of fire signage within work areas. The works have not impacted the Police HQ fire escape routes from the areas occupied by them. The escape doors from the work areas now remain unlocked as advised in the recent SML.		
Corrective Action		Corrective Action	Date

<b>Preventative Action</b>	<b>Preventative Action Date</b>
<b>Closing Comments</b>	
<b>Closed By</b>	<b>Closed Date</b>
<b>Organisation allocated to</b>	<b>Contact allocated to</b>
<b>Image (1 of 3)</b>	
<b>Image (2 of 3)</b>	
<b>Image (3 of 3)</b>	

Accident Book / S1 / First Aid Provision

**Category** Green

Daily Site Hazard Board

<b>Category</b>	<span style="background-color: #28a745; color: white; padding: 2px;">Green</span>		
<b>Observation</b>			
<b>Corrective Action</b>	<b>Corrective Action Date</b>		
<b>Preventative Action</b>	<b>Preventative Action Date</b>		
<b>Closing Comments</b>			
<b>Closed By</b>	<b>Closed Date</b>		
<b>Organisation allocated to</b>	<b>Contact allocated to</b>		
<b>Image (1 of 1)</b>			

SP18/27 Board

<b>Category</b>	<span style="background-color: #28a745; color: white; padding: 2px;">Green</span>		
<b>Observation</b>	There is no board erected due to space, however, all required information was on display.		
<b>Corrective Action</b>	<b>Corrective Action Date</b>		
<b>Preventative Action</b>	<b>Preventative Action Date</b>		
<b>Closing Comments</b>			
<b>Closed By</b>	<b>Closed Date</b>		
<b>Organisation allocated to</b>	<b>Contact allocated to</b>		
<b>Image (1 of 1)</b>			

Security/Public Safety

**Category** Green

#### Site Management

<b>Category</b>	Green		
<b>Observation</b>			
<b>Corrective Action</b>			<b>Corrective Action Date</b>
<b>Preventative Action</b>			<b>Preventative Action Date</b>
<b>Closing Comments</b>			
<b>Closed By</b>			<b>Closed Date</b>
<b>Organisation allocated to</b>			<b>Contact allocated to</b>
<b>Image (1 of 3)</b>			
<b>Image (2 of 3)</b>			
<b>Image (3 of 3)</b>			

#### S6 Inspection Registers pts 1-7

<b>Category</b>	Green		
<b>Observation</b>	All registers well populated and up to date.		
<b>Corrective Action</b>			<b>Corrective Action Date</b>
<b>Preventative Action</b>			<b>Preventative Action Date</b>
<b>Closing Comments</b>			
<b>Closed By</b>			<b>Closed Date</b>
<b>Organisation allocated to</b>			<b>Contact allocated to</b>

#### Competency Cards

<b>Category</b>	Green
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#### Permits

<b>Category</b>	Green		
<b>Observation</b>	2 x permits to use step ladders in place. These were used for short durations works which could have been accessed by a podium, however, due to the location in fire escape routes, stepladders were authorised.		
<b>Corrective Action</b>			<b>Corrective Action Date</b>
<b>Preventative Action</b>			<b>Preventative Action Date</b>
<b>Closing Comments</b>			
<b>Closed By</b>			<b>Closed Date</b>
<b>Organisation allocated to</b>			<b>Contact allocated to</b>

Excavations  
Category N/A

Lifting Operations  
Category N/A

Inductions  
Category Green

Tool Box Talks  
Category Green  
Observation Regular TBTs are completed, with the last few being on PPE, Housekeeping and HAVS.  
Corrective Action  
Preventative Action  
Closing Comments  
Closed By  
Organisation allocated to  
Closed Date  
Contact allocated to

Take Twos  
Category Green  
Observation There was a Take Two submitted for the painter using a sander with no dust extraction. This has been addressed and rectified.  
Corrective Action  
Preventative Action  
Closing Comments  
Closed By  
Organisation allocated to  
Closed Date  
Contact allocated to

Manual Handling  
Category Green  
Observation Due to the location of the accommodation on the first floor, there has been manual handling of materials up the stairs and demolition waste down them. This has had to be done in small quantities over time and managed between shared access. There are still some plaster boards which need to be brought up which are being cut down to size before bringing them up. These are still 2 man lifts but are a bit easier to manoeuvre up the staircase.  
Corrective Action  
Preventative Action  
Closing Comments  
Corrective Action  
Date  
Preventative  
Action Date

Closed By Organisation allocated to		Closed Date Contact allocated to	
Housekeeping			
Category	Green		
Observation	Considering the demolition works that have taken place, the housekeeping was seen to be very good and well managed.		
Corrective Action		Corrective Action Date	
Preventative Action		Preventative Action Date	
Closing Comments			
Closed By Organisation allocated to		Closed Date Contact allocated to	
Image (1 of 2)			
Image (2 of 2)			
PPE			
Category	Green		
Observation	PPE compliance was very good with no issues identified.		
Corrective Action		Corrective Action Date	
Preventative Action		Preventative Action Date	
Closing Comments			
Closed By Organisation allocated to		Closed Date Contact allocated to	
Scaffolding			
Category	N/A		
Access Equipment, MEWPS Towers			
Category	Green		
Working At Height			
Category	Green		
Access and Egress			
Category	Green		

Demolition  
**Category** Green

Mobile Plant  
**Category** N/A

Guarding  
**Category** Green

Road Conditions  
**Category** Green  
**Observation** Traffic Management is govourned by the Police HQ rules and there is a Plan in place to reflect this.  
**Corrective Action**  
**Preventative Action**  
**Closing Comments**  
**Closed By**  
**Organisation allocated to**  
**Corrective Action Date**  
**Preventative Action Date**  
**Closed Date**  
**Contact allocated to**

F10, etc  
**Category** Green

Safety Notices  
**Category** Green

Fuel Storage  
**Category** N/A

Electrical Distribution  
**Category** Green

PAT Equipment  
**Category** Green  
**Observation** PAT tests seen to be current and identified.  
**Corrective Action**  
**Preventative Action**  
**Closing Comments**  
**Closed By**  
**Organisation allocated to**  
**Image (1 of 1)**  
**Corrective Action Date**  
**Preventative Action Date**  
**Closed Date**  
**Contact allocated to**



Waste Management

Category Green

Environmental

Category Green

Dust/Noise

Category	Amber		
Observation	The control of dust was seen to be very good across both work sites. There was no dusty works taking place, however it is clear that there will have been. There were dust cubes and M class vacuums available for use when needed. As an observation, it was noted that there is a Henry vacuum in one of the rooms which has been used for housekeeping, but these are not suitably rated for picking up dust and may put the user at risk of exposure. I appreciate that it is only used for housekeeping with low levels of dust as an alternative to sweeping, but an M or H class vacuum should be used.		
Corrective Action	Please ensure an M class vacuums is used for housekeeping in areas with construction dust to minimise the risk of exposure.	Corrective Action Date	20/07/2023
Preventative Action		Preventative Action Date	
Closing Comments			
Closed By			
Organisation allocated to	R G Carter Southern Ltd	Closed Date	
		Contact allocated to	Nick Hawkins

Image (1 of 5)

Image (2 of 5)

Image (3 of 5)

Image (4 of 5)

Image (5 of 5)

HAVs

Category	Green		
Observation	The risk of HAVS is being very well managed on site, with good records of vibration exposure kept.		
Corrective Action		Corrective Action Date	
Preventative Action		Preventative Action Date	
Closing Comments			
Closed By		Closed Date	

Organisation allocated to

Contact allocated to

Image (1 of 2)

Image (2 of 2)

Welfare

Category 

Green

Close-out

Category N/A

Forward Risk Management

Inspection Sign Off

Forward risk management will include, manual handling of materials, control of dust, work at height and the most suitable selection of access equipment and the interface with the live Police HQ

Project Managers Signature



SHE Advisor Signature



Sign Off Time Jul 20 2023 12:57PM