

The following Minimum Standard is applicable on all projects

Introduction

A large proportion of our operations work in close proximity to members of the public, including tenants/occupiers of premises, who make up a diverse and varied cross section of society. Consideration must be given at all times as to whether the work activity could impact on the safety of members of the public.

Planning

Where it is reasonably practicable to exclude the public from work areas, this will be done by various means and measures such as decanting tenants, excluding occupiers or using HSG7 (child proof) fencing etc.

During the course of works, adequate and proportionate arrangements will apply at all times, to protect the public through the provision of footways, Guard rails, Barriers, Signage/Clear Communication (*also consider those with impaired vision, mental health problems, learning difficulties or those for whom English is not their first language*).

Work on the public highway or footway

All works must be carried out in accordance with Chapter 8 (in accordance with the New Roads and Street works Act (NRSWA) Code of Practice).

Fire access and Emergency routes

- To be kept clear at all times.
- Combustible materials will be controlled and stored only in appropriate areas and only in quantities that will be reasonably required for a day's work.
- All combustible materials will be removed from the site as soon as is reasonably practicable.
- Access/egress to any work premises for the emergency services must be maintained at all times.

Equipment and Housekeeping - particular attention will be paid to not leaving tools, materials or waste unattended.

All materials should be stored in appropriate areas. Effective provision will be made to prevent interference with the normal operation of the premises. No tools, equipment or hazardous substances should ever be left unattended, especially on premises used by children or other vulnerable groups.

Trip hazards such as trailing cables, toolboxes etc., must not be left unguarded whilst in use; use cable protectors and small Foldaway barriers where necessary.

All such items should be securely stored or removed when not in use. When work has stopped for the day: -

- Any perimeter fencing or barriers should be secure and undamaged
- All ladders should be removed or locked off so they cannot be used (to prevent unauthorised use)
- Excavations and openings should be securely covered or barriered off
- All plant and vehicles should be immobilised to prevent unauthorised use
- Bricks, plaster or pipework etc. and any other materials should be securely stacked to avoid toppling or rolling
- Flammable or dangerous substances should be removed and locked away in secure, well-ventilated storage facilities.

Any liquids that could result in slip incidents must be cleaned up

Protection against falling materials

Brick guards, sheeting or netting must be used on scaffolding to protect passers-by from lightweight falling materials; heavier materials will require scaffolding 'fans' or nets to provide such protection.

Suitable sheeting or screening must be used as protection when dusts or liquids etc., may affect passers-by. Sheeting will be used in accordance with the Unitas Temporary Works Standard- SHEMS-STD-GR-048 requirements.

Where powered hoists or gin wheels are used they should be installed in a place to which the public etc, do not have access.

Hooks with safety catches or 'safety hooks' should be used when lifting materials.

Loose materials or debris should not be allowed to accumulate on scaffold or other working platforms.

Debris should be transported from height to ground by hoist or debris chute, which leads directly to a covered skip.

Protection against dust, noise or hot work

The use of machinery that creates dust should be minimised wherever possible. If such tools are used, e.g. disc cutters, areas should be fenced off to contain dust or water suppression used.

'Hot work', e.g. welding, should be screened or fenced off as appropriate to contain sparks and infra-red/ultra-violet light etc.

Bitumen boilers or similar, should also be fenced off from unauthorised access.

All other reasonable measures are taken to minimise the noise produced and workforce exposure, e.g. remote location, noise barriers, shutting down when not in use etc.

Any machinery/activity/work area requiring hearing protection is identified and suitably marked using signs where possible and notified to those affected.

Development and Business

OPERATION – PROTECTION OF THE PUBLIC – OCCUPIED PREMISES CHECKLIST

Project:

Contract No:

Date:

Name of person undertaking check or safety monitoring:

Check		Complete	
1.	Have you consulted relevant Rams/SSOW?	✓	x
2.	Asbestos Register Consulted?	✓	x
3.	Familiarised with local rules?	✓	x
4.	Courteous Safe Vehicle Parking?	✓	x
5.	Emergency Procedures – including provisions and that routes or exits are not impeded.	✓	x
6.	Fire Safety, Hot work/Permits, Means of Raising Alarm/Fighting Fire and No Smoking rules.	✓	x
7.	Spill kit or means of mopping up available?	✓	x
8.	Dust reduction/removal provisions in place?	✓	x
9.	Waste Management Procedure adhered to?	✓	x
10.	Final Walk Around for close off inspection – missing tools/equipment etc.	✓	x

Signature

Date