

# HS12 - Safe Working Practice Manual

## Contents

HS12 - Safe Working Practice Manual .....	1
Introduction.....	3
Safe Working Practice Manual .....	3
Risk Assessment Method Statement (RAMS).....	3
Notes.....	3
Risk Hierarchy.....	4
Risk Assessments .....	4
Work Access & Workplace Provisions for Personnel .....	5
Safe Access .....	5
Safe Places of Work.....	6
Use of MEWPs & MCWPs (WPs).....	7
Safety Nets .....	8
Perimeter Guard Rails + toe boards.....	8
Secondary fall- restraint / arrest Equipment.....	9
Competency.....	10
Workplace Inspections and Reports .....	10
Site Access for Plant, Equipment & Materials.....	10
Plant & Equipment Access.....	10
Site Signage etc.....	11
Site Welfare Provisions .....	11
Attendances by Principle Contractor .....	11
Site Safety Training .....	12
Induction Training.....	12
Site Safety Training .....	13
Lifting Operations and Plant.....	13
Competency and Tests .....	13
Vehicle Movement.....	14
Accidents, Dangerous Occurrences and First Aid .....	14
Personal Protective Equipment .....	15
Waste Materials.....	16
CDM Requirements.....	17

Common Hazards.....	18
Weather .....	18
Work Equipment.....	19
Control of Substances Hazardous to Health (COSHH) .....	19
Noise .....	20
Manual Handling.....	21
Hot Work & Fire Prevention .....	21
Materials Storage.....	23
Document Review.....	24

## Introduction

### Safe Working Practice Manual

This Manual (SWPM) has been prepared by Met-clad Contracts Limited to demonstrate the Company's methods of Health and Safety Management on Construction Projects, and to detail the safe working methods to be used by operatives, employed by and used by the Company, in the operations normally undertaken by the Company.

The SWPM is intended for use as a reference document by all concerned in each Project; in-particular by the supervisors and operatives involved in the construction process and will be issued to them as part of the Company's Health and Safety Management System.

The SWPM is issued and controlled by the Company's SHEQ Director.

The SWPM sets out the way in which the Company has decided, under the requirements of the SHEQ Policy, and other documents forming the Company H&S Management System, to deal with the topics covered.

Acceptable alternative approaches to specific safety matters may be defined in some sections and should always follow the risk hierarchy. The Company's Contract and Site Management must consider these alternatives when arriving at a specific safe method for the element of work in question.

This safe method will then be described in the Safety Method Statement (SMS) for the Contract.

The SWPM is generic in nature and intended for use as a control document by management and controlled by the Company's SHEQ Director.

### Risk Assessment Method Statement (RAMS)

Each RAMS, using the SWPM and Risk Assessments as references, will indicate the way in which each topic is to be dealt with for the Contract for which it is written, and will set out the particular method(s) chosen where alternative approaches are possible and suggested in this SWPM.

The RAMS is specific to the Contract for which it is written, is for use by site management and operatives, and is written and controlled by the Contract Manager responsible.

Risk Assessments, incorporating Safe Work Methods, are issued with, and must be read as a part of, the RAMS. *Further reading see HS25 & Bulletin 15*

### Notes

Where reference is made to the PC throughout this document, such reference is to the Principal Contractor, appointed by the Client in accordance with the Construction (Design and Management) Regulations – 2015.

Similarly, any Designer appointed by the Client will be referred to as a Principal Designer to differentiate from any other designer involved in the construction process.

All individuals under the control of MCL on site, will be required to make proper use of all control measures - including any recommended item of PPE. They will also be required to report any defects in control measures to the Site Manager.

Safety bulletins and SHEQ Notes are issued from time to time to communicate Health and Safety lessons to all, they may be fully incorporated or referenced within the SWPM. In any event they are always available to all via Company Documents and at site induction.

## Risk Hierarchy

1. Eliminate the risk,
2. Guard the Hazard,
3. Protect the worker.

In all cases the above thought process should be applied to ensure safety on site, further information is available in [HSG guidance HSG33](#).

## Risk Assessments

The Management of Health and Safety at Work Regulations - 1992 place a legal responsibility on employers not to carry out work unless he has made a suitable and sufficient assessment of the risks to health and safety created by that work, and of the steps needed to be taken to control exposure to any hazards imposed.

In accordance with Regulation 2 of the Management of Health and Safety at Work Regulations - 1999, assessments are carried out of the risks to the Health and Safety of Employees whilst at work, and of other persons who may be affected by work carried out by the Company.

Risk Assessments cover all of the normal risks to which employees and others might be exposed, are prepared by the Company's Safety Advisors or by any competent person designated by the Company's Director Responsible for Safety.

## Method Risk Assessments

Method Risk Assessments (MRA) will be assembled within HandS Hq software and referenced in Company Documents and Register. All reviewed at least annually or as and when amendments are required.

Access to HandS HQ and a copy of the Company Documents and Register shall be maintained by each site Contract Manager, Project Manager and Site Manager;

*Further reading see HS25*

## Specific or Additional Risk Assessments and Design Assessments

Suitably trained and qualified Site Management may be required to revise, update or amend the company risk assessments to suit their particular site or work activity and produce new risk assessments for tasks not covered within the Metclad current method risk assessment list.

These may be defined as specific risk assessments (RA)

In addition to the Risk Assessments mentioned above, Specific Risk Assessments may be carried out by the Company Safety Advisors, or by a competent Manager or Senior Manager who becomes aware of any Specific Hazard presented by a specific Contract or method of working, either within or without the Company's premises.

Where appropriate each RA shall be added to the library of Risk Assessments within HandS HQ.

Where the Company is responsible for the design of any building element, or of any detail of a building element, or of any system of work; the Designer or Section Leader responsible for the design, detail or method shall carry out Design Assessments. Such Design Assessments shall comply with the requirements of the current version of the Company's Method Statement and Risk Assessment Procedure.

Risk Assessments (RA), including Design Assessments, shall be issued to all personnel affected by the hazard identified, and shall be included in all Safety Method Statements (MS). [Collectively known as RAMS.](#)

All Employees and Subcontract Employees are required to be familiar with the contents of all RAMS and relevant to their area of work, and to act in accordance with the recommendations contained in them.

The Site Manager will liaise and co-operate with the PC to ensure effective co-ordination of control on site avoiding any potential contradictions or conflicts to other operations on a project.

*Further reading see HS25*

## Work Access & Workplace Provisions for Personnel

### Safe Access

Access to the place of work, and the place of work itself, will be provided for all operatives; such access and places of work will be:

as required by, and in accordance with, any Risk Assessment carried out for the operation in question safe and suitable for the use to which they are to be put in accordance with the requirements of the Management of Health and Safety Regulation 1999

*further reading WAH Assessment HS08*

Access above ground level may be provided by any of the following items:-

- permanent staircases installed as the job progresses.
- personnel hoists provided, operated, and maintained by others
- Haki-type temporary staircases installed by specialist Sub-contract Company and regularly inspected by a competent person.
- Standing scaffold; provided with boarded platforms, ladders, toe boards and handrails.

The provision of suitable access on to the site, and provision for safe movement around the site and to the area of work at ground level, kept separate from any vehicular access, for personnel, is typically the responsibility of the PC.

Such access and provision for movement should:

- Provide acceptable and separate unobstructed, safe surfaces for the foot movement of personnel.
- Provide good, all round visibility.
- Be kept clear and clean at all times.

Attention is particularly drawn to the danger presented by projecting reinforcing bars/mesh; such projections should be properly covered and protected at all times to prevent injury to personnel moving about the site. Similarly uneven walkway surfaces are responsible for a significant proportion of injuries caused via slips trips and falls; regular inspections and housekeeping can prevent injuries.

In the case of access, for which the PC is responsible, to an area of work above ground level, such access should:

In the case of ladders, scaffolds or other temporary provision:

- be suitable for the intended use
- be regularly inspected
- be provided with a visible indication of serviceability (Scaff-tags)

In the case of permanent staircases, floors etc:

- be provided with suitable edge protection
- be kept clean and free from obstruction
- be provided with a means of artificial lighting if necessary
- In the case of personnel hoists:
- be properly constructed for the intended use
- be operated by trained personnel
- be properly inspected and maintained.

Contract Specific items will be noted in the SMS.

## Safe Places of Work

Reference may also be made to Health and Safety in Roof Work HSG33 – published by HSE

Safe Places of Work, above ground level, may be provided by any of the following items of equipment:

- Mast climbers fully installed and maintained by a specialist sub contract company (MCWPs)
- Mobile Elevating Work Platforms (MEWPs)
- Standing Scaffold; provided with boarded platforms, ladders, toe boards and handrails
- Lightweight Mobile Towers or Mobile Tower Scaffolds; provided with internal ladders, toe boards and handrails

Safe Places of Work, above ground level, may also be provided – in the case of roofing operations – by previously laid roofing materials which, in turn, are protected by suitable edge guard rails and by safety netting suspended below the steelwork (or other element) on which the roofing is to be fixed.

Guard Rails and Safety Nets may be provided by the PC, or by MCL. Details of such provision will be noted in the SMS.

Protection of fragile materials e.g. rooflights, vents, roof openings to be provided with either covers of a proprietary system or netted/crash deck from underneath or fixed barriers / handrails.

*Further reading see bulletin 5&11.*

**Eliminate the Risk** in the first instance - If we don't need to access the roof but can do the works from a MEWP, work from underneath or inside for example then this should be considered first.

We can also consider limiting works at height by fabrication and assembly offsite when appropriate.

### Use of MEWPs & MCWPs (WPs)

All operatives operating WPs must be in possession of a certificate of training/competency (a CPCS / IPAF card)

Choice of WPs, and positioning of WPs during lifts must be undertaken by someone with experience/training/competency in this task, and this choice recorded in writing.

The Lifting Plan and Assessment ([HS24 / HS46](#)) may be used for this purpose, but any other form is acceptable if required by the PC.

Daily & Weekly inspections and functionality checks must be carried out on all machines in use ([HS34 Inspection](#)).

Care must be taken not to overload the basket, the SWL is noted on each machine.

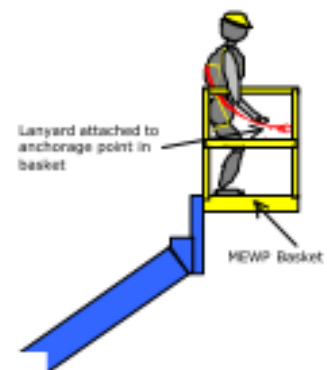
#### Boom and Articulated Machines

Harnesses with lanyards must be worn, and lanyards must be clipped on to anchorage point(s) provided in the basket of the MEWP, at all times ([HS35 Inspection](#)).

#### Scissor Lifts

Harnesses with lanyards must be worn, and lanyards must be clipped on to anchorage point(s) provided in the basket of the MEWP when required by the appropriate Risk Assessment.

*Further reading see bulletin 7*



**Guard the Hazard** - Erect roof edge protection handrail with haki tower for access, install nets or other means of collective fall protection such as air bags to underside wherever possible, protection for all workers.

## Safety Nets

In all cases where MCL is carrying out primary roofing operations (the laying of the primary roof sheet, or other element) safety nets must be provided.

Safety nets must be designed & fixed, in accordance with current safe practice, to the structural element on which the primary roof element is to be fixed.

Safety Nets may be provided by the PC, or by MCL. Details of such provision will be noted in the SMS.

Where Safety Nets are provided by MCL, the safe fixing of the nets will form part of the Risk Assessment and SMS for the operation.

Safety Nets will normally be fixed from MEWPs operating at Ground level or on a suitable suspended floor slab.

Safety Nets will be fixed to the structural element in such a way that the fixing itself will not present a hazard to anyone falling into the net.

All MCL's Supervisors and Foremen will be qualified to inspect safety nets, and will do so prior to any work being carried out (this does not replace the installers inspection regime).

*Further reading see HS37*

## Perimeter Guard Rails + toe boards

Edge protect guard rails must be designed, fixed and inspected according to regulation and current best practice.

Temporary barriers guarding against access to an exposed working edge should be set back at least 3m from those edges. These barriers may be a proprietary system.

Rifle type scaffold system must not be used as a protection against falls at roof edges.

Safe access outside of a protected area will be permitted only when operatives, wearing safety harnesses and lanyards, are attached to safe anchorages that will normally be positioned within the protected area, see below.

*Further reading see HS37*

If collective protection measures are not possible, then **Protect the Worker** - Use of man anchor and harness to provide fall restraint / arrest.

## Secondary fall- restraint / arrest Equipment

Such equipment may also comprise but is not limited to:

- Safety Harnesses (with suspension trauma straps) and Lanyards (with or without shock absorbers)
- Safety Lines/straps: Spansets or similar
- Inertia Reels and lines/straps
- Roof Anchors, connection points

Fall protection wires, man anchors and harnesses. Use only as a last resort as these are PPE and rely heavily on the operative conforming and using/clipping on at all times. They can also create increased hazards and risk by creating trip hazards and risk of entanglement to co workers.

Care to be taken when using this equipment as the distance to corners of roofs can be further than to the edge and therefore could result in a pendulum effect if the user falls over the edge.

Where secondary fall-arrest equipment is necessary, safe access must be provided to a 'protected' area at roof (working) level. This area can either be a protected area of completed roof deck, or (initially) by a protected boarded working platform (provided either by the PC or by MCL, as defined in the SMS) positioned outside, or just below, the area of the roof.

Safe Anchorages may be provided by:

Safety lines attached to safe anchorages on the building structure, or to tested and certified scaffolds attached to the building structure, or Roof Anchors suitable for the surface on which they are placed.

Use of leading edge Youngmans or roof trolleys complete with running lines and handrails. However when utilising these a further means of protection is required as they have to be moved forward to allow fixing of next tier of roof sheets which leaves an open edge at this point.

Access to roof using a cherry picker using harness which is to be clipped onto the roof safety system before climbing out of the cherry picker basket when there are no other possible alternatives to access the roof.

All roof safetyline systems to be the Latchways constant force 'type' posts and they must have a current in date test certificate.

Adopting fall arrest and fall restraint measures will require competent design and evidence of this must be included to the RAMS.

All fall arrest / fall restraint works solutions require consultation with the Health and Safety Management before being utilised.

Full site supervision and management is required when utilising these methods to ensure every person fully always complies with the method statement.

*Note: Work at height planning are to be undertaken for all works HS08.  
Work at height rescue plans are to be provided for all works MRA 42.*

## Competency

Competency of operators in relation to Access methods:

- All operatives operating a MEWP will be required to have current documentary proof of competency. (CPCS or IPAF Card is required)
- All operatives erecting or re-erecting a Lightweight Mobile Tower will be required to have current documentary proof of competency. (PASMA Card is required)
- All operatives using secondary fall-arrest systems must be trained (manufacturers instructions) in the erection and use of the system being used together with harness inspection & use of harness training.
- All operatives involved in fixing safety nets will be trained in this operation (FASET).
- All foremen and Supervisors will be familiar in the inspection of safety nets (FASET).
- All foremen and supervisors will be familiar in the inspection of roof edge protection handrails.

*Further reading see bulletin 10*

## Workplace Inspections and Reports

All workplaces (where specified in the Procedure) shall be Inspected and Reported on in accordance with the Company's Workplace Inspection Procedure HS28.

Contract Specific Items will be noted in the SMS.

*Note: Work at height planning are to be undertaken for all works HS08.  
Work at height rescue plans are to be provided for all works MRA 42.*

## Site Access for Plant, Equipment & Materials

### Plant & Equipment Access

The provision, without charge and at times to suit an agreed programme of works, of suitable access on to the site, and provision for safe movement around the site and to the area of work, for articulated lorries, cranes, MEWPs, and any other mobile equipment provided by MCL, is the responsibility of the PC.

Such access and provision for movement should:

- Provide acceptable, unobstructed, suitably flat and consolidated, safe surfaces for the purpose designated, taking account of the information provided in this Manual.
- Provide good, all round visibility and be kept clear and clean at all times.
- Not be impeded by other site activities during the course of roofing/cladding operations, except in areas previously agreed in writing between MCL and the PC.

Such access and provision for movement should be capable of remaining sound at all time, particularly after bad weather and sustained traffic movement.

Attention is particularly drawn to the danger presented by projecting reinforcing bars; such projections should be properly covered and protected at all times to prevent damage to vehicles.

Attention is particularly drawn to the need for maintaining any area clear of mud, on which materials are to be stacked. MCL cannot, and will not, be held responsible for the condition of materials if the ground conditions do not satisfy this requirement.

*Further reading see bulletin 6&9*

## Site Signage etc.

Appropriate barriers and/or signs must be placed to warn of the Company's operations, and to inform unauthorised persons not to approach or enter danger areas.

Normal places where barriers and/or signs should be used include:

- At the perimeter of established erection and/or lifting zones,
- As an exclusion zone below Metclad work area either in MEWP's, mastclimbers or on roof areas.
- At the perimeter of established Hot Work zones,
- At the entry points to areas of incomplete roof decking,
- To prevent use of ladders/scaffolding, tower scaffolds which are unsafe,
- To advise that specific PPE must be worn in an area.
- To warn of specific hazardous operations (noise, dust etc).

Operatives must also be aware of the importance of Safety Signs erected by other Companies working on a site.

Operatives should be warned not to ignore, disturb or move any barriers or signs placed by MCL or anyone else, without suitable authority.

## Site Welfare Provisions

The provision of all necessary Welfare Facilities will normally be the responsibility of the PC.

Facilities to be provided will satisfy The Construction (Design and Management) Regulation 2015 and The Health and Safety (First-Aid) Regulations - 1981 as amended in 2002, and will normally include:

Washing and Toilet facilities; Drying Room; First Aid Room and provision of First Aid Equipment; Mess Room with provision for the supply of hot water and a means of heating food (as a minimum)

Safe means of access to all facilities provided

Should the Contract require any or all Welfare Provisions to be provided by MCL, details of such Facilities will be noted in the SMS or CPP.

## Attendances by Principle Contractor

The following items are normally required for the satisfactory and safe execution of the contract:

- Provision of safe, clear, suitable, and demarcated access routes across the site and to the area of work of MCL operations. Such routes shall be kept clear of and separate from, particularly:
- Materials which could cause injury such as projecting reinforcing bars/mesh, unstacked materials, loose debris etc.; mobile plant and equipment; other contractors' operations
- Provision of safe, clear and suitable emergency routes from the site
- Provision of Safety Lighting (where appropriate and necessary)
- Provision of a permanently hardcored, flat, level, and unimpeded surface over all areas of the site required for access, storage and roofing/cladding operations; and for the operation of mobile tyred and/or crawler cranes, MEWPs and transport vehicles. Such areas may include areas outside the perimeter of the building, particularly where MEWPs are to be used. The surface shall be suitable for the operation of the vehicles used, and for providing a clean, uncontaminated surface on which materials may be laid out and assembled without damage or contamination of protective finishes.

- All Ground Beams, Pile Caps, Pile Heads etc. should be covered or ramped over to allow unobstructed and safe access for all personnel and mobile plant.
- All 'Starter Bars' which may protrude (eg from Ground Beams, Pile Caps, Pile Heads etc.) shall be bent over and protected by the covering/ramping noted above, or by the use of purpose made protectors, in order to prevent injury or damage to personnel and mobile plant.
- Provision of unimpeded and continuous access throughout the agreed delivery and erection period for transport vehicles, cranes and MEWPs, both on to and over those areas of the site required for access, storage and erection.
- Provision of all necessary structure and other builders work in accordance with the requirements of MCL, and the Client's Design Team.
- Provision of all necessary structure and other builders work at times to roofing/cladding operations to proceed unimpeded, in one continuous visit at the agreed time.
- Provision of all Fire Prevention facilities as detailed in the appropriate Section of this Manual.
- Protection of the Public

MCL's operations do not normally impinge on the public, and no specific requirements for protection are normally necessary.

Where the Company's operations do pose a risk to the Public, Specific Risk Assessments will be carried out relative to those operations and will outline methods of protection, systems of work etc. necessary for the particular situation.

Any Protective measures necessary, such as protected walkways, fans etc, will normally be the responsibility of, and be provided by the PC.

Any Attendance items provided shall satisfy the requirements of the Construction (Design and Management) Regulations 2015, where appropriate.

Contract Specific Items, and any items which the Contract requires to be provided by MCL, will be noted in the SMS.

## Site Safety Training

### Induction Training

It shall normally be the responsibility of the PC to carry out Site Induction Training of all operatives and supervisors prior to the commencement of work. This Induction should cover such matters as:

- Site Safety Rules; Emergency Procedures; First Aid provisions; Site Access Routes; Details required by the CDM Regulations.
- If this Site Induction is not carried out by the PC, it will be carried out by MCL, following receipt of the appropriate site-specific information from the PC.
- In addition to the Site Induction noted above, MCL will carry out their own site induction and include additional Work Induction Training of all operatives. This additional Induction is not intended to duplicate PC inductions but will cover amongst other things;
  - SMS; Risk Assessments; Contract-specific Safety, Metclad safe systems of work,
  - A Register of Attendees will be completed for all Induction Training (TBT- AR).

## Site Safety Training

Site Safety Training, in addition to Induction Training, of all MCL operatives will be carried out by the presentation of Toolbox Talks at appropriate times.

Toolbox Talks will be presented by the Site Supervisor using the topics given in the current Index of Training Talks.

Toolbox Talks will always include a period for the discussion of safety matters requested by the operatives.

A Register of Attendees will be completed for all Toolbox Talks.

## Lifting Operations and Plant

The Lifting Operations and Lifting Equipment Regulations – 1998 (LOLER) as amended in 2002 place a legal responsibility on employers to ensure that any Lifting Operations carried out are adequately planned, and that all Equipment provided is suitable for the purpose for which it is provided; is maintained in efficient state and working order and is in good repair.

Reference has been made to the following documents in preparing this Section, and in preparing the Procedure noted below:

The Safe Use of Lifting Equipment – 1998 as amended in 2002: Guidance on LOLER – published by the HSE

The Safe Use of Work Equipment - 1998 as amended in 2002: Guidance on PUWER 98 - published by the HSE

Electrical Safety on Construction Sites - published by the HSE.

A Lifting Operations Procedure forms part of the Company's Procedures Manual, which is issued to each Site Manager

It is the responsibility of the appointed Site Manager to ensure compliance with this Procedure.

No piece of Equipment will be used on site that does not satisfy the requirements of the Procedure, and/or any appropriate Regulation.

All Lifting Operations will be under the control of 'Responsible Person(s)' either an appointed person or lift supervisor whose names are provided in the SMS.

All lifting operations will be planned, and a Safe System of Work prepared, in accordance with LOLER and MCL's Lifting Operations Procedure.

Crane(s) supplied by MCL and/or their appointed subcontractor(s), will be suitable for the purpose of lifting designated loads, within the designated safe working load.

Slings and lifting appliances supplied will be suitable for the purpose of handling the loads, within the designated safe working load.

## Competency and Tests

Crane Drivers will be provided who are competent and have current documentary proof of competency in the form of a CPCS Card.

Slinger/Signallers will be provided who are competent and have current documentary proof of competency, preferably in the form of a CPCS Card.

MEWPs (or similar man-lifting devices) supplied by MCL and/or their appointed subcontractor(s), will be suitable for the purpose of lifting men and equipment, within the designated safe working load.

MEWP operators will be provided who are competent and have current documentary proof of competency, preferably in the form of a CPCS Card.

All relevant Test and Examination certificates, in accordance with LOLER, for all Lifting Equipment, will be available for inspection at all times.

All operatives' proofs of competency will be available for inspection, prior to the commencement of erection.

## Vehicle Movement

Specific attention shall be paid to the requirements of The Construction (Design and Management) Regulations 2015, particularly with regard to:

- the steps to be taken to prevent the unintended movement of vehicles.
- the prevention of unauthorised riding on vehicles
- the prevention of vehicles falling into excavations
- the use of banksmen / slinger signallers

Contract Specific Items will be noted in the SMS.

## Accidents, Dangerous Occurrences and First Aid

The RIDDOR Regulations – 2002 (2005) place a legal responsibility on Employers to report, by telephone and in writing, to the enforcing authority, and to keep a record, whenever certain events occur.

Such events are listed in the Procedure noted below.

The Health and Safety (First Aid) Regulations - 1981 as amended in 2002 place a legal responsibility on Employers to ensure that adequate and appropriate first-aid provisions are made for employees sent to work away from the employer's establishment

The Construction (Design and Management) Regulations – 2015 require that all Accidents on a construction project be reported to the PC.

An Accident Reporting Procedure forms part of the Company's Procedures Manual, which is issued to each Site Manager. It is the responsibility of the Site Manager to ensure compliance with this Procedure (HS21).

The PC will normally make First Aid provisions for the project.

Irrespective of the provisions provided by the PC, MCL will ensure that the appropriate number of qualified First Aiders are present amongst its own workforce; and will provide a suitably sized First Aid box for their use.

## Personal Protective Equipment

The Personal Protective Equipment at Work Regulations - 1992 as amended in 2002 & 2022 place a legal responsibility on employers to provide suitable PPE to every employee who may be exposed to a risk to their health and safety. PPE shall be in accordance with the relevant part of the Regulations.

Reference has been made to the following documents in preparing this Section of this CP:

The Personal Protective Equipment Regulations – 1992 as amended in 2002 & 2022: Guidance on Regulations - published by the HSE

The PPE (EC Directive) Regulations – 1992 as amended in 2002 & 2022 - published by the HSE

It is the responsibility of the appointed Site Manager to ensure that all operatives are equipped with the PPE considered necessary by any Risk Assessment applicable to the contract.

The appointed Site Manager shall check all items of PPE to ensure that each carries the CE mark, and to ensure that each item is fit for use. In the case where this is found to be out of date then he shall organise suitable replacements.

The appointed Site Manager shall, where he considers it appropriate, keep a Schedule of all items of PPE in use by all operatives on a PPE Register Form.

Take care to ensure PPE is correctly specified e.g.

- Gloves, highest cut resistance can compromise dexterity and feel.
- Ear defenders should reduce noise to a safe level and not reduce all noise.
- PPE should be compatible and work together (fit and function).

The following items of PPE, and other safety equipment, are required to comply with this Manual, various Risk Assessments and the Safety Method Statements prepared by MCL. These represent a minimum requirement which may be superseded by project specific RAMS.

Item	Minimum standards	
Safety Helmet	EN 397, 50 joules & chin strap (colour to suit role as per <a href="#">Build UK Standard</a> )	
Safety Footwear	All safety footwear must meet EN ISO 20345 (successor to BSEN345), with <ul style="list-style-type: none"> <li>S3 classification which incorporates - 200 Joule Toecap Protection. Closed seat region (fully enclosed heel). Anti-static properties. Energy absorption of seat region. Water penetration and water absorption resistance, penetration resistance. Cleated outsole.</li> <li>SRC Slip rating SRA or SRB</li> </ul>	
Hi-Vis Waistcoats and/or Jackets	EN 471:2003, class 2 or class 3, Metclad logo	
Hand Protection	All gloves to meet EN 388:2016 with a B rating (5 Newtons) cut level 3, (ASTM / ANSI cut Level A2)	
Eye Protection	EN166	
Ear Protection	EN352, noise reduction to suit risk assessment	
Safety Harnesses	EN361, with suspension trauma straps	Project / task specific solutions to be adopted, designed by a competent provider.
Safety Lanyards	EN354, EN355	
Safety Lines	EN 795, class C	
Roof Anchors	EN795, ISO14567 & BS7883 class E	
Inertia Reels	EN360	
Respirator (dust protection)	EN140 & EN143 P3, JSP Force 8 and storage box / bag 3M Tester kit with collar FT30 and bitter solution.	

It is a requirement that all necessary equipment is provided and is available on every site before work commences.

## Waste Materials

Good housekeeping is essential on all sites. Waste material, if allowed to accumulate, provides an excellent starting point for fire and can be a source of tripping hazards and of cuts and abrasions to operatives and others on site.

The following rules must be complied with:

Unwanted materials must be collected at regular intervals and placed in suitable segregated skips

Collected waste material awaiting removal must be stored in an area away from temporary buildings, stores or equipment.

Rubbish must not be burned on site.

Consideration must be given to reducing waste, refer to E03 Sustainability report & E05 Aspects and Impacts.

## CDM Requirements

The Construction (Design and Management) Regulations – 2015 (CDM) impose requirements with respect to the health, safety and welfare of persons at work carrying out construction work, and of others affected by that work.

CDM provides Regulations on a number of aspects of work on construction site, the following Regulations affect the normal operations of the Company, and considered in this manual are noted below :

CDM Regulation	Topic	Section Title
17	Safe places of work	Work access / place provisions for personnel
22	Excavations	Attendances by PC
27	Traffic routes	Site access for plant, materials etc
28	Vehicles	Lifting operations and plant
29	Prevention of risks from fire etc	Fire preventions on site and emergency procedures
31	Emergency routes and exists	
30	Emergency procedures	
32	Fire detecting and fire fighting	
Schedule 2	Welfare facilities	
34	Temperature and weather protection	Weather
35	Lighting	Attendances by PC
24	Inspection	Workplace inspections and reports
24	Reports	

Reference should also be made to M40 CDM procedure.

## Common Hazards

### Weather

Adverse weather can have a serious effect on the safety and health of operatives working on roofing and cladding operations, whether on the ground or at height.

Weather conditions must constantly be monitored by the Site Manager and/or the Foreman, and work must be stopped should conditions occur which could put the safety or health of operatives at risk. Weekly Notes will give an indication of forecast, highlighting potential high risk conditions.

The decision to stop work must be taken by the Foreman, or by the Site Manager after consulting the Foreman.

Conditions which could have an adverse effect on the safe progress of work include:

- Rain or heavy dew - consider appropriate clothing, weather forecast, squeegee.
- High wind - use wind speed guides and Anemometers to measure.
- Frost, ice or snow - use appropriate footwear, delayed starts.
- Poor visibility - particularly if cranes are being used.
- Hot or cold temperatures and excessive periods of sunshine - consider frequent breaks / appropriate clothing / glasses / warm drinks.

*Note: Suggestions provided are guidance and not a definitive / exhaustive list. If in any doubt, please consult / revert via line manager.*

High Winds influence the safe operation of Cranes and MEWPs, and the use of these pieces of equipment should be closely monitored during windy conditions.

MEWPs should not be used in wind speeds higher than c.25-30 mph (Strong Breeze, Large branches in motion, Umbrellas used with difficulty) MEWPs will be provided with an indication of the safe working wind speed.

Mobile Cranes should not be used when loads become difficult to control, or when the Crane Driver deems that wind speed is too high for safe operation. Cranes should be equipped with a wind speed meter and will be provided with an indication of the safe working wind speed.

Tower Cranes will normally be equipped with a wind speed meter and a safe working wind speed. The Crane Driver, in this case, will be the sole judge as to when lifting operations should stop.

Whilst all reasonable efforts should be maintained to continue works if, at any time, a decision is taken by the Site Manager, the Foreman, or his Superiors, or the PC, to stop work because of adverse weather conditions, such a decision must be notified to the PC, and to MCL, in writing and within 24 hours.

At such a time, measures must be taken to ensure the safety of any partially fixed cladding or roofing elements and of any materials stored on site either at height or ground level.

A record of a secure site should be recorded in advance of any anticipated significant weather conditions using form HS04.

## Work Equipment

The Provision and Use of Work Equipment Regulations – 1998 as amended in 2002 place a legal responsibility on employers to ensure that any Work Equipment provided is suitable for the purpose for which it is provided; is maintained in efficient state and working order and is in good repair.

Reference has been made to the following documents in preparing this Section, and in preparing the Procedure noted below:

The Safe Use of Work Equipment – 1998 as amended in 2002: Guidance on PUWER - published by the HSE

The Safe Use of Lifting Equipment – 1998 as amended in 2002: Guidance on LOLER – published by the HSE

Electrical Safety on Construction Sites - published by the HSE.

The Construction (Design and Management) Regulations - 2015 - published by the HSE.

HS27 - Work Equipment Procedure forms part of the Company's Procedures Manual, which is issued to each Site Manager.

The appointed Site Manager shall, where he considers it appropriate, keep a Schedule of all items of Work Equipment in use by all operatives on a Site Work Equipment Register Form.

It is the responsibility of the appointed Safety Manager to ensure compliance with this Procedure.

No piece of Equipment will be permitted to be used on site that does not satisfy the requirements of the Procedure, and/or any appropriate Regulation.

All items of electrical work equipment used on sites will have an in-date PAT test certification

A Risk Assessment is available which assesses those risks posed by Work Equipment.

## Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations - 2002 amended in 2005 place a legal responsibility on employers not to carry out work which is liable to expose individuals to any substance which may be hazardous to health, unless the employer has made a suitable and sufficient assessment of the health risks created by that work, and of the steps needed to be taken to control exposure to any hazards imposed.

Reference has been made to the following documents in preparing this Section:

The Control of Substances Hazardous to Health in the Construction Industry - published by the HSC

A Step by Step Guide to CoSHH Assessments - published by the HSE

Control of Substances Hazardous to Health Regulations – 2002 amended in 2005: Approved Code of Practice - published by the HSE.

The Metclad Site Management will normally be the CoSHH Nominee appointed by the Company's Director Responsible for Safety.

The Contracts Manager will be responsible for ensuring that all necessary CoSHH Assessments (CAs) are available on each site, and for ensuring that such Assessments are available to all affected.

The CAs for each site will be submitted with the SMS, when noted in the SMS.

The Site Manager will liaise and co-operate with the PC to ensure effective co-ordination of control on site.

See also COSHH procedure ([HS22](#)).

## Noise

The Control of Noise at Work Regulations - 2015 place a legal responsibility on employers not to carry out work which is liable to expose individuals to any level of noise which may be hazardous to health unless the employer has made a suitable and sufficient assessment of the risks created by that work, and of the steps needed to be taken to control exposure to any hazards imposed.

Reference has been made to the following documents in preparing this Section:

- A Guide to the Noise at Work Regulations - published by the HSE
- Noise - Construction Health Hazard information Sheet No. 3 - published by the HSE

Noise emissions from the Company's operations on site will always be kept to a minimum level consistent with the operations being carried out.

General roofing and cladding operations do not cause high levels of noise, except where the mechanical cutting of metal sheets may take place. This particular operation is always of short duration. Operatives affected by the noise will be provided with hearing protection in accordance with the risk assessment; others who may be affected will be excluded from the vicinity of the activity, or advised - via their employers of the Noise Hazard present.

Plant used during operations, such as mobile cranes and mobile elevating work platforms, is always equipped with the correct silencing equipment. Inspections will ensure that any item of plant with an inefficient silencer is not used.

The Site Manager will be responsible for taking all necessary action on Noise Hazards.

The Site Manager will be responsible for monitoring the perceived level of noise and for ensuring that any additional Noise Assessment(s) are carried out for each site, at times which he feels are appropriate, and for ensuring that such Assessments are available to all affected. Such Assessment will normally include:

Identification of areas where the level of noise is likely to exceed 85 dB(A)

Determination of the risk of exposure & determination of degree of exposure

Decisions on actions needed to prevent or control risks, including recommendations on the type of ear protection required.

The Safety Representative will liaise and co-operate with the PC to ensure effective co-ordination of control on site.

See also Noise procedure ([HS52](#)).

## Manual Handling

The Manual Handling Operations Regulations - 1992 as amended in 2002 place a legal responsibility on employers to ensure that any Manual Handling Operations are eliminated, so far as is reasonably practicable.

In cases where Manual Handling cannot be eliminated the employer shall make a suitable and sufficient assessment of the risks created by that work, and of the steps needed to be taken to control exposure to any hazards imposed.

Reference has been made to the following documents in preparing this Section of this CP, and in preparing the Procedure noted below:

The Manual Handling Operations Regulations – 1992 as amended in 2002: Guidance on Regulations - published by the HSE

The Site Manager will be responsible for taking all necessary action on Manual Handling Hazards.

Manual Handling Risk Assessments are included in the Company Documents and Register, and is generally sufficient for all normal activities taking place during roofing and cladding operations.

The Site Manager will be responsible for monitoring Manual Handling Operations and for ensuring that any additional Manual Handling Assessment(s) are carried out for each site, at times which he feels are appropriate, and for ensuring that such Assessments are available to all affected. Reference may also be made to current HSE guidance.

## Hot Work & Fire Prevention

The proper and adequate control of 'Hot Works' is required to ensure that such works do not cause a fire hazard, or a hazard to people and materials from the hot products (sparks etc.) of such works, either at the time of the works or later.

Various Risk Assessments for hot works form the basis of establishing a safe system of work via HHQ RAMS.

A project Site Fire Safety Plan or the Health and Safety Plan will impose a Hot Work Permit system on any such works, MCL's Permit to work will satisfy the requirements of such a system. If a client Permit system is adopted this should be assessed as meeting the same requirement of our own. If not a duplicate permit must be undertaken HS26a.

The Company's procedure imposes the following rules:

- Before starting work the area must be cleared of all loose combustible materials where practicable and, if the work is to be carried out on one side of a division, the opposite side must be examined to ensure no combustible materials will be ignited by conducted heat
- Two suitable extinguishers must be at hand, and a careful watch maintained for outbreaks of fire whilst work is in progress.
- Gas cylinders must be stored in a vertical position in suitable cages when not in use, and must be fitted with a regulator and flash back arrestor.
- The area of hot-works must be subject to a two hour overwatch after work has finished (1 hour full time, 2<sup>nd</sup> hour every 20mins minimum).
- Piezo electric starter (no pilot light) flame torches must be used without exception.

The advice contained in [Fire Prevention on Construction Sites \(Edition 10 2023\)](#), published by Fire Protection Association (FPA), should be followed in every respect. Relevant points have been included in this section.

MCL have signed up to the [NFRC Safe2Torch](#) pledge and should follow the associated guidance and safety alerts.

*Further reading see Company Documents / Training*

Specific insurer requirements also apply.

*Further reading see Bulletin 16 & 35*

The PC shall appoint the Responsible Person, referred to below.

### Site Responsibilities

The Responsible Person is required to assess the degree of fire risks as the construction proceeds, and for formulating and regularly updating a Site Fire Safety Plan.

The Responsible Person must ensure that those items listed in Section 6.2 of the FPCS are carried out.

MCL will appoint a representative who will be responsible for working in close conjunction with the Responsible Person, in ensuring that all procedures established by the Responsible Person are adhered to by all personnel employed by MCL.

### Emergency Procedures

The PC should ensure that emergency procedures, access (entry and exit) routes, signs and a written procedure are established, in accordance with Section 7 of the FPCS, and guidance within [HSG168](#), notified to all operatives.

### Portable Fire Extinguishers.

MCL's Site Manager will be responsible for ensuring that suitable fire extinguishers are available at the site of any hot works operations, and in any site accommodation for which the Company is responsible.

All MCL personnel, involved in carrying out or supervising Hot Works, should be trained in the use of portable firefighting equipment.

### Site Storage of Flammable goods and LPG

The Responsible Person should ensure that those steps listed in Section 14 of the FPCS are carried out, and should ensure the provision of the necessary facilities for site storage of any materials to be used by the Company.

MCL's Safety Representative should ensure that all materials are stored in accordance with relevant Site Instructions.

### Plant

All internal combustion engines should be positioned in the open air or in well ventilated non-combustible enclosures

Fuel tanks must not be filled whilst the engine is running.

Spill kits will be provided for minor incidents.

## Materials Storage

MCL's Site Manager is responsible to ensure all materials are stored securely guarded against theft, damage, Fire or misuse by any third party.

Materials should also be guarded against the weather wind, all forms of moisture (rain, snow, frost, ice, dew etc.) and sun. Typical hazards to guard against include (this list is not exhaustive);

Windblown damage of and from materials insufficiently restrained, ensure control via lashings, nets, ballast etc appropriate to the material in question. Do not split packaging until required.

Water damage to finishes and or ingress to porous materials & packing due to lack of protection, controls typically include storage indoors or off the ground and under waterproof tarpaulin or equivalent.

UV damage to materials from extended exposure to sunlight, protect via packaging and or UV stable opaque covering.

Fire damage from hot works or other sources of ignition.

*This document is by no means exhaustive and further reference should be made to supporting documentation as identified. Specifically, MCL Company Documents and Register and current industry best practice / guidance. If in any doubt always ask.*

## Document Review

Date of Review	Summary of Changes
16 <sup>th</sup> November 2012	Legal requirements and regulations updated
5 <sup>th</sup> November 2013	Reviewed and no changes made
19 <sup>th</sup> November 2014	Statement of intent wording updated
9 <sup>th</sup> January 2015	Statement on use of ladders and rifle type edge protection amended
12 <sup>th</sup> May 2015	CDM regulations amended to 2015 version
20 <sup>th</sup> November 2015	Statement added that Health and Safety is never compromised for any other objectives
22 <sup>nd</sup> November 2016	Reviewed and dates changed on statements of intent
17 <sup>th</sup> November 2017	Reviewed and dates changed on statements of intent Bunting changed to barriers on Page 17 CDM regulation numbers amended in accordance with CDM 2015 Short duration works access provision extended Version reviewed and amended to become more user friendly.
December 2018	Formatting updated, references added to updates. Consider all document references in future reviews.
January 2020	Annual review, re-order. Bulletin references added.
April 2020	Materials storage
May 2021	Further cross-references made, secondary fall arrest restructured, added HS04.
April 2022	PPE references updated.
May 2023	More x-refs, FPA guidance updated.
Sept 2023	Reviewed cross references, PPE guidance updated
March 2024	Hot works reviewed / updated.