



Persimmon

Health, Safety
& Environment
Department

MANUFACTURING INSPECTION HELPCARD



Persimmon
Together, we make your home

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Scoring criteria

4 SCORE

GROUP HS&E POLICY HAS BEEN FULLY MET

Meets the requirements of the Health & Safety Management System (HSMS), Policy and legal requirements

3 SCORE

MINOR NON-CONFORMITY WITH GROUP HS&E POLICY AND LIMITED IMPROVEMENT NEEDED

- Evidence of a risk but unlikely to result in personal injury
- Evidence of a risk but unlikely to result in an environmental minor incident
- Evidence of minor mistakes on supporting paperwork

1 SCORE

NON-CONFORMITY WITH GROUP HS&E POLICY AND WITH IMMEDIATE IMPROVEMENT NEEDED:

- Evidence of a risk of personal injury
- Evidence of a risk of environmental minor incident
- Evidence of significant mistakes on supporting paperwork

0 SCORE

MAJOR NON-CONFORMITY WITH GROUP HS&E POLICY AND IMMEDIATE IMPROVEMENT NEEDED:

- Evidence of a risk of imminent serious personal injury
- Evidence of a risk of imminent significant or major environmental incident
- Evidence that no supporting paperwork could be found or significantly out of date

I.e. if the HSE or Environmental Regulatory Authority observed the contravention they would issue a notice or commence a prosecution.

RECORD

- For 4 scores any examples of good practice, where applicable
- For 3, 1 and 0 scores the reason for the score with evidence (supporting photographs where possible)
- Any tasks with deadline for completion, if no deadline entered an automatic 7 days will be set
- If a 0 score issued the applicable work activity must be stopped until it has been made safe.
- This helpcard must be read in conjunction with HS&E Policies and Standards.

The Group HS&E Advisor may upgrade the score i.e. from 3 to 1 or 1 to 0 etc. if the issue has been noted on previous inspections and has not been rectified.

KPI 1

OCCUPATIONAL HEALTH

KPI 1.1 OCCUPATIONAL HEALTH: MANUAL HANDLING

What To Look For?

- ✓ Are Operatives struggling to move material by hand?
- ✓ Is there a significant amount of manual handling going on?
- ✓ Are there other means of moving materials such as pump/pallet trucks alleviating the need to move materials by hand?
- ✓ Have operatives had Manual Handling Training
- ✓ Where a significant manual handling operation is being undertaken, i.e. lifting of garage doors etc. then check applicable RAMS/ manual handling assessments

4 Score

Good practice would include:

- FLT being used to transfer bulk materials to place of unloading in order to minimise manual handling
- When possible bulk materials moved by mechanical means
- Raw materials (e.g. wood stock) placed as close as possible to work area to minimise the need for manual handling
- Workforce on site observed using good manual handling techniques in accordance with their RAMS
- General lifting of materials is being undertaken in a controlled manner
- Completion of the buyers/suppliers guide to include material weights
- Weights of materials available on site and this has been communicated to workforce
- Operatives made aware of risks via regular manual handling tool box talks
- Contractor RAMS deals with the hazard of manual handling
- Young Person Risk Assessment where applicable deals with the hazard of manual handling
- Where applicable other relevant task specific risk assessments deal with the hazard of manual handling
- Where applicable training records on site in relation to manual handling



KPI 1.1 OCCUPATIONAL HEALTH: MANUAL HANDLING

3 Score

- Manual handling equipment available on site but not being used
- Weights of materials not available on site and/ or not communicated to the workforce
- Minor mistakes with manual handling paperwork, i.e. RAMS has not been signed off by the relevant operative(s)

1 Score

- Mechanical lifting aids available on site but are not being used where required
- Poor manual handling techniques being used by operatives on site which could lead to an injury
- Major mistakes with manual handling paperwork, i.e. manual handling risk assessment required and has not been completed

0 Score

- Manual handling taking place which could cause significant personal injury to the operative undertaking it (i.e. excessively heavy or awkward loads unassisted)
- No mechanical lifting aids available on site which increases the risks of manual handling being undertaken without a safe system of work
- Systemic problem with manual handling paperwork i.e. no manual handling assessments available on site or significantly out of date showing that assessments not being undertaken



KPI 1.2 OCCUPATIONAL HEALTH: HAND ARM VIBRATION

What To Look For?

- ✓ Check there is a system in place to record vibration exposure levels?
- ✓ Are operatives aware of the permitted trigger time for the vibrating tool they are using?
- ✓ Check for maintenance regime for the vibrating tools
- ✓ Check that the hazard of vibration is covered in relevant RAMS

Vibration would be operatives using tools likely to exceed the Exposure Action Value / Exposure Limit Value

4 Score

Good practice would include:

- Operatives have a thorough understanding of the risk assessment/method statement and the maximum duration they can use a particular vibration equipment
- For operatives that use multiple vibration equipment daily, a system in place to calculate daily exposure to ensure the operative remains under the EAV Use of correct PPE
- Specific site induction training on vibration for operatives that routinely use vibration tools
- Specific equipment vibration risk assessments
- Appropriate operatives made aware of risks via regular vibration tool box talks
- Contractor RAMS deals with the hazard of vibration where appropriate
- Young Person Risk Assessment where applicable deals with the hazard of vibration
- Where applicable other relevant task specific risk assessments deal with the hazard of vibration
- Training records on site in relation to vibration where applicable
- Anyone exposed to vibration must have a fully completed record sheet of their exposure
- For operatives that use vibration equipment frequently above the EAV, occupational health surveillance in place



KPI 1.2 OCCUPATIONAL HEALTH: HAND ARM VIBRATION

3 Score

- Operatives using damaged equipment which could lead to a higher level of exposure vibration
- Regular vibration tool box talks not being completed
- Minor mistakes with vibration paperwork, i.e. a few missing vibration record sheets or operatives not signing risk assessments

1 Score

- Operatives using vibration equipment without vibration having been assessed
- Operatives using vibration equipment that has not been maintained in accordance with the manufacturer's guidance
- Operatives using vibration equipment without being inducted or trained
- Operatives using multiple vibration equipment without a safe system of work to calculate daily exposure
Operatives not wearing PPE
- Major mistakes with vibration paperwork, i.e. risk assessments not completed
- Operative using vibration equipment frequently above EAV and health surveillance not up to date

0 Score

- Operatives using vibration equipment without vibration having been assessed
- Equipment in poor condition with no evidence of any maintenance
- Operatives not following risk assessment/ method statement
- Systemic problems with vibration paperwork, i.e. no vibration assessments available on site or significantly out of date showing that assessments not being undertaken
- Operative using vibration equipment frequently above EAV and health surveillance not in place



KPI 1.3 OCCUPATIONAL HEALTH: RESPIRATORY PROTECTION

What To Look For?

- ✓ Are operatives wearing FFP 3 masks/ full face powered positive pressure respirator where required?
- ✓ Are FFP 3 masks/ respirator in a good state of repair?
- ✓ Can you see excessive dust on the floor?
- ✓ Where required is the water suppression fitted or being used?
- ✓ Check that the hazard of construction dust is covered in relevant RAMS

4 Score

Good practice would include:

- Operatives using FFP3 masks when producing dust
- If an operative is wearing a beard or facial stubble a full face powered positive pressure respirator is being worn
- Appropriate measures for cleaning of dust (vacuum not sweep wherever possible)
- Water suppression available and in use on site when sweeping
- In date face fit certificate for every operative required to wear an FFP3 mask (annually)
- COSHH assessments for dust, silica, MDF etc.
- Operatives made aware of risks via regular dust tool box talks
- Contractor RAMS deals with the hazard of construction dust
- Young Person Risk Assessment where applicable deals with the hazard of construction dust
- Other relevant task specific risk assessments where applicable deals with the hazard of construction dust

KPI 1.3 OCCUPATIONAL HEALTH: RESPIRATORY PROTECTION

3 Score

- Operatives using dirty RPE
- Regular dust tool box talks not being completed
- Minor mistakes with dust paperwork, i.e. face fit certificates been completed but not on site

1 Score

- Operatives encroaching into the cutting zone, not wearing RPE
- Major mistakes with dust paperwork, i.e. risk assessments not completed
- Excessive evidence of dust in work areas, which indicates LEV not being used
- Operatives sweeping when could have used a vacuum

0 Score

- RPE not being used or fit for purpose, i.e. operative not clean shaven/ wearing beard
- Water suppression equipment not being used when sweeping
- Face fit test not been carried out
- Systemic problem with dust paperwork, i.e. no dust risk assessments available on site or significantly out of date showing that assessments not being undertaken



KPI 1.4 OCCUPATIONAL HEALTH: SKIN PROTECTION

What To Look For?

- ✓ Are Operatives wearing the correct gloves/ RPE when using COSHH materials?
- ✓ Check that the hazard of working with COSHH materials is covered in relevant RAMS

4 Score

Good practice would include:

- All operatives using correct PPE/ gloves where required
- Welfare facilities adequate for washing / drying – warm water and adequate sized sinks
- 3 stage DEB system installed with barrier cream supplied
- Products in use are within the use by date
- Gloves made available on site where required
- Sun screen made available where required
- COSHH assessments for hazardous substances
- Operatives made aware of risks via regular tool box talks
- Contractor RAMS deals with the hazard of substances and activities that could cause skin damage
- Young Person Risk Assessment where applicable deals with the hazard of substances and activities that could cause skin damage
- Other relevant task specific risk assessments where applicable deals with the hazard of substances and activities that could cause skin damage



KPI 1.4 OCCUPATIONAL HEALTH: SKIN PROTECTION

3 Score

- 3 stage DEB system available but refills not readily available

1 Score

- Gloves not available on site should they be required
- Relevant COSHH assessments not supported with manufacturer's data sheet.

0 Score

- No 3 stage DEB system available
- PPE/ gloves not being worn where required
- Relevant COSHH assessments have not been completed



KPI 1.5 OCCUPATIONAL HEALTH: EYE PROTECTION

What To Look For?

- ✓ Are operatives wearing appropriate eye protection for the task in hand?
- ✓ Check operatives are not using fashion style sunglasses as eye protection
- ✓ Are there any mandatory eye protection zones to be observed?
- ✓ Check that the hazard of COSHH materials/ activities that could cause eye damage is covered in relevant RAMS

4 Score

Good practice would include:

- Correctly assessed eye protection has been provided and worn for the tasks undertaken
- Eye wash available
- The work area has been segregated to prevent other operatives from being struck by flying particles/ sparks, i.e. use of signage or screens
- Eye protection made available where required
- COSHH assessments for relevant hazardous substances
- Operatives made aware of risks via regular tool box talks
- Contractor RAMS deals with the hazard of substances and activities that could cause eye damage
- Young Person Risk Assessment where applicable deals with the hazard of substances and activities that could cause eye damage
- Other relevant task specific risk assessments where applicable deals with the hazard of substances and activities that could cause eye damage



KPI 1.5 OCCUPATIONAL HEALTH: EYE PROTECTION

3 Score

- Eye protection has minor damage, i.e. scratched

1 Score

- Eye wash not available
- Eye protection being worn is not correct for the work being carried out
- Others working in the surrounding area who could be affected by flying particles are not wearing the appropriate PPE
- Eye protection not covered in the relevant risk assessment

0 Score

- Eye protection not being worn by operatives where required
- Guards or safety features on appropriate tools and equipment are not in place



KPI 1.6 OCCUPATIONAL HEALTH: NOISE PROTECTION

What To Look For?

- ✓ Are operatives using ear protection whilst using/ working close to tools that produce excessive noise?
- ✓ Are there any mandatory hearing protection zones to be observed?
- ✓ Check that the hazard of excessive noise is covered in relevant RAMS

4 Score

Good practice would include:

- Appropriate noise protection has been provided and worn for the tasks undertaken
- All equipment is maintained in accordance with manufacturer's instructions
- Signage warning of mandatory use of ear protection in place where appropriate
- Appropriate PPE available and being used
- Hearing protection made available where required
- Operatives made aware of risks via regular tool box talks
- Contractor RAMS deals with the hazard of activities that could cause ear damage
- Young Person Risk Assessment where applicable deals with the hazard of activities that could cause ear damage
- Other relevant task specific risk assessments where applicable deals with the hazard of activities that could cause ear damage



KPI 1.6 OCCUPATIONAL HEALTH: NOISE PROTECTION

3 Score

- Hearing protection has minor damage, i.e. minor cracks in ear muffs

1 Score

- Hearing protection provided is not correct for the work being carried out
- Operatives working close to the noise source/ task who could be affected by high noise levels and not using ear protection
- Hearing protection not covered in the relevant risk assessment

0 Score

- Operatives using hearing protection that is not in good condition, i.e. fit for purpose
- Operatives not using hearing protection where required
- High noise equipment used in confined working areas without proper noise assessment



KPI 2

EXTRACTION EQUIPMENT

KPI 2.1 EXTRACTION EQUIPMENT

What To Look For?

- ✓ Operations that create dust (machining, wood cutting, mixing of cement)
- ✓ Dust in the air and/or on the floor (can you taste dust in your nose or throat?)
- ✓ Extraction / filtration (LEV) systems in place – are they functioning
- ✓ Are Extractions systems and LEVs Maintained and Regularly Inspected to ensure they are working as designed?

4 Score

Good practice would include:

- Trained and competent operator in place
- Mobile extraction unit plugged to machine
- LEV system functioning and attached
- No build-up of dust and/or shavings around work station
- All extraction equipment serviceable
- Filtration equipment operating efficiently
- Extraction equipment in use when required
- Thorough examination certificates available
- Training records available
- LEV Inspection reports available and carried out annually
- Site operative induction
- RAMS/ SOP in place for the safe use of extraction systems



KPI 2.1 EXTRACTION EQUIPMENT

3 Score

- Failure to have LEV attached
- Failure to have mobile unit attached
- Excess build-up of wood dust around station
- Mobile units have not been emptied
- Minor mistakes with dust paperwork, i.e. training carried out but records not available

1 Score

- Lack of servicing of LEV system
- Filtration system requires cleaning
- Substantial opening in ducts which diminishes the performance of extraction service
- Major mistakes with dust paperwork, i.e. no in-date thorough examination certificate available

0 Score

- Extraction not in use when required
- Substantial openings in ducts that renders extraction system unserviceable
- Substantial non-compliance noted that could result in operatives being exposed to excessive wood dust
- Systemic problem with extraction paperwork, i.e. no RAMS/ SOP in place



KPI 3

STORAGE AND RACKING

KPI 3 STORAGE AND RACKING

What To Look For?

- ✓ High Level Racking in use and evenly loaded
- ✓ Max Working Load and weight distribution Signs affixed to racking
- ✓ Check all support pins in place
- ✓ Check for excessive bowing of support beams
- ✓ Check for damage to support beams/stanchions
- ✓ Where mobile plant are present are the support stanchions guarded
- ✓ Racking has a regular thorough examination by competent persons

4 Score

Good practice would include:

- Racking max weights to be displayed on racking
- All materials stored securely on racking supporting full weight of material
- Annual inspection of racking by a competent person to check for defects
- No damaged parts on racking
- Racking to be bolted down securely
- Inspection documents for the racking
- Supervisors check sheets to show visual inspection
- RAMS/ SOP in place for the safe use of extraction systems



KPI 3 EXCAVATIONS/ CONFINED SPACES

3 Score

- Racking area not clear for loading and unloading
- No maximum weights displayed on the racking
- Minor mistakes with racking paperwork, i.e. supervisor check sheets not recording visual inspections

1 Score

- Damaged parts not segregated or marked not for use
- Major mistakes with racking paperwork, i.e. no annual inspection by a competent person

0 Score

- Material stored in a manner that makes it unstable and likely to fall
- Systemic problem with racking paperwork, i.e. no RAMS/ SOP in place



KPI 4

PLANT AND EQUIPMENT

KPI 4.1 PLANT AND EQUIPMENT: FIXED PLANT

What To Look For?

- ✓ Machinery with moving parts securely guarded
- ✓ Interlocks and light beams etc. to stop machinery if danger areas are entered inadvertently
- ✓ Competent persons operating the machinery
- ✓ Inspection regimes in place and records available
- ✓ Operator checklists completed and available
- ✓ Lock Out (LOTOTO) Systems in place for Maintenance of Machinery

4 Score

Good practice would include:

- All plant/machinery to be in good visual condition and machine guards in place and operational
- Random inspection confirms all operatives to be competent and certified (tickets seen) to operate relevant plant/machine
- All alarms are working
- Keys not left in the machines when unattended
- All moving parts suitable guarded
- All guards are fitted to the machinery
- Young persons are suitably supervised when using high risk equipment
- 110v electricity supply is being used
- Correct transformers are used
- All extension leads are suitably protected
- Statutory inspections are conducted as required
- Operative induction records
- Plant service and maintenance agreements
- Weekly plant/ equipment registers
- Young person risk assessment where applicable
- RAMS/ SOP in place for the safe use of



KPI 4.1 PLANT AND EQUIPMENT: FIXED PLANT

3 Score

- Keys to electrical switchgear are readily available
- Access to electrical switchgear is left open
- Minor mistakes with fixed plant paperwork, i.e. weekly plant/ equipment registers lacking in detail

1 Score

- Operatives cannot produce certification of competency to operate equipment
- Machinery guarding is insufficient/ inadequate
- Extension leads require protection
- Alarms are not working/ in need of repair
- Major mistakes with fixed plant paperwork, i.e. relevant statutory inspections out of date

0 Score

- Operatives are not trained to operate relevant plant or equipment
- Alarms or safety devices overridden
- No guards fitted to the machinery
- Young persons are not suitably supervised when using high risk equipment
- Extension leads are in poor condition and require immediate attention
- PTW/ lockdown not being adhered to and operatives working on/ within the working machine
- Keys left unattended in machines
- Unauthorised personnel observed in electrical switchgear
- Systemic problem with fixed plant paperwork, i.e. no RAMS/ SOP in place



KPI 4.2 PLANT AND EQUIPMENT: MOBILE PLANT

What To Look For?

- ✓ On visual inspection does the machine look like it is in a good state of repair?
- ✓ When unattended are keys removed to a safe place?
- ✓ Is the machine being operated in a safe manner
- ✓ Are reversing cameras, seatbelt/ hazard warnings fitted and being used?
- ✓ Are mirrors present and correctly adjusted?
- ✓ Are daily/ weekly checklists completed?
- ✓ Check machine drivers, competent to operate the machine they are using (CPCS/ NPORS)

4 Score

Good practice would include:

- All plant to be in good condition and maintained in accordance with the manufacturer's instructions
- All operatives to be competent and certified to operate relevant plant
- All round vision (including reversing cameras where appropriate) is fitted and adjusted correctly
- All mirrors are in good order
- Warning beacons operating correctly (seatbelt and hazard lights)
- All reversing lights/alarms are working
- Keys are not left in machines or engines left running and unattended
- Seat belts worn by all ride on plant operatives
- The correct PPE for operating the relevant plant is being used, including ear-defenders and eye protection
- Operatives dismounting plant whilst being loaded (ride on dumpers)
- All Machine Drivers holds a nationally recognised training card (CPCS/ NPORS) and a full UK driving licence
- Daily/ Weekly Plant Checklists completed
- In-date Thorough Examination Certificates for any machines that are capable of lifting
- Contractor Risk Assessments and Method Statements which deal with the hazard of using plant and equipment
- Young Person Risk Assessment where applicable which deals with the hazard of using plant and equipment
- Other relevant task specific Risk Assessments which deals with the hazard of using plant and equipment



KPI 4.2 PLANT AND EQUIPMENT: MOBILE PLANT

3 Score

- Machine mirrors with minor cracks/ scratches
- Ride on Plant operator observed smoking in the machine
- Minor mistakes with mobile plant/ machinery paperwork, i.e. daily/ weekly checklist lacking detail

1 Score

- Seatbelt green beacon not fitted or working
- Rear view camera not fitted or working
- All-round vision is fitted but not suitably adjusted
- Seat belts not being worn by operatives
- Reversing lights/alarms are not working/in need of repair
- Major mistakes with mobile plant paperwork, i.e. daily/ weekly checklists out of date / RAMS not readily available

0 Score

- Operatives cannot produce certification of competency to operate equipment
- Operative not dismounting machines while being loaded (dumpers)
- Operatives are not trained to operate relevant plant or equipment
- No all round vision on ride on plant
- No reversing lights/alarms on ride on plant
- Operatives observed driving plant in an unsafe manner
- No guards fitted to machinery where appropriate
- Keys left in unattended machines
- Operator using mobile phone while driving/machine running
- Systemic problem with mobile plant paperwork, i.e. no daily checklist available/ risk not covered in appropriate RAMS



KPI 4.3 PLANT AND EQUIPMENT: WORK EQUIPMENT

What To Look For?

- ✓ Work equipment is being used or available for use and stored correctly
- ✓ Check condition of work equipment including any electrical supply
- ✓ Adequate storage arrangements for work equipment
- ✓ A maintenance/tool management regime is in place
- ✓ Work equipment operated by competent persons

4 Score

Good practice would include:

- All work equipment to be in good visual condition
- All work equipment users have the relevant competency, experience and training
- Random inspection confirms all operatives to be competent and certified
- Young persons are suitably supervised when using high risk equipment
- All relevant guards are fitted to the work equipment
- 110v electricity supply is being used
- Correct transformers are used
- All extension leads are suitably protected
- Tool management regime:
- Operator holds a nationally recognised training card
- Operative induction records
- Work equipment maintenance records
- Work equipment sign in/ out records
- Young person risk assessment where applicable
- Other relevant risk assessments
- Daily check sheets
- Weekly work equipment registers
- Applicable statutory registers
- Assessments which deal with the hazard of using work equipment
- Contractor Risk Assessments and Method Statements which deal with the hazard of using work equipment
- Young Person Risk Assessment where applicable which deals with the hazard of using work equipment
- Other relevant Risk Assessments which deals with the hazard of using work equipment



KPI 4.3 PLANT AND EQUIPMENT: WORK EQUIPMENT

3 Score

- Work equipment not in good visual condition
- Work equipment management regime not being adhered to
- Minor mistakes with work equipment paperwork, i.e. maintenance records lacking in detail

1 Score

- Operatives cannot produce certification of competency to operate equipment
- Guarding for the work equipment insufficient/ inadequate
- Extension leads require protection
- Alarms are not working/ in need of repair
- Major mistakes with work equipment paperwork, i.e. not record of recent maintenance checks

0 Score

- Operatives are not trained to operate relevant work equipment
- Alarms or safety devices overridden
- No guards fitted to the work equipment
- Young persons are not suitably supervised when using high risk equipment
- Extension leads are in poor condition and require immediate attention
- Systemic problem with work equipment paperwork, risk not covered in appropriate RAMS



KPI 5

TRAFFIC MANAGEMENT

KPI 5 TRAFFIC MANAGEMENT

What To Look For?

- ✓ Risk of collision between a person and machine, do you feel safe walking around site?
- ✓ Lack of vehicle control near pedestrians, i.e. plant reversing without a banksman
- ✓ Vehicles speeding
- ✓ Enough pedestrian walkways, which are maintained and free from obstructions
- ✓ TMP not present on site/ does not match the arrangements on site
- ✓ Check a traffic management assessment completed

4 Score

Good practice would include:

- Traffic Management Assessment completed
- Traffic Management Plan is current and displayed in site office and canteen
- Site entrance signage clearly indicates speed limits
- Suitable and sufficient pedestrian and vehicle segregation i.e. adequate barriers/ pedestrian only zones
- Pedestrian walkways are maintained and free from obstructions
- Appropriate controls are in place for reversing vehicles
- Roads are kept clear of mud and obstructions Where necessary, haul roads have been installed to provide one-way systems
- Appropriate car parking is available
- Appropriate speed restrictions and signage in place Suitable loading/unloading arrangements in place
- Appropriate material storage areas in place
- Any risks to members of the public are controlled and managed and detailed on the TMP, i.e. public rights of way
- Traffic Management Assessment has been completed and is up to date
- Regular Traffic Management Tool Box Talks



KPI 5 TRAFFIC MANAGEMENT

3 Score

- Minor issues observed on pedestrian walkways, i.e. minor trip hazards and uneven ground
- Minor mistakes with traffic management paperwork, i.e. TMP/ assessment lacking in detail

1 Score

- Operatives not using pedestrian walkways and observed in traffic routes
- Pedestrian and vehicle segregation is in place but requires immediate improvement, i.e. more barriers and/ or pedestrian walkways required
- Materials on the pedestrian walkways are forcing operatives onto the road
- Vehicles reversing without sufficient controls in place but pedestrians unlikely to be at risk
- Significant mud/ debris on the roads
- Insufficient speed restrictions and signage not displayed
- Risk of injury to members of the public through inadequate traffic management arrangements
- Major issues with traffic management paperwork, i.e. TMP/ assessment is out of date

0 Score

- There is no pedestrian/vehicle segregation in place
- Vehicles reversing without sufficient controls in place and pedestrians likely to be at risk
- Drivers not observing the speed limit
- Drivers observed driving whilst using a mobile phone
- No site speed limit set and signage displayed
- Systemic problem with traffic management paperwork, no TMP/ assessment been completed



KPI 6

SUPERVISION, FIRE & EMERGENCY ARRANGEMENTS

KPI 6 SUPERVISION, FIRE & EMERGENCY ARRANGEMENTS

What To Look For?

- ✓ First aid kit available
- ✓ AED is on display and is easily accessible
- ✓ Emergency evacuation assembly point easily accessible and signposted
- ✓ Fire Fighting Equipment readily available
- ✓ Means of escape to a place of safety evident
- ✓ Check fire plan/ assessment completed

4 Score

Good practice would include:

- Site supervisor presence on site
- Emergency arrangements clearly displayed and up to date
- First aid box, eyewash station and AED available
- Sufficient number of trained First Aiders and certificates displayed
- Fire Risk Assessment/ plan completed and on site
- Suitable fire muster point and signage in place
- Suitable fire extinguishers in place and with an in date test (annually)
- Suitable, sufficient and adequate fire alarms in place
- Suitable lighting where necessary is in place
- Access for emergency vehicles in place
- Fire drills being completed and recorded
- Fire plan/ assessment completed



KPI 6 SUPERVISION, FIRE & EMERGENCY ARRANGEMENTS

3 Score

- Emergency arrangements in place but not clearly displayed
- Emergency lighting is in place but minor improvement needed
- Signage in place but improvement needed
- Minor mistakes with emergency arrangements paperwork, i.e. fire plan/ assessment lacking in detail/ fire drills being undertaken but not recorded sufficiently

1 Score

- Suitable fire muster point and signage in place but not a suitable location
- Fire alarms in place but insufficient for the risk
- Extinguishers available but test out of date
- No lighting available in apartment blocks
- Major mistakes with emergency arrangements paperwork, fire plan/ assessment not match arrangements on site
- First aid equipment out of date

0 Score

- No site supervisor on site when work being undertaken
- No trained first aiders on site
- Insufficient arrangements for emergency vehicle access
- No fire drills taking place
- No first aid box, eye wash station and AED readily available
- Insufficient in date fire extinguishers available
- Insufficient fire alarms available
- Systemic problem with emergency arrangements paperwork, no fire risk assessment/ plan completed



KPI 7

WELFARE

KPI 7 WELFARE

What To Look For?

- ✓ Are welfare facilities clean and fit for purpose?
- ✓ Are operative having to travel excessive distances to use the toilet?
- ✓ Are separate female/ gender neutral toilets available?
- ✓ Do all facilities have hot/cold running water?
- ✓ Check welfare assessment completed

4 Score

Good practice would include:

- The Welfare Assessment in place and reviewed regularly
- The welfare facilities are suitable, sufficient and adequate for the number of site personnel
- Suitable staggered arrangements for canteen use are in place where necessary
- The facilities are clean and well maintained
- The toilets have hot/warm running water, 3 stage DEB system in place with barrier creams/soap and towels provided (including satellite facilities)
- Adequate number of sinks with plugs
- A canteen is provided with facilities for sufficient means to heat food and boil water
- Firefighting equipment is provided in the canteen
- If a mobile food canteen is provided a food hygiene certificate is in place
- Electricity testing records for compound/office and welfare facilities (before first use and every 3 months)



KPI 7 WELFARE

3 Score

- Welfare facilities sufficient but improvement needed, i.e. tidied up and surfaces wiped
- Stocks of barrier creams/ soaps and towels etc. running low
- Minor mistakes with welfare paperwork, i.e. welfare assessment in place but lacking detail

1 Score

- The facilities require thorough cleaning
- No separate designated lockable toilet for mixed use/ female only
- Toilets have hot/warm running water but there is no barrier creams/soap or towels provided
- Insufficient number of sinks with plugs
- No means of heating food or boiling water in the canteen
- Firefighting equipment is not available in the canteen
- Damaged/ broken toilet facilities
- Major mistakes with welfare paperwork, i.e. welfare assessment in place but does not reflect arrangements on site

0 Score

- Toilet facilities are not adequate for the number of people on site
- No hot/warm running water in toilet facilities
- No barrier creams/soap and towels provided
- Systemic problem with welfare paperwork, welfare assessment has not been completed



KPI 8

SITE SECURITY/ PROTECTION OF THE PUBLIC

KPI 8 SITE SECURITY/ PROTECTION OF THE PUBLIC

What To Look For?

- ✓ Is there an obvious risk to members of the public?
- ✓ Could a member of the public easily gain access to site?
- ✓ Are there sufficient warning signs in place around the site perimeter?
- ✓ Check a Public Protection/ Site Security assessment has been completed

4 Score

Good practice would include:

- Public Protection/Site Security Assessment in place
- All site boundaries/high risk work activities/materials storage are appropriately securely fenced off
- The fencing is fully double clipped, braced where necessary with the correct base supports in line with manufacturers/ suppliers instructions
- Where necessary fencing is secured to a structure by mechanical means
- Sufficient arrangements to control the access to and from site
- Warning signage are in place around the site perimeter
- Safety concerns line signage on main gates



KPI 8 SITE SECURITY/ PROTECTION OF THE PUBLIC

3 Score

- Warning signage is not suitable and sufficient
- Safety Concerns Line signage not displayed
- Minor mistakes with Site Security/ Public Protection paperwork, i.e. assessment not sufficiently detailed

1 Score

- Warning signage is not in place
- Fencing is not secured to a structure by mechanical means
- Fences are significantly damaged which could injure a member of the public
- Major mistakes with Site Security/ Public Protection paperwork, i.e. assessment in place but does not reflect arrangements on site

0 Score

- Site unprotected with either no fencing or substantial gaps in perimeter fencing
- Site access gates are not secured out of hours
- Fencing is not secured and unauthorised persons could easily access site
- The fence is damaged and unauthorised access could be easily gained through the damaged fence
- Systemic problems with Site Security/ Public Protection paperwork, i.e. assessment not completed



KPI 9

GENERAL SITE HOUSEKEEPING

KPI 9 GENERAL SITE HOUSEKEEPING

What To Look For?

- ✓ Does the site look tidy as you approach it/drive through it?
- ✓ Is there a risk of slips trips and falls due to rubbish/trade waste?
- ✓ Does the site look well managed?
- ✓ Is Access and Egress clear of obstruction?

4 Score

Good practice would include:

- Pedestrian walkways and working areas are clean, tidy and free from trip hazards
- Well marked walkways, access and egress is clear
- Waste materials are placed in suitable skips
- Skips are removed/ replaced when full
- The site is well managed

3 Score

- Minor improvement to working area ensure clean, tidy and free from trip hazards



KPI 9 GENERAL SITE HOUSEKEEPING

1 Score

- Significant improvement to working area to ensure clean, tidy and free from trip hazards
- Waste materials are not placed in suitable skips
- Skips are not removed/ replaced when full

0 Score

- Major improvement required throughout the site to ensure clean, tidy and free from trip hazards
- Materials on pedestrian walkways that could result in a slip, trip of fall



KPI 10

ENVIRONMENTAL

KPI 10.1 ENVIRONMENTAL: EMISSION TO LAND & AIR

What To Look For?

- ✓ Check that there is no visible dust blowing beyond the site boundary
- ✓ Are noise levels at the site boundary likely to cause nuisance to neighbours?
- ✓ Check that potentially dusty materials are stored appropriately i.e. in silos, storage bays
- ✓ Check dust emissions from silos and storage of aggregates
- ✓ Check that roads and surfaces are regularly swept to avoid accumulation of dust / debris which is likely to become airborne and cause nuisance
- ✓ Does the site have adequate provision to damp down roads and surfaces when required?
- ✓ Are vehicles sheeted / covered when delivering dusty materials?
- ✓ Check that site is recording daily checks for dust (as per permit conditions)
- ✓ Has the site received any complaints? Have these been recorded and actioned as necessary?
- ✓ Are noise control measures in place on site?
- ✓ Check maintenance records for any relevant plant / equipment which can impact upon generation of dust / noise

4 Score

Good practice would include:

- No visible dust blow-off from site, with adequate controls being implemented e.g. regular cleaning of roads, haul roads, damping down etc.
- No noise beyond site boundary which is likely to cause nuisance
- Monitoring taking place with actions raised, where necessary



KPI 10.1 ENVIRONMENTAL: EMISSION TO LAND & AIR

3 Score

- Low levels / localised issue causing dust to become airborne and blow off-site
- Low levels / localised issue in respect of noise nuisance / complaints
- Minor improvements required to control dust e.g. damping down haul road, stockpile etc.

1 Score

- Significant amount or repeated concerns of noise and or dust blowing off-site, without adequate controls in place
- Complaint(s) received from local community in respect of noise and or dust blow-off with evidence of poor site controls being implemented

0 Score

- Repeated issues in respect of dust suppression controls which are leading / have led to dust leaving site and complaints received
- Repeated issues in respect of poor noise controls which are leading / have led to excessive noise beyond the site boundary and complaints received
- Any breach of Local Authority (PPC) licence condition, if applicable



KPI 10.2 POLLUTION PREVENTION

What To Look For?

- ✓ Check that the silo area is clean / regularly cleaned, as to avoid run-off risk
- ✓ Are COSHH stores provided?
- ✓ Are liquids provided with adequate secondary containment?
- ✓ Gas bottles (must be locked in cages when not in use)
- ✓ Is COSHH stored away from drains / gullies etc.?
- ✓ Are small containers of fuel / items of plant stored on an EnviroPad when in use on site?
- ✓ Check that fuel bowzers are bunded, stored away from drains / gullies etc. (>10m)
- ✓ Check that an EnviroPad is provided for refuelling activities
- ✓ A spill kit must be within eye-shot of any fuel setup and readily accessible
- ✓ Check for evidence of minor spills on the ground
- ✓ Investigate further if evidence of spillages found – this may need to be recorded as an environmental incident
- ✓ Check that a good standard of housekeeping is observed throughout site
- ✓ Check for litter / debris along boundaries etc.

4 Score

Good practice would include:

- Silos have been setup >10m away from any drain, with all mix / slurry contained within working area i.e. not running off / entering drains
- COSHH stores provided for relevant materials / stored away from drains
- EnviroPads and spill kits provided by refuelling area
- Small jerry cans / items of plant stored in EnviroPads when in use
- No litter / debris observed along boundaries



KPI 10.2 POLLUTION PREVENTION

3 Score

- Evidence of minor spills of fuel / concrete etc. on ground which is localised and has not entered drains etc.
- Silo setup requires improvement to prevent pollution occurring
- Fuel bowser / tank left unlocked / no signage provided
- Bowser / bund filling with fuel
- Minor spills / drips observed
- Failure to use Enviropad when refuelling
- Spill kit insufficient e.g. requires re-stock
- Small fuel containers not stored on Enviropad or impermeable base when in use- no sign of spillage observed
- Gas bottle(s) not locked in cage
- COSHH store missing signage and or register not maintained
- Area(s) require improvement to housekeeping / litter along boundaries

1 Score

- Evidence of multiple / significant spills of fuel / concrete etc. on ground which is localised and has not entered drains i.e. is contained on-site
- Fuel setup within 10m of drain
- No Enviropad and or spill kit provided / readily accessible
- Small fuel containers not stored on Enviropad or impermeable base when in use with signs of spillages observed
- Multiple gas bottles not locked in cage
- COSHH items stored <10m from drains, gullies etc. and or no suitable spill kits for the products being used
- Significant areas require improvement to housekeeping / poor throughout
- Littering and windblown debris evident off site e.g. along roads / neighbouring properties etc.

0 Score

- Evidence of spills (fuel / concrete etc.) which have entered into drains and pose an immediate risk of pollution
- Significant spill or pollution event which has not been contained on-site with third party involvement e.g. clean up contractor, regulator etc.
- No and or poor controls evident for storage of COSHH, which poses an immediate risk of pollution
- No COSHH register provided
- Any activity which has led to an environmental incident
- Any breach of Local Authority (PPC) licence condition, if applicable



KPI 10.3 ENVIRONMENTAL: RESOURCES

What To Look For?

- ✓ Is the site taking steps to reduce carbon emissions / water?
- ✓ Are materials stored appropriately as to avoid unnecessary waste i.e. covered, stored internally, where required etc.?
- ✓ Are areas tidy and materials stored securely?
- ✓ Is there evidence of damaged materials owing to poor storage / practices?
- ✓ Is plant and machinery left idling unnecessarily?
- ✓ Are lights / appliances left on when not in use?
- ✓ Is the site wasting water i.e. not repairing leaks from hoses, leaving hoses on unattended etc.?
- ✓ Is legal and sustainable timber being procured / used?
- ✓ Is timber FSC or PEFC certified? Note- delivery tickets / orders will state this

4 Score

Good practice would include:

- Low energy light fittings are in use e.g. LEDs / machinery not left idling
- Actions taken on site to reduce water usage e.g. rainwater harvesting
- Water supply is metered and targets set to reduce usage
- Materials well stored throughout as to prevent damage e.g. perishable materials stored in containers and or internally
- Areas tidy and secure
- Records available which demonstrate compliance with Timber Chain of Custody (CoC) under FSC or PEFC
- Use of Grown in Britain timber



KPI 10.3 ENVIRONMENTAL: RESOURCES

3 Score

- Lighting left on in unoccupied / unused areas
- Plant left idling when not in use
- Opportunity identified to reduce carbon emissions whilst undertaking audit inspection
- Water leak observed e.g. from cabins, mortar silo etc
- Insufficient storage provided and or damaged materials observed
- Further information needed to evidence compliance with Timber CoC requirements

1 Score

- Numerous plant and or equipment observed idling when not in use
- Significant failings observed to reduce carbon emissions, where possible
- Significant wastage of water observed e.g. ongoing leak which was previously identified but has not been rectified
- Multiple items of materials damaged, owing to poor storage
- Inadequate evidence to demonstrate timber deliveries are compliant with Timber CoC requirements

0 Score

- Numerous or gross failure to plan or implement energy / carbon /water saving measures to support Persimmon Homes in reducing our environmental impacts
- Timber delivered and no CoC evidence available



KPI 10.4 ENVIRONMENTAL: WASTE MANAGEMENT

What To Look For?

- ✓ Is waste stored and segregated appropriately?
- ✓ Are skips clearly labelled to help promote segregation and recovery of waste?
- ✓ Is there evidence of cross contamination in skips / containers?
- ✓ Is waste stored appropriately i.e. covered skips to prevent windblown litter, where required
- ✓ Is the waste storage area tidy?
- ✓ Is there evidence of windblown litter around the site?
- ✓ Has provision been made for the separate collection of hazardous waste?

4 Score

Good practice would include:

- Waste is adequately segregated with signage in place
- Waste is adequately contained to prevent windblown material
- Hazardous waste is segregated from non-hazardous waste
- Site has a well-defined and managed process for recording / storing waste tickets
- WTNS / HWCNs are completed correctly



KPI 10.4 ENVIRONMENTAL: WASTE MANAGEMENT

3 Score

- Evidence of low-level cross contamination in waste skips / containers
- Signage missing from waste skips / containers
- Waste storage area is untidy and requires improvement
- Minor errors or omissions in waste transfer notes
- Check(s) not completed for waste carrier(s) and or waste disposal site(s)

1 Score

- Evidence of significant cross contamination in waste skips / containers
- Multiple signs missing from waste containers (skips, bins etc.)
- Check(s) not completed for multiple waste carriers and or waste disposal sites
- Evidence of waste not being segregated e.g. only mixed waste skips provided
- Waste storage area not fit for purpose e.g. skips overflowing with waste, waste not contained and stored over open ground
- Evidence of windblown waste / litter escaping from waste containers (but contained on site)
- Inadequate materials storage is causing unnecessary waste
- Significant no. of waste transfer notes missing or not readily available
- Significant errors / omissions on completed WTNs / HWCNs and are not legally compliant

0 Score

- Significant no. of DoC checks not completed / recorded in DoC Schedule
- Waste removed by an unlicensed waste carrier
- Waste removed to a site which is unauthorised to accept that specific waste type(s)
- WTNs / HWCN's not provided for waste(s) removed
- Hazardous waste mixed in with non-hazardous waste
- Evidence of windblown waste / litter escaping beyond the site boundary
- No provision made for the separate collection of hazardous waste



KPI 10.5 ENVIRONMENTAL: WATER MANAGEMENT

What To Look For?

- ✓ Are surface / storm drains adequately protected?
- ✓ Is the drain protection effective, well maintained etc.?
- ✓ Is the site drainage plan on display?
- ✓ Is there evidence of any pollutants entering / having entered storm / surface water drains?
- ✓ Check that any water discharges are 'clean and uncontaminated' at the point they leave site i.e. surface water drains, headwalls and or ponds.

4 Score

Good practice would include:

- Storm drains are protected with EnviroHorns or similar and are well maintained
- Site drainage plan is on display
- Evidence of storm drainage being regularly inspected with records available and protection replaced
- Water discharges from site are visibly clean & uncontaminated

3 Score

- Small improvements required to improve drain protection measures, but no sign of pollution
- Drain protection measures have fell into drain and require reset to maintain performance
- Possibility that a polluting substance may enter a drain e.g. liquids



Persimmon

Health, Safety
& Environment
Department

KPI 10.5 ENVIRONMENTAL: WATER MANAGEMENT

1 Score

- Storm drains not protected adequately, and evidence of small scale pollution event
- No drainage plan available
- A minor pollution event has occurred but not been reported

0 Score

- No evidence of drain protection installed with imminent risk of pollution / ongoing pollution
- Polluting substance has entered in the drainage system with imminent risk of pollution / ongoing pollution e.g. liquids
- Significant failing of drain protection which is leading to silt / sediment discharging from site
- Significant silt / sediment is being discharged which has / is causing a pollution



KPI 11

MANAGEMENT OF MATERIAL DELIVERY AND LOADING

KPI 11 MANAGEMENT OF MATERIAL DELIVERY AND LOADING

What To Look For?

- ✓ Vehicles booking in and out
- ✓ Vehicles observing the speed limit
- ✓ Loading and unloading procedures are they safe?
- ✓ Check a traffic management plan in place

4 Score

Good practice would include:

- All vehicles are booked in
- Vehicles observing speed limits and traffic management plan
- Correct loading procedure being adhered to
- Securing of loads being completed from the floor in authorised area
- Up to date traffic management plan which deals with management of material delivery
- Written booking in and out documentation

3 Score

- Delivery operative dismounts from vehicle in an unauthorised area
- Minor mistakes with material delivery paperwork, i.e. booking in and out documentation lacks detail



KPI 11 MANAGEMENT OF MATERIAL DELIVERY AND LOADING

1 Score

- Unauthorised delivery vehicle on site/ failing to report to control
- Delivery vehicle reversing without a banksman, where required
- Major mistakes with material delivery paperwork, i.e. traffic management plan does not cover arrangements for material delivery

0 Score

- Delivery operatives moving around in the area of plant operations
- Systemic problem with material delivery paperwork, i.e. no traffic management plan in place



KPI 12

TRAINING RECORDS

KPI 12 TRAINING RECORDS

What To Look For?

- ✓ Check 3 random operatives to ensure have been fully inducted (including providing competency card details/ evidence of training where applicable)
- ✓ Check training for operatives seen operating mobile plant or carrying out lifting operations

4 Score

Good practice would include:

- All operatives fully inducted (tested by checking 3 random site operative records)
- Site operatives hold the relevant competency/ training for the trade/ skill they are undertaking (tested by checking 3 random site operative records)
- Regular Toolbox Talks undertaken
- Appropriate approved RAMS/ SSOW on site
- All training records/ RAMS etc. are filed in an orderly way, so that a record can be easily found

3 Score

- Minor mistakes with training records, i.e. available but not kept in an orderly way
- Supervisor not completed Toolbox Talks as tasked by the Group HS&E Advisor



KPI 12 TRAINING RECORDS

1 Score

- Operative working on site and not been fully inducted (must be induction record)
- Operative working on site but does not hold competency card for trade/ skill they are undertaking
- Major mistakes with training records, i.e. RAMS/ SSOW not being approved and/ or available on site

0 Score

- Operatives carrying out tasks not trained to do
- Systemic problem with training records, i.e. RAMS/ SSOW not completed and signed by operatives





KPI 13

EVIDENCE OF WORKER ENGAGEMENT

KPI 13 EVIDENCE OF WORKER ENGAGEMENT

What To Look For?

- ✓ Check 3 random operatives to ensure have correctly signed in
- ✓ Operatives following RAMS/ SSOW

4 Score

Good practice would include:

- All operatives have signed into site (test by checking 3 site operatives records)
- Site HS&E Meetings are held quarterly and records displayed
- Whistleblowing and safety concerns line posters displayed on canteen notice boards
- Sites have sufficient arrangements for operatives to feedback on HS&E matters, i.e. comments sheets
- Operatives following RAMS/ SSOW
- Regular performance monitoring by management

3 Score

- Minor mistakes with sign in records, i.e. sign in times not accurate
- Operative not following RAMS/ SSOW but no risk of injury/ environmental incident
- Insufficient arrangements for site operatives to feedback on HS&E matters



KPI 13 EVIDENCE OF WORKER ENGAGEMENT

1 Score

- Site operative not signed into site
- Site HS&E Meetings are not held
- Operatives not following RAMS/ SSOW and risk of injury or minor environmental incident
- Operative H&S Notice not issued when requested by Group HS&E Advisor

0 Score

- Systemic problem with worker engagement records, i.e. operatives not routinely signing in
- Operatives not following RAMS/ SSOW and risk of imminent serious injury or major/ significant environmental incident
- Operatives actively discouraged to report HS&E matters



KPI 14

NOTICE BOARDS

KPI 14 NOTICE BOARDS

What To Look For?

- ✓ Notice board hold the relevant information and are neatly presented
- ✓ Site hazard board is up to date with current hazards highlighted
- ✓ Safety concerns line and whistleblowing posters displayed

4 Score

- Site Specific hazard board
- Traffic Management Plan displayed
- Whistleblowing poster displayed
- Safety concerns Line poster displayed
- H&S Law poster displayed
- H&S Policy Statement (Group and Regional) displayed
- Environment Policy Statement (Group and Regional) displayed
- Emergency Contracts/ Arrangements displayed
- Names and Photographs of First Aiders displayed
- Site Rules displayed
- Recent HS&E Alerts displayed
- Emergency/ Spill Response details displayed
- Environmental Permits/ Licences displayed



KPI 14 NOTICE BOARDS

3 Score

- Minor mistakes on notice boards, some information missing

1 Score

- Major mistakes on notice boards, key information missing, i.e. emergency critical information

0 Score

- No notice board, therefore no place to display information



KPI 15

MACHINERY CLEANING PROCEDURE

KPI 15 MACHINERY CLEANING PROCEDURE

What To Look For?

- ✓ Guards in place and in working order
- ✓ Lockout (LOTOTO) practices being employed to isolate ALL energy sources
- ✓ Machines clean and no obvious broken parts (including guarding/fencing)
- ✓ Light Guards and pressure trips functioning correctly
- ✓ Operatives trained and competent to carry out the task
- ✓ Safe access to clean machinery
- ✓ Safe escape route from machinery
- ✓ No Confined Spaces without specific SSOW/Permit Control

4 Score

Good practice would include:

- No risk of materials falling onto people working in the confined space
- No risk of persons being overcome by dangerous fumes or vapours
- Safe access/egress
- All appropriate signage on display
- Operatives fully trained for confined spaces and using a permit to enter
- Machines being regularly vacuumed and free from build-up of dust.
- Cleaning regime being adhered to and recorded on Supervisor's check sheets, where required.
- Lock off systems in place
- RAMS/ SSOW which deal with the hazard of cleaning machinery
- Contractor Risk Assessments and Method Statements which deal with the hazard of cleaning machinery
- Young Persons Risk Assessment where applicable which deals with the hazard of cleaning machinery
- Other relevant Risk Assessments which deals with the hazard of cleaning machinery
- Daily/ weekly cleaning records



KPI 15 MACHINERY CLEANING PROCEDURE

3 Score

- No appropriate signage
- Minor build-up of dust around the machine
- Minor mistakes with machinery cleaning paperwork, i.e. daily/ weekly cleaning records lacking in detail

1 Score

- Ladder access to confined spaces not suitably tied
- Access/egress to the confined space not appropriate
- Persons climbing out of confined space inappropriately
- Edge protection available but deemed inadequate
- Inadequate fencing off
- Isolation methods not employed
- Cleaning regime not being adhered to
- A build-up of waste materials hindering the operatives safe access/egress to machine working area
- Major mistakes with the machinery cleaning paperwork. i.e. operatives not signed relevant RAMS/ SSOW

0 Score

- Lock off procedures are not being adhered to
- Risk of materials falling onto people working in the confined space
- No edge protection in place
- Overriding safety measures to allow access
- No safe access/egress
- Confined space work identified and workers not trained/ no permit to work in place
- Excessive build-up of wood dust in machine areas, (which could be inhaled by the operative)
- Operatives sweeping large piles of wood dust, contaminating area for themselves and others
- Systemic problem with the machinery paperwork, i.e. no RAMS/ SSOW completed



KPI 16

PPE GENERAL USAGE

KPI 16 PPE GENERAL USAGE

What To Look For?

- ✓ Correct PPE is not being worn for the task in hand
- ✓ Management is not taking a robust approach to the enforcement of operatives wearing PPE

4 Score

Good practice would include:

- All operatives wearing the correct PPE
- PPE maintained in a clean and tidy condition
- PPE correct for task
- Where required task specific PPE identified in RAMS
- Site signage for PPE requirements is in place and displayed
- Regular toolbox talks on the use of PPE
- Suitable stocks of PPE

3 Score

- Minor issues identified with operatives PPE, i.e. unclean or temporary removal etc.
- PPE being worn incorrectly

1 Score

- Task specific PPE not being worn
- Major issues identified with operatives PPE, i.e. damaged or clearly not suitable (trainers)
- Insufficient PPE assessment in relevant RAMS

0 Score

- PPE not being used by a number of operatives across the site, showing systemic site management failures



KPI 17

WORK AT HEIGHT

KPI 17 WORK AT HEIGHT

What To Look For?

- ✓ Ladders not being footed or fitted with a stabiliser
- ✓ The task being carried out is clearly not a short duration task
- ✓ The ladder being used is not suitable for the task
- ✓ The ladder has clearly not been maintained and is in a dangerous condition
- ✓ Operatives using ladders whilst not maintaining 3 points of contact, i.e. carrying tools
- ✓ Check that the hazard of ladder use is covered in relevant RAMS

4 Score

Good practice would include:

- Ladders are established as the most suitable means of working at height by written risk assessment, i.e. access and egress / short duration tasks
- Ladders are located on a firm and level surface
- Ladders if in use are fit for purpose, i.e. stabiliser systems or are footed/tied
- Industrial grade ladders being used
- Operatives are not overreaching when using ladders
- When leaning ladders are used they are set at an angle of 75° or the 1:4 method is employed to prevent them from slipping
- Working at Height Assessments which deal with the hazard of working from height
- Contractor Risk Assessments and Method Statements which deal with the hazard of working at height
- Young Persons Risk Assessment where applicable which deals with the hazard of working from height
- Other relevant task specific Risk Assessments which deals with the hazard of working from height



KPI 17 WORK AT HEIGHT

3 Score

- Ladder being used and more appropriate means of completing the task at height
- Minor defects with the ladder but no risk of injury

1 Score

- Non industrial ladders being used
- Ladder work has been appropriately assessed but no written risk assessment in place

0 Score

- Major defects with the ladder and a risk of a person falling
- Ladders are not footed or not fitted with anti-slip
- Operative over reaching on ladders
- Unsafe act on a ladder (not maintaining three points of contact)
- Not a suitable sized ladder for the task
- Ladder work has not been appropriately assessed and no written risk assessment in place

