

## Visiting Site - Other things to consider...

- Joint Venture Projects like 4D or Optimise may have specific health & safety site rules and requirements – ensure you make yourself aware of what these requirements are before entering any JV sites
- Some Construction Sites have in place Hand & Eye protection policies and / or “NO RIGGER BOOT”. Ensure you know what the site policy is and have the correct PPE available before venturing on site
- Construction remains a high risk industry. Although it accounts for only about 5% of the employees in Britain it still accounts for 27% of fatal injuries to employees and 9% of reported major injuries. In 2010/11 there were:
  - 50 fatal injuries to workers.
  - 18 of these fatalities were to the self-employed. This compares with an average of 61 over the previous five years – including an average of 19 to the self-employed



## Visiting Site... What you need to know

During the course of your work, you may be required to go out of the office environment in which you normally work, to carry out a site visit. This may be common practice for the majority of Project Managers, Engineers and Designers and therefore as a result site visits may seem mundane and low risk. However do you really know what the Health and Safety risks and issues are and what you should do to protect yourself?

This quick reference guide has been prepared to help explain what we mean when we refer to ‘Site Visits’, the hazards you may encounter and some simple things you can do to minimise the risks and ensure both you and your colleagues can carry out your work safely.

### WHAT IS A SITE VISIT?

The basic answer is any visit to another working area that is not an Office Environment. For example: -

- **Construction Sites**
- **Process Plants**
- **Water Treatment Works** (*Waste or Clean Water, even for meetings*)
- **Any visits to Outfalls, Reservoirs, Pipelines etc.**
- **Meetings by the Roadside/Highways**
- **Meetings with 3<sup>rd</sup> Parties not in an office**

This list is not exhaustive; there may be others. Your knowledge and experience will tell you.

### WHAT ARE THE HAZARDS?

There are many potential hazards that we should be aware of when carrying out site visits. Some of the more common are:

- **Slips, Trips & Falls**
- **Working Near Water**
- **Working at Height**
- **Working Near Substances Hazardous To Health**
- **Traffic Movements**
- **Incident or severe weather**

It's important that you take time to identify which hazards are present when visiting site.

### WHAT SHOULD I WEAR?

Different site visits will require different Personal Protective Equipment (PPE). For example: -

- **A visit to a construction site may require full PPE:** Hi Visibility Jacket, Safety Boots, Helmet, Gloves, Light Eye Protection and Ear Protection if required
- **A meeting in a small water treatment works (without going on the process side) will require:** sensible footwear; strong and sturdy shoes or boots (no high heels)
- **A meeting near a highway will require:** a Hi Visibility Jacket

*The PPE should be suitable and appropriate for the risks*

### WHAT'S THE RISK?

Prior to carrying out a site visit you must ensure a Risk Assessment has been carried out. If there are any significant findings then these need to be recorded.

The Risk Assessment should identify what the site hazards are and what PPE you will require. PPE should always be regarded as the “last resort” to protect against risk to health & safety.

### WHAT IF I CAN'T FIND WHAT I NEED?

If a Risk Assessment that covers site visits is not available then you will need to carry out a site specific risk assessment or speak to the person responsible for organising the site visit.

Other people who may be able to help include:-

- **The Project Manager**
- **The Project Technical Lead or Design Manager**
- **Operations Manager/Site Manager/Site Supervisor** (*these are the people who can tell you what the current hazards are at the time of the visit*)
- **Your Local SHEQual Advisor**

**Don't forget:** Ensure that you sign in when you arrive on site or inform your line manager that you have arrived safely and request a site induction

### REMEMBER...

We all have responsibility for the safety and well-being of ourselves and

- Everyone is empowered to stop any unsafe activity, job or project.
- **STOP & ASK.** If you believe you're being instructed to do something which you feel is unsafe.

## References...

[HSG 150:](#) Health & Safety In Construction

[HSE L144:](#) Managing Health & Safety in Construction

[HSE INDG344:](#) The Absolutely Essential Health and Safety Toolkit