

Section 5

Managing Site and Field Activities



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Section Introduction

This section of the Health, Safety and Wellbeing Manual identifies key standards and procedures to successfully manage health and safety requirements for site and field-based activities. It provides managers and their team members with guidance through a series of signposts and current documents within the Health, Safety and Wellbeing Management System.

Your local Health, Safety and Wellbeing Advisor can assist where required, or alternatively contact us via email: safetyhealthandwellbeing@thameswater.co.uk

This section of the manual is separated into 4 parts:



Part 1 – Site Rules and Induction



Part 3 – Monitoring Health, Safety and Wellbeing in the Workplace

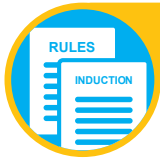


Part 2 – Managing Health, Safety and Wellbeing in the Workplace



Part 4 – Records

This section aims to provide guidance on using the core documents available from the Health, Safety and Wellbeing Management System.



Part 1 – Site Rules and Induction

To effectively manage site safety, it is important to define and communicate key information that ensures a person's safety. Key information must be communicated before work starts and includes an induction to the site at hand.

Establishing site rules

Managers must establish and define site rules and ensure that all members of their team understand and follow them. This includes on-site visitors and contractors as well.

Site rules should include, as a minimum, the following topics:

- Speed limits
- Use of mobile phones
- Traffic management
- Emergency arrangements
- Welfare arrangements
- Security arrangements
- PPE requirements
- Reporting of any unsafe conditions



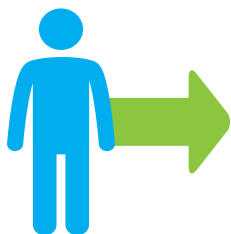
Communicating site rules

Communicate site rules via briefings. Provide additional support using signs and notice boards. Keep a record of briefings within the local health and safety records. Rebrief all members of the team on an annual basis as a minimum, or when conditions change.

Record briefings on the *SHE 13 Toolbox Talk*. If you use DVD's to illustrate risks, record this also on a SHE 13, together with the date and names of those attending.



Induction of new and transferred employees



New or transferred employees must be inducted into their role on the sites they will be working on. Induction includes:

- Identifying and delivering the necessary training.
- Providing suitable mentorship.
- A formal review to ensure new employees have gained the necessary experience to carry out their roles.

Line managers must complete the '*Health and safety induction checklist*' (*SHE 15*) as detailed in Section 4 (Managing People) of the Health, Safety and Wellbeing Manual.

The on-site health and safety induction must cover the hazards specific to the site and/or activities carried out on site. Suitable topics include:

- Fire precautions
- First aid arrangements
- Incident and hazard reporting
- Site-specific emergency arrangements
- Welfare arrangements
- Site rules
- Workplace hazards and application of risk assessments
- Waste management and housekeeping
- Occupational health monitoring arrangements
- Use, provision, replacement and storage of personal protective equipment (PPE)



Communicating site rules to contractors and visitors



Ensure there is an available visitor's book on site. All visitors must sign the visitor's book on arrival, and receive basic induction of the site and site rules. Visitors must be escorted while working on site. If visitors or contractors are to work alone, provide a full health and safety site induction and keep records of this.

Field-based activities

To effectively manage safety when carrying out operations in the field, it is important to ensure staff are suitably inducted. Lone working, safe driving, and personal safety are examples of topics that must be specifically covered.











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Part 2 – Managing Health, Safety and Wellbeing in the Workplace




The Health, Safety and Wellbeing Management System provides the tools and information to manage risk within the workplace. These tools and information are available from the Health, Safety and Wellbeing Portal. The following core documents are required to plan, implement and maintain an effective health, safety and wellbeing system throughout site and field activities:

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| Health, Safety and Wellbeing Manual |  Click here to access the documents | <p>Consists of the following individual sections:</p> <ul style="list-style-type: none">- Introduction (CEO commitment and policy)1. Roles and Responsibilities2. Activities and Forms3. Managing Risk4. Managing People5. Managing Site and Field Activities6. Managing in the Office7. Managing Contractors8. Control of Significant Hazards9. Safety Alerts10. Managing Incidents <p>Section 2 provides details on activities and forms, what needs to be done and how often, as well as records that must be maintained.</p> |
| Key Health and Safety Procedures (HSP) |  Click here to access the documents | <p>Provides further information on subject-specific documents; for example, confined spaces, face-fit testing, asbestos, etc. They aim to provide more detail on how to manage relevant risks.</p> |
| Health and Safety Information (HSI) |  Click here to access the documents | <p>Provides more detail, mainly for reference and information purposes.</p> |
| Essential Standards (ES) |  Click here to access the documents | <p>Provides a set of subject-specific documents, each illustrated with the aim of ensuring best practice. They detail the standards that we expect our staff and contractors to achieve.</p> |
| Health and safety engagement with contractors and suppliers |  Click here to access the documents | <p>Outlines our health and safety expectations, and requirements for suppliers or contractors who work for, or on behalf of, Thames Water.</p> |
| Risk Assessment Guidance and Toolbox Talk (RAG) |  Click here to access the documents | <p>Provides guidance on identifying hazards within the workplace, and a specific set of risk assessments and control measures that teams must be briefed on.</p> |
| COSHH Information (CI) |  Click here to access the documents | <p>Provides information on chemicals used throughout the workplace.</p> |
| Safety Alerts (SA) |  Click here to access the documents | <p>Provides a means of communicating urgent and important health and safety information in relation to plant, process or equipment. Safety alerts require immediate action.</p> |
| Health and Safety Briefing Notes (HSBN) |  Click here to access the documents | <p>Provides a means of communicating more general health and safety information. Also requires action.</p> |
| Occupational Health Guidance Portal page |  Click here to access the documents | <p>Provides further guidance on referrals, DSE, physiotherapy, fitness to work, health promotion, wellbeing, managing stress, occupational hygiene, and personal medical assessments.</p> |



Part 3 – Monitoring Health, Safety and Wellbeing in the Workplace



The Health, Safety and Wellbeing Management System provides the tools to monitor risk within the workplace. The following core documents are required to ensure compliance to regulation, and to identify opportunities to continually improve health, safety and wellbeing throughout site and field activities:

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| <p>Inspection checklists (SHE)</p>  <p>Click here to access the documents</p> | <p>These checklists are specific to site and field activities. They are available from Safeguard. Use them to assist in monitoring health, safety and wellbeing activities.</p> |
| <p>Health and safety activities calendar</p>  <p>Click here to access the documents</p> | <p>Provides a calendar of required activities, along with how often they must be carried out. The calendar helps to plan and track progress.</p> |
| <p>Review meetings (SHE)</p>  <p>Click here to access the documents</p> | <p>Provides a minimum set of topics for discussion at local-level meetings with regard to health, safety and wellbeing.</p> |



Part 4 – Records

Good record keeping is an important part of demonstrating an effective Health, Safety and Wellbeing Management System. Ensure records are easily accessible to all staff and contractors, and when an enforcement authority visits the site.

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| <p>Local health and safety records</p> <p>(Refer to Section 2, 'Activities and Forms', of the Health, Safety and Wellbeing Manual)</p>  <p>Click here to access the documents</p> | <p>Provides information on the records that must be kept and maintained within the Health, Safety and Wellbeing Management System.</p> |
| <p>Setting up 'red site files'</p>  <p>Click here to access the documents</p> | <p>Provides a central point for a site's health and safety information, which must be readily available to all staff and contractors. It also demonstrates an effective and controlled system for when an enforcement authority visits the site.</p> |