

Fire & Safety Consultancy
Safe System of Work



Activity: Health & Safety and Fire Consultancy Work on General Work Sites		Ref: HSF/Gen/SSW/001 Revision: 1 Issued: Sept 2021
Training required <ul style="list-style-type: none"> Professional Health and Safety Qualifications (NEBOSH Certificate or equivalent as a minimum) Professional Fire Safety Qualifications, where applicable 		
Plant & Tools required: As per individual site risk assessment		Plant & Tools required: As per individual site risk assessment
Personal Protective Equipment required: Mandatory PPE: None Individual Site Assessment PPE: Safety helmet, safety footwear, hi-visibility coat/vest, eye protection, hearing protection; suitable respirators/masks, disposable overalls and protective gloves to be available for use if situation requires		
H&S Legislation/Standards: <ul style="list-style-type: none"> The Health and Safety at Work Act 1974 The Management of Health and Safety at Work Regulations 1999 The Workplace (Health, Safety and Welfare) Regulations 1992 The Control of Substances Hazardous to Health (COSHH) Regulations 2002 The Provision and Use of Work Equipment Regulations 1998 (PUWER) The Manual Handling Operations Regulations 1992 The Work at Height Regulations 2005 		
Additional Reference Documents: (Applicable to nature of contract) <ul style="list-style-type: none"> Safe System of Work: HSED/Gen/SSW/001- Driving Safe System of Work: HSED/Gen/SSW/002- Lone Working Safe System of Work: HSED/Gen/SSW/005- Working In or Near Water Safe System of Work: HSF/Gen/SSW/004 – Entry into Confined Spaces Safe System of Work: HSF/Gen/SSW/005 – Use of Tower Scaffold and/or Mobile Elevated Working Platforms 		
General Site Environment:		
<p>To ensure the health and safety of consultants, regular monitoring of the weather must be carried out throughout the duration of a job. If consultants consider that weather conditions present unreasonable risks to their health and safety that cannot be adequately controlled, they must suspend their work activities and contact the Operations Manager, informing them of the circumstances. (Factors may include extreme rain, snow, ice, wind, heat, humidity, sunburn, glare and lightning).</p> <p>Consultants must ensure that tiredness does not become a health and safety hazard to themselves and other team members. Suitable time controls should be agreed with the Operations Manager, taking into consideration travel time, on-site time and the amount of required physical exertion.</p>		

Where consultant activities involve work on (or disturbance of) the fabric or structure of a building, the Operations Manager must ascertain from the client whether asbestos containing materials are present in the area of work and pass details to the consultants doing the work. Work should only proceed if it will not involve disturbance of any asbestos known to the client. Regardless of any available records or information covering the presence of asbestos, consultants must proceed with caution and be alert to the possible presence of asbestos when carrying out work that may disturb the fabric of a building. If it is suspected that asbestos containing materials are present, work must be suspended and the Operations Manager informed so that the actual presence of asbestos can be determined before proceeding further with the work.

Consultants must be observant to any established site Hearing Protection Zones (indicated by relevant signage) and wear appropriate hearing protection within those zones. Consultants should also wear appropriate hearing protection in any other (undesigned) areas where there is a risk of hearing damage.

Consultants must be alert to work areas where there is inadequate natural or artificial lighting. If there is inadequate lighting, where it is feasible, appropriate temporary lighting is to be used, if this will improve safety. Consultants should suspend work activities and inform the Operations Manager, where they consider poor visibility presents an unacceptable risk to safety that cannot be improved as above.

Site Vehicle Traffic/Moving Loads

(Moving Loads are Overhead Cranes, Fork Lift Trucks, Hoists, Telehandlers, Heavy Trucks, Chutes, Conveyors, etc)

The site induction should have identified to consultants any mandatory pedestrian and vehicular traffic routes and any restricted areas regarding traffic or moving loads. Consultants must adhere to any site safety rules on traffic/crane control.

Where feasible (depending on job requirement) consultants are to remain within designated pedestrian routes whilst walking around operational sites.

Hi-visibility coats (or vests) are the minimum PPE to be worn whilst outdoors on any operational work site where there is vehicular traffic or movement of loads. (See Specific Site Safety Rules). The PPE requirements stated within any site rules must be followed by consultants while on the site.

Notwithstanding the PPE requirements stated in any site rules, consultants should consider whether safety helmets and safety footwear are necessary to reduce risks from falling objects. Where deemed necessary, under no circumstances are consultants to walk around any outdoor areas of the work site while not wearing a hi-visibility coat or vest, safety helmet and safety footwear.

Consultants must continually assess the risks to their safety from vehicles and load moving plant operating on work sites. Particular attention is required to the nature of the vehicles as driver/operator visibility may be restricted by blind spots, e.g. reversing HGVs and crane operations. A safe working zone for such equipment is not always easily identifiable and so consultants in close vicinity of such operations must take extra care and not assume that vehicle drivers/plant operators can see them.

A high level of vigilance is to be observed whilst in traffic / moving load areas, paying particular attention to signage, vehicle noise/warning systems and blind corners. At ALL times consultants must have a safety point they can occupy to avoid oncoming vehicles and plant.

Site Activity/Process Hazards: (Physical)

The site induction should have identified the general physical hazards of the site and consultants must be vigilant to these whilst moving around operational sites. At all times while on site, Consultants must adhere to any site safety rules they have been made aware of.

If consultants consider that site housekeeping is of a poor standard such that it presents a significant risk to their safety, they are to inform their client or site manager of the issues that need to be addressed before they are able to proceed with their work. If the consultants consider their client/site manager is unable or unwilling to address any issues raised, they are suspending their work activities and inform their project manager of the circumstances.

Consultants must be alert to the physical safety risks of conducting their work activities on operational work sites. Particular attention is required where there are risks of falling from height, falls from same level, falling objects, being struck by moving objects, exposed live electrical conductors, unstable structures or walking surfaces and confined spaces. Ongoing judgement is required to ensure consultants' own health and safety and that of other people.

Site Activity/Process Hazards: (Physical) continued

No access equipment is to be used where the consultants have doubt as to the safety integrity of the equipment or if they consider the equipment presents risk of manual handling injuries. The Client or Site Manager has a duty to provide safe access and egress. If consultants consider that the available access creates a risk to their safety, they are to inform the Client or Site Manager who should rectify the situation. If rectification is not carried out consultants are to suspend work activities and inform their Project Manager.

Consultants must be alert to varying site conditions, taking into consideration changes in noise, vibration, temperature, hot or cold surfaces, and welding activities that may cause arc eye (welding flash). Appropriate PPE must be used when encountering these conditions.

Any exposed electrical conductors (wiring, junction boxes, etc) on the work site are to be treated as LIVE by consultants and contact must be prevented. If it is not possible to prevent contact with any exposed conductors, the Client or Site Manager (as appropriate) must be requested to provide evidence that the relevant electrical system has been isolated, or to take remedial action so that contact is prevented. Work should not proceed in these circumstances until consultants are sure they are safe from risk of electrocution.

Under no circumstances are consultants to ride on site vehicles and mechanical handling equipment, etc. unless the equipment has been designed to safely carry passengers.

During fire risk assessments, where consultants find it necessary to remove portable fire extinguishers from their mounting points, they must first assess the manual handling risks in terms of the load, task, workplace environment and their individual capability to carry out the task. Consultants should only proceed if they consider it safe to do so. Consultants must use safe manual handling techniques when handling fire extinguishers.

- For Confined Spaces: See HSF/Gen/SSW/004
- For Use of Tower Scaffolds and Mobile Elevated Working Platforms: See HSF/SSW/Gen/005
- For Working in or Near Water: See HSED/Gen/SSW/005

- If at any time consultants consider that the physical hazards encountered on site put their health or safety at risk

and the client is unable or unwilling to address them, they are to suspend their work activities and contact the Operations Manager to discuss the situation.

Site Activity/Process Hazards: (Mechanical)

The site induction should have identified the general mechanical hazards of the work site. Consultants must adhere to any site safety rules while on site.

Consultants must be alert to the mechanical safety risks of conducting their work activities at operational work sites. Particular attention is required where there are risks of entanglement, entrapment, impact or ejection of objects. Ongoing judgement must be made to ensure consultants' own health and safety and that of other people.

If consultants consider that the mechanical hazards encountered on site put their health or safety at risk and the client is unable or unwilling to address them, they are to suspend their work activities and contact the Operations Manager to discuss the situation.

Site Activity/Process Hazards: (Chemical)

The site induction should have identified the general chemical hazards of the work site. Consultants must adhere to any site safety rules while on site.

Consultants must be alert to the health and safety risks associated with any chemicals or other hazardous substances that are present while they conduct their work activities at operational sites and act to prevent unsafe exposure to the chemicals / hazardous substances. Particular attention is required around chemical operations/storage where there are risks of corrosive burns, inhalation of substances hazardous to health, fire and explosion. Consultants should make themselves aware of any site COSHH assessments at the start of the project and take all protective measures indicated in the assessment. Ongoing judgement must be made to ensure consultants' own health and safety and that of other people.

If at any time consultants consider that the chemical hazards encountered on site put their health and/or safety at risk and the client cannot address them, they are to suspend their work activities and contact the Operations Manager to discuss the situation.

Site Biological Hazards

When working near river / pond edges or sewers, consultants should ensure that all open wounds are clean and protected against ingress/contamination from rat urine which may carry Leptospirosis disease. Where necessary, appropriate PPE is to be used to prevent contact with rat urine and other harmful micro-organisms. On completion of work near water edges or sewers consultants should wash any areas of skin that may have been exposed to harmful micro-organisms. It is advised that all consultants carry a Leptospirosis Warning Card (Issued by the HSE: INDG84) which can be obtained from the Operations Managers.

When working in areas where there are large amounts of pigeon faeces (droppings), care needs to be taken that there is no disturbance of the droppings as this may allow inhalation of particles containing Cryptococcus or other harmful micro-organisms. If there is a possibility of disturbance, impervious disposable overalls and a suitable dust respirator should be worn in the area of the droppings. The requirement for a dust respirator may vary from a 'nuisance' dust mask for minimal disturbance, to a full-face respirator for major disturbance.

Where the Consultants observe discarded sharps (needles) and or discarded syringes, they are to make a note of exact location and report their findings to the Client, or Site Manager (as appropriate), to enable them to arrange suitable controlled disposal. Under no circumstances are Consultants to touch needles and syringes due to the unknown biological hazards. In the event of inadvertent contact with discarded needles or suspect contaminated broken glass that has broken the skin, the Consultant is to report such injury to the site first aid and if not available, seek assistance from the nearest appropriate medical establishment. All sharps injuries must be reported using the FSC1 Accident Reporting Procedure.

Specific High-Risk Areas

High Risk Areas can be determined as Radiation Protection Zones, Explosive Environments, Active Plant Rooms, Hazardous Chemical Areas, Roof Areas and External Fire Escapes, Ceiling Voids, Lift Shafts, Working in Car Parks, Working Over Water and Confined Spaces.

The site induction should have identified the high-risk areas of the work site. Consultants must adhere to any site safety rules while on site.

If consultants' work activities require entry to high-risk areas of the work site, to ensure safety, a high level of cooperation and co-ordination will be required between consultants and the Client or Site Manager (as appropriate). FSC1 work activities in high-risk areas must be carefully considered by the Operations Manager and the work may require a detailed specific risk assessment and the production of a safety method statement. (The Director can assist in this if required).

Depending on the level/nature of the "high risk" and the client's site safety rules, it may be a requirement that consultants are accompanied by a competent person from the site. If consultants are not accompanied by a competent person from the site and they are unfamiliar with the high-risk area, consultants should request that the Client, or Site Manager (as appropriate), arranges a safety tour of the area by a competent person before the start of consultant work activities.

Consultants are not to walk around roof areas or areas where there are exposed edges at height unless there is suitable safe access and fall prevention systems are installed. It is not envisaged that Consultants will require the use of fall restraint / arrest equipment and they should not use this equipment unless a specific fall from height assessment has been carried out and a safe system of work has been developed. This will require that fall restraint anchorage points have been inspected, a competent person has inspected the fall restraint equipment and the Consultant has received suitable and sufficient training on the use of such equipment.

If consultants' work activities require entry into active plant rooms, Consultants are to be particularly vigilant to plant room safety hazards including, trip and fall hazards, obstacles to movement, high ambient air temperatures, hot and cold surfaces, electrical switchgear (potential exposed conductors), high pressure fluid and gas lines, and the periodic automated operation of mechanical equipment.

Consultants involved in visually inspecting external fire escapes are to ensure they have seen evidence of the Client's formal inspection and maintenance program before accessing such escape structures. Under

no circumstances are the consultants to attempt to operate / test any cantilever / vertical ladder drop-down mechanisms; inspections are to be restricted to documentation only.

Where a project requires Consultants to carry out ceiling void inspections (head-pop through false ceiling panels), safety glasses must be worn for the removal of such panels and suitably tested/inspected FSC1 owned ladders are to be used for access to the false ceiling. The 'Initial Risk Assessment' will identify if portable ladders are to be taken to site. If entry is required to the ceiling voids, refer to the 'Confined Spaces Safe System of Work': (HSF/Gen/SSW/004).

Specific High-Risk Areas continued

Consultants are not to work in or directly around open lift shafts unless a specific safety risk assessment has been conducted and a safe system of work has been developed beforehand.

Consultants must be vigilant to the risks from motor vehicles during work activities in car parks especially, where these are enclosed such as in multi-storey buildings or underground spaces. Particular attention is required to lighting levels, vehicle emissions, blind corners and direct traffic routes. At all times while in car parks,

Consultants MUST have a safe place where they can step out of the path of an approaching vehicle.

- For Working in or Near Water: See HSED/Gen/SSW/005
- For Entry into Confined Spaces: See HSF/Gen/SSW/004

While on site, if consultants consider that the hazards encountered in high risk areas are inadequately controlled and that this puts their health or safety at risk, they are to notify the Client or Site Manager (as appropriate) with a view to remedial action. If the client is unable or unwilling to address their concerns, they are to suspend their work activities and contact the Project/Line Manager to discuss the situation.

Work in Domestic Properties

While working in domestic properties, Consultants are to be polite, courteous and avoid over familiarity with tenants to prevent any statement or action being misinterpreted, and which may later compromise the consultants and/or FSC1's integrity.

While working in domestic properties, if there are any signs of aggression from tenants, consultants are to leave the property on the grounds of their health and safety. The situation is to be reported to their line manager at the earliest opportunity.

Consultants are to ask domestic tenants if there are children present (young person's less than 16 years old) in the property and, where relevant, are to inform the tenant that it is company policy that the guardian must be present in rooms where both consultants and children are present. No room is to be entered where there are children present unless the child's guardian is present.

For safety reasons, Consultants must ensure adequate segregation of their work activities from the tenants, including any children that are present in the property. This may require requests to the tenant to vacate rooms while work is being undertaken.

No property or furniture is to be handled by the Consultant during the visit to a domestic property.

Manual Handling (Trainers)

Where a trainer is required to carry a significant amount of training equipment to work sites, the initial assessment will identify if public transport is to be used by the trainer: If public transport is to be used, all reasonable measures are to be considered by the Project Manager to reduce, so far as is reasonably practicable, the amount of equipment the trainer will be required to carry. Such measures may include the provision of a screen and projector by the client, sending handouts to the client beforehand by courier/post, using a taxi rather than a bus or tube, and ensuring the trainer has suitable mobile equipment carriers such as suitcases fitted with wheels.

It is perceived that all consultants will have a good knowledge of manual handling techniques and these should be practiced at all times.

While on site, if trainers consider that the manual handling activities required to fulfil the job put them at risk of injury and that suitable control measures cannot be implemented, they are to contact their line manager to discuss the situation. Trainers must not conduct manual handling activities that they consider will involve an unacceptable risk of injury.

Aggressive Persons

Consultants are to avoid confrontation with obstructive contractors or others and not allow themselves to be drawn into heated arguments. If they feel that a situation is getting out of control, they are to withdraw and assess the situation. If necessary, they are to contact the Project/Line Manager to discuss the situation.

If consultants witness their vehicle, tools or equipment being damaged or stolen, they are not to challenge or give chase, but to report the incident to the local police.

Revised By: Brian Peck
Position: Managing Director, Fire Safe (UK) Ltd

Signed:



Technical Review: Brian Peck
Position: MD
Fire Safe (UK) Ltd

Signed:



Date: 1st September 2021

Review Date:

When the safe system of work document is no longer valid or three years from the last revision date.