Construction Activities Site Safety Inspections *(CASSI)*

Booklet

CONTENTS

Purpose of the CASSI Booklet	Page 4
Completion of the Inspection / Scoring	Page 4
Scoring Criteria	Page 4
Construction Management Ratings & Actions	Page 5
Resolution of Disputes	Page 5
KPI Criteria Tables	Page 6 - 37

Purpose of the CASSI Booklet

The Site Inspection CASSI Booklet has been produced to provide guidance to SHE Advisors / Managers, Construction Directors, Construction Managers, Contracts Managers and Site Supervisors on the completion of the inspection sheet specifically to establish the Safety, Health & Environment standards expected in our operations at MV Kelly Ltd.

With the aid of the booklet, we will ensure consistent inspections and scoring across the MV Kelly Group through the application of Safety, Health and Environment performance criteria expected in our operations. It is envisaged that in turn this will provide consistency for scoring throughout the business and to reduce the amount of subjectivity of the inspections providing site supervisors with objective targets to achieve.

To assist this process the booklet includes Performance Criteria Tables relating to each of the Key Performance Indicators (KPI's). The list of items included in the tables are not exhaustive and are provided as guidance only.

It is fully appreciated that there are unforeseeable SHE issues that may become apparent at any time during site operations and, as such, these should be dealt with as and when they occur.

Completion of the Inspection / Scoring

Once the visiting SHE Advisor/Manager has completed the inspection, a hard copy of the inspection will be left with the Site Supervisor (if possible) or it will be emailed to them for printing. The inspection will be reviewed between the Supervisor & visiting Advisor/Manager to establish practicable close out timescales and actions.

The Contracts Manager will then be sent the inspection for review and any site scores that are outside of acceptable standard will be sent immediately to the SHE Director & Construction Director.

Whilst the performance criteria detailed within this booklet clearly show how to achieve a relevant score, other factors can and do influence this process and judgment calls must be made by the visiting SHE Advisor/Manager.

Example:

One operative is not wearing correct P.P.E is a breach of site safety rules and as such could be identified as a "1" or a "0" (depending on work activities) under the scoring regime. However, if the operative is part of a 20 strong workforce and the site supervisor immediately disciplines the individual, then the advisor will be in a position to indicate on the inspection sheet that the site was (in general) and now fully compliant and justifiably awarded a score of 3 against that KPI

Alternatively, if 15 out of 20 of the site operatives are not adhering to P.P.E rules and a "1" or a "0" (depending on work activities) should be issued with further actions for the site supervisor such as a toolbox talk or even disciplinary action as per company procedure.

Scoring Criteria

3 = Conformity – M V Kelly Ltd operational standards inspected meets expected requirements. Limited text required.

1 = Non-Conformity – Operations inspected are being undertaken such that there is a risk of incident occurring: Improvement Needed – SHE Advisor/Manager observations for scores 1 or 0 should be detailed in the *Comments / Actions* section of inspection report. Any non-conformance should be reported to the Contracts Manager following the inspection.

0 = Major Non-Conformity – Operations inspected are being undertaken such as there is risk of serious injury, Immediate Corrective Action. Regional SHE Manager / SHE Director, Contracts Manager, Construction Director to be informed immediately.

Overall Site Inspection Score

The overall site inspection score will be shown as a percentage.

If a site achieves a score of 3 for every KPI that is observed, the overall score will be 100% with the Group H&S Policy and the requirements of this booklet.

Target Ratings % / Intervention

100%	High standard achieved
90-99	Good standard, minor improvements required
75-90	Below expected standard, improvements required
Below 75	Major safety issues, follow-up with Director visit

A SHE Inspection scored below 75% will be sent immediately to the Construction & SHE Director and potentially the Board of Directors for review and action.

Construction Management & Actions

It should always be the aim of all Site Supervisors and Construction/Contracts Managers to achieve above average scores however by default some sites will fall under the overall compliance average. The challenge for any Supervisor and Construction/Contracts Manager is therefore to ensure that the gap between the best and poorest performing sites is kept to a minimum in order to show clear evidence of consistency in the implementation of the Group H&S management systems and operational requirements.

Note: This principal will also be applied by Regional Construction Directors, SHE Director and Managing Director when measuring SHE performance of the site.

Site Management / Site Supervisors

The Site Supervisor must respond immediately to the inspection report completed by the SHE Advisor and confirm by signature of acceptance that they will undertake any remedial action as per advice provided within the set timeframe on the inspection report.

Construction/Contracts Managers receive a copy of the report. Construction / Contracts Managers will liaise with the Site Supervisor and other departments to ensure that all non-conformances identified on the inspection reports have been resolved and photographic evidence uploaded on Reflow within the set timeframe outlinedin the report.

Directors

The Board of Directors will review the findings of site inspection reports and KPI trends at committee meetings or during monthly regional performance reports.

Resolution of Disputes

Should the Site Supervisor determine that they do not accept the comments of the visiting SHE Advisor/Manager, theyshould not sign the completed site inspection report and detail their reasons for their objections. Where objections are raised, the SHE Advisor/Manager must ensure that photographic evidence of the operations in questionare available for reference and review.

KPI Criteria Tables

KPI 1 - Welfare / Security / Site Documentation

KPI 1.1	Welfare (Set up / Security / signage / parking)	Page 7
KPI 1.2	Office Notice Board (F10 / Insurance / Policies, etc.)	Page 8
KPI 1.3	Traffic Management Plans / deliveries / muck shifts	Page 9
KPI 1.4	Signing-In Registers / Inductions	Page 10
KPI 1.5	Folders (Temp W / Lift Plans / Service records / Emergency Procedures)	Page 11

KPI 2 - Site Activities – Principal Risks

KPI 2.1	Plant / Pedestrian Segregation	Page 12
KPI 2.2	Excavations (Support / Temp Works, Access & Egress)	Page 13
KPI 2.3	Utility Services – (Installation / Protection)	Page 14
KPI 2.4	Confined Spaces (Access & Egress)	Page 16
KPI 2.5	Material Storage / Housekeeping / Tool Sheds	Page 17
KPI 2.6	Road & Streetworks / Estate Completions	Page 18
KPI 2.7	Slips, Trips and Falls	Page 19
KPI 2.8	Manual Handling observations	Page 20
KPI 2.9	PPE (Respiratory / Noise / Eye / Skin / condition / maintenance)	Page 21
KPI 2.10	COSHH (Storage)	Page 22

KPI 3 - Plant & Equipment

KPI 3.1	Safe selection and use of plant (type / condition / maintenance)	Page 23
KPI 3.2	Lifting Operations	Page 24
KPI 3.3	Bucket Changing Areas	Page 25
KPI 3.4	Mixing Area	Page 26
KPI 3.5	Small Tools (chains / accessories / condition / maintenance)	Page 27

KPI 4 - Environmental / Ecology

KPI 4.1	Refueling Areas (Plant & Equipment / Diesel Tanks, drip trays)	Page 28
KPI 4.2	Waste Management (skips, washout areas)	Page 29
KPI 4.3	Silt Management (Gully Protection / Water Sampling / pumping)	Page 30
KPI 4.4	Spoil Heaps (signage / gradient / location)	Page 31
KPI 4.5	Tree Protection / Wildlife	Page 32

KPI 5 - Sub-Contractors

KPI 5.1	Safe Working Practices	Page 33
KPI 5.2	Documentation (RAMS / HS115)	Page 34

KPI 6 - Reflow Management System Controls

KPI 6.1	Permits to Work	Page 35
KPI 6.2	Plant & Equipment Registers	Page 35
KPI 6.3	Excavation Register	Page 36
KPI 6.4	Boundary Checks	Page 36
KPI 6.5	HAVS (Operations / Recording)	Page 37
KPI 6.6	Training	Page 37

KPI 1	**Welfare / Security / Site Documentation**
KPI 1.1	Welfare (Set-up / Security / Signage / Parking

Score 3

Good standard of welfare facilities (Washing facilities, drying room, toilets, office, canteen, First Aid equipment, Fire extinguishers etc.)
Welfare / office kept to a professional standard.
The site fencing is double clipped, braced where necessary with the correct base supports in line with manufacturers / suppliers' instructions
Suitable and sufficient warning signs are in place at site entrance and site perimeter
Padlocks are evident at site entrance gates
Plant lockdown measures are in place
Adequate parking facilities, directional signage

Score 1

Inadequate welfare facilities for the number of personnel on site
Welfare requires cleaning / tidying.
First Aid / PPE sign not erected at site entrance (PC)
General warning signage is not in place at site entrance and site perimeter
Entrance gate / fencing is secured by other means i.e., rope, rather than clips, no bracing, not double clipped.
Plant lockdown only partially complete with some plant items left open or vulnerable to theft or damage
Inadequate parking facilities for amount of vehicles / lack of directional signage / materials stored within parking area
Plant parked or driving through the car park.

Score 0

Poor welfare facilities / not existent facilities
No running water for washing / no available drinking water.
Lack of emergency equipment (First Aid/Fire Extinguishers)
Site is unprotected with either no fencing or gaps in Heras fencing posing potential serious risk to non-authorised persons
No attempt to complete plant lockdown
No parking or signage

KPI 1	**Welfare / Security / Site Documentation**
KPI 1.2	Office Notice Board (F10 / Insurance / Policies, etc.)

Score 3

SHE notice board is fixed to the wall on display.
Insurance certificate is displayed and in-date
Policies are displayed and in-date.
F10 (when PC) is displayed and current
Hospital route (when PC) is displayed
Emergency Plans in place
Most recent safety bulletin displayed

Score 1

Office notice board on site but not fixed and on display
Some forms are outdated and need replacing
Most recent safety bulletin is not on display

Score 0

No notice board on site
No F10 (when PC) or out of date
No Emergency Plans in place

KPI 1	**Welfare / Security / Site Documentation**
KPI 1.3	Traffic Management Plans / Deliveries / Muck Shifts

Score 3

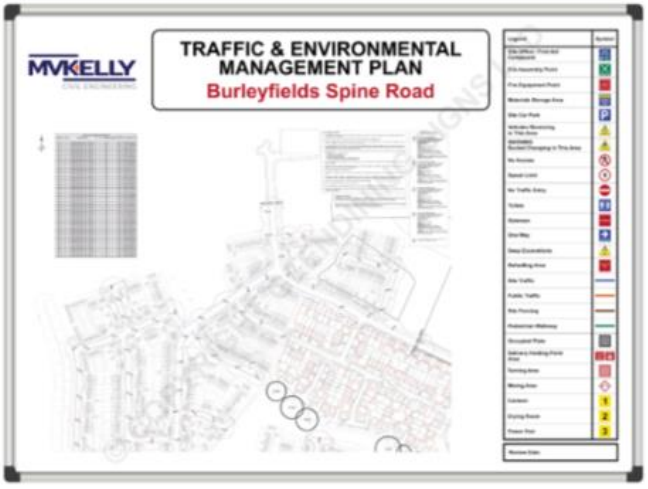
All mobile plant, company vehicles and deliveries adhering to site speed limits.
Speed limit signage in place (when PC).
Delivery arrangement procedure implemented and compliant (PC).
Suitable loading / offloading arrangements have been established.
Traffic Management Plan clearly visible and being adhered to.
Use of banksman for reversing manoeuvres (plant & vehicles).
Roads in a clean and safe condition.
Banksman deployed when plant maneuvering on residential roads.
Reversing of plant and vehicles kept to a minimum.
Plant crossing points established across site roads to reduce congestion as well as minimise mud transfer and excessive tracking / driving of plant.
Muck shifts have been risk assessed and control measures put in place, muck lorries are sheeted as required.

Score 1

Insufficient speed restrictions and signage for works taking place.
Mobile plant and vehicles speeding.
Delivery arrangement procedures on site but not being adhered to (PC).
Roads are being scraped and swept excessively due to lack of planned plant crossing points.
Heavy plant movement on site roads causing congestion to site traffic.
Loading / offloading arrangements in place but not being followed.
Traffic management plan in place but not being followed, or delivery arrangements require amending.
Materials placed within the turning / unloading area and not in the material storage area.
No Banksman in place when excavators are maneuvering on residential roads.
Excessive reversing on site by plant or vehicles with no consideration to drive forwards to establish maximum visibility.

Score 0

There is no speed limit signage in place.
There is no delivery arrangement procedure in place (PC).
Excessive tracking of excavators and driving of plant on site roads posing potential serious risk to traffic controls.
Roads not kept clean and excess mud or debris posing as a serious risk and not being addressed.
There are no controls for reversing vehicles.



KPI 1	**Welfare / Security / Site Documentation**
KPI 1.4	Signing-in Registers / Induction

Score 3

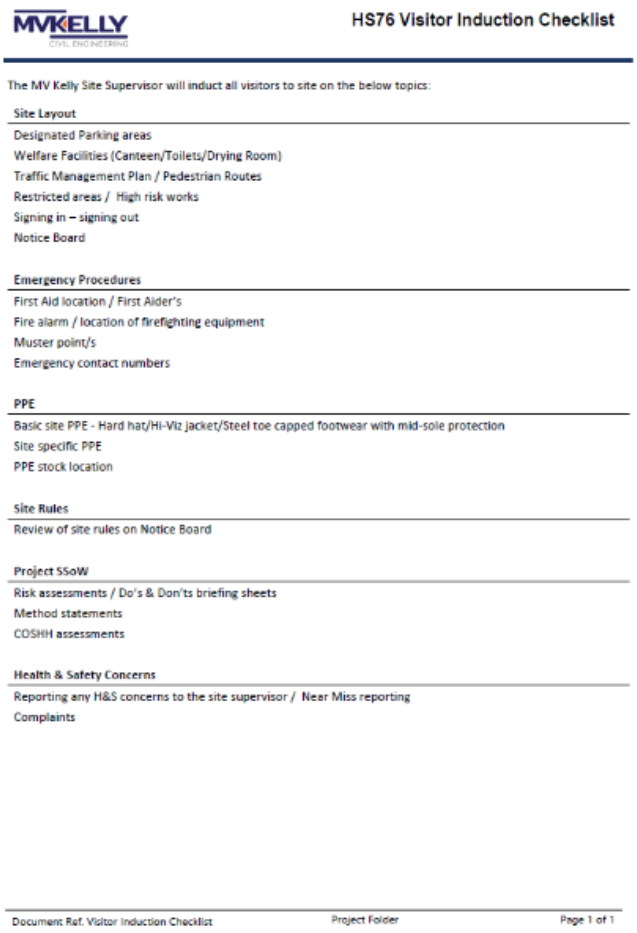
Supervisors has signed CPP / SC Folder.
All operatives have signed in.
All operatives have received a site induction.
All operatives have read and understood Safe Systems of Work (RAMS) and signed up to relevant document.

Score 1

Supervisor has not signed CPP / SC Folder.
Some operatives have not signed in.
Some operatives have not received a site induction.
Operatives not including CSCS number when signing in.
Operatives not including full details on induction forms.
Some operatives have read and signed up to Safe Systems of Work but not all.

Score 0

No operatives have signed in.
No operatives have received a site induction.
No operatives have signed up to safe Systems of Work.



HS76 Visitor Induction Checklist

The MV Kelly Site Supervisor will induct all visitors to site on the below topics:

Site Layout
Designated Parking areas
Welfare Facilities (Canteen/Toilets/Drying Room)
Traffic Management Plan / Pedestrian Routes
Restricted areas / High risk works
Signing in – signing out
Notice Board

Emergency Procedures
First Aid location / First Aider's
Fire alarm / location of firefighting equipment
Muster point/s
Emergency contact numbers

PPE
Basic site PPE - Hard hat/Hi-Viz jacket/Steel toe capped footwear with mid-sole protection
Site specific PPE
PPE stock location

Site Rules
Review of site rules on Notice Board

Project SSoW
Risk assessments / Do's & Don'ts briefing sheets
Method statements
COSHH assessments

Health & Safety Concerns
Reporting any H&S concerns to the site supervisor / Near Miss reporting
Complaints

Document Ref. Visitor Induction Checklist | Project Folder | Page 1 of 1

KPI 1	**Welfare / Security / Site Documentation**
KPI 1.5	Folders (Red / TW / Lift Plans / Service Records / Emergency Procedures)

Score 3

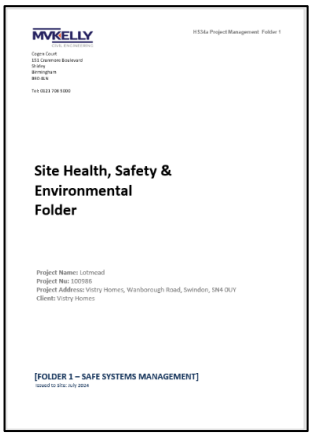
In date Red Folder available with CPP / RAMS / COSHH / Emergency procedures.
Temporary Works folder on site and being kept updated.
Excavator Lift Plans on site and being kept updated.
Existing Service records displayed / available in folder / on office wall.

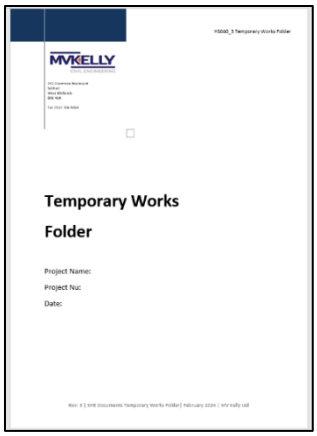
Score 1

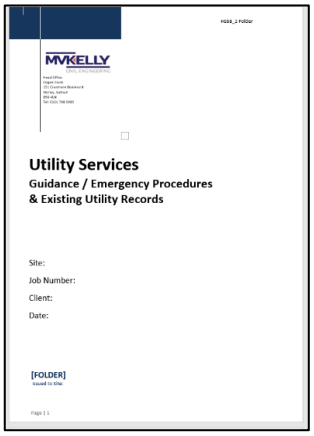
Out of date red folder on site being used/kept up to date.
Temporary works folder on site but not being used.
Excavator lift plans on site but not being used.
Existing / as-laid services drawings on site but not displayed / available.

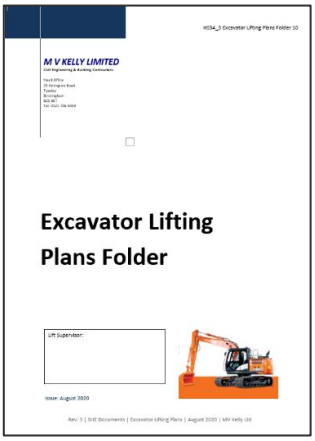
Score 0

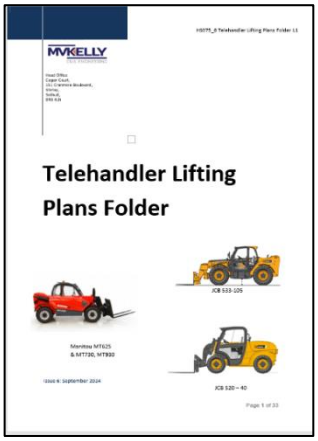
No statutory folders available.
Folders available but none being kept up to date.
No evidence of existing / as-laid services drawings on site

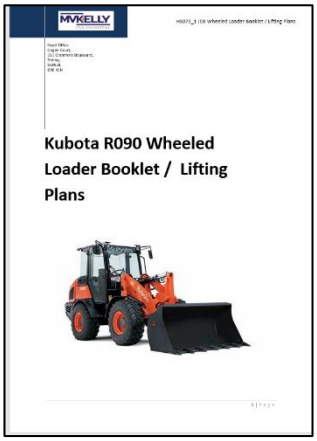












KPI 2	Site Activities – Principal Risks
KPI 2.1	Plant / Pedestrian Segregation

Score 3

Operatives are aware of the risks involved regarding segregation of plant and walkways at induction and through briefings.
Clear communication established between Site Manager and Site Supervisor to ensure that "wet trades" can be isolated or redirected around work areas to enable MVK works to continue safely.
Correct selection of segregation for the work type (e.g., chapter 8 barriers and/or Heras fencing for roads and Streetworks).
Appropriate warning signage displayed notifying pedestrians of a "Groundworkers Only Zone".
Pedestrian route signage in place and maintained / crossing points.
Pedestrian walkways are on firm and level ground / segregated with physical barrier.
Access for members of the public / visitors is controlled and has a direct route to the site office (when PC).
Clear planning and provisions in place to divert pedestrians around work areas and consultation had with site management regarding pedestrian route changes (service connections and external works to fronts/footpaths/driveways).
Pedestrian routes on site are a true reflection of the Traffic Management Plan and being adhered to.
Pedestrian routes have been planned and implemented in practical locations to get to and from work areas.

Score 1

Segregation implemented but incorrect barriers being used.
Some segregation in place but insufficient (e.g., segregating of wet trades or sub-contractors from plant movement).
Mobile plant or working areas not being segregated on site roads.
Some warning signage in place but insufficient or placed in poor locations.
Some pedestrian management in place, however additional walkways are required.
Pedestrian walkways are in place but are in a poor condition underfoot and pose a slip or trip hazard.
There is some pedestrian management signage, but it is insufficient.
Access for visitors/members of the public is not controlled, managed, and assessed.
Some consideration shown for diverting pedestrians around works areas but insufficient. No consultation had with client site management.
Impractical walkways on site and evident that operatives are not using them.

Score 0

No communication established between the site manager and or supervisor to determine a planned, safe working area.
No attempt to segregate works areas.
There are no pedestrian walkways.
There are no pedestrian management signs in place.
There is no attempt to divert pedestrians around working areas and it is evident that there has been. no communication or planning of pedestrian management.

KPI 2	Site Activities – Principal Risks
KPI 2.2	Excavations (Support / Temp Works, Access & Egress)

Score 3

Temporary works design on site appropriate to the works being undertaken.
Trench support assembled as per the specified Temporary Works Design.
Ladder access point in use, ladder tied to the platform, and in a good condition.
Pins and "R-Clips" present on all struts.
Underside of trench support lowered to within 500mm of excavation.
Trench boxes protruding 900mm+ above ground level / handrails in place to act as fall protection.
Correct installation / removal of trench support.
Operatives always working within trench support.
No risk of ground collapse into working area and open ends blanked (with sheet piles or end plates).
Excavation stepped / battered where trench support is not required.
Excavated material stored outside the angle of repose (if the excavation is 2 metres deep, material to be placed over 2 metres away).

Score 1

Trench support assembled but deviates from the design.
Material hasn't been backfilled tight to the box leaving large voids.
No Temporary Works Design present on site (where required).
'R' clips missing from pins.
Operatives working within the trench support, but open ground exposed up to 500mm from dig level to underside of trench support.
Ladder access platform on site but not in use or incorrectly secured (not tied)
Ladder not suitable for the depth of the excavation (must be 3 rungs over the top of the access point) or ladder not being maintained.
Trench support in place (manhole box/trench box) but open ends insufficiently protected.
Trench support strewn across the site and untidy.
Step / batter technique in use but not in accordance with the Safe Systems of Work.
Excavated material side casted but in breach of the parameters of the safe angle of repose.

Score 0

Operatives working within an unprotected excavation posing potential serious risk (no attempt to step / batter or shore).
Trench support misused or damaged during work process.
Side casted material placed directly next to an unprotected trench posing potential serious risk of ground collapse.
No safe means of access / egress.
No fall protection.
No davit arm system on site for works greater than 3.5m deep.

KPI 2	Site Activities – Principal Risks
KPI 2.3	Utility Services – (Installation / Protection)

Score 3

Ground penetrating pins inserted 2 metres away from known services or evidence of crow's feet pins used.
Evidence of cable avoidance tools in use (CAT & Genny).
Evidence of insulated shovels used to expose underground services (BS8020 Standards – 1000V).
Underground services protected with marker tape and sand prior to backfilling, as well as As-Laid / Pix4d records completed and up to date.
Suitable material used for backfilling trench on top of sand protection.
Stage 1 Service Installation Procedure being followed correctly.
Mechanical excavation taking place with banksman in attendance 500mm away from known underground services.
Permit to dig procedure being adhered to.
Goalposts and exclusion zones set up as per GS6 survey.
Excavator fitted with height restrictor and stickers fitted to the boom when required.
Danger Overhead Cable signage in place on approach to goalposts.
No tipping / loading or unloading or storage of materials in exclusion zone.

Score 1

Stage 1 installation / backfilling procedure in place but not being followed completely.
Non-insulated hand tools being used to expose underground services.
Picks, forks or steel bars used to expose underground services.
Cable avoidance tool available but not used to locate underground services / or incorrectly used in wrong mode.
Mechanical excavation taking place within 500mm of known underground services without the appropriate risk assessment completed.
Permit to Dig in place but not completed correctly.
Service drawings not present or consulted when working near known underground services.
Insufficient amount of trial holes completed when working around underground services.
As-Laid records require updating.
Plant operating too close or tracking over known water valves, hydrants or shallow services offering no protection control measures.
Goalposts and exclusion zone set up at correct distances (as per GS6 survey) but requires improvements.
Excavator not fitted with height restrictor and stickers missing from the boom.
Materials stored within exclusion zone.

Score 0

No cable avoidance tool on site and excavations being carried out where known underground services are present (CAT scanner or Signal Genny).
No permit to dig completed.
No trial holes completed to determine line and level of known underground services.
Ground penetrating pins being used within 2 metres of a known service.
Mechanical excavation being carried out without banksman where known services are present.
Mechanical excavation being carried out within 500mm of known underground services. Failure to provide a VAC-EX for HV cables or High-pressure mains.
No attempt to follow or install the "Service Installation Procedure" at Stage 1.
Goalposts / exclusion zones not in place and / or evidence of tracks or wheel marks passing under OVH cables outside of designated crossing point areas.
Materials being moved within exclusion zone.

1. Service Pit prepared fully at Stage 1

2. Vertical sleeves placed to protect any purge valves (nipples). Loaded with sand and marker tape

3. All mains correctly backfilled (sand & marker tape)

4. Service Pit filled with waste/fill sand

5. Sand then blinded with Type 1 MOT stone

6. Preparing for future gas and water connections with timber bearers and sprayed brick over vertical sleeve

7. Completed Stage 1 footpath with pit ready to be excavated at stage 2 (future connections)

KPI 2	Site Activities – Principal Risks
KPI 2.4	Confined Spaces (Access & Egress)

Score 3

All confined spaces entry equipment has been supplied with relevant in-date certification of conformity (Davit arm / Tripod, winch & Harness).
Those undertaking works inside a confined space hold in-date confined spaces training.
Gas monitor in use has in-date calibration certificate.
Confined spaces entry permit has been completed by those trained to do so before entry. Air quality tested prior to entry.
Evidence of forced ventilation where possible (opening of upstream and downstream manholes).
Davit arm / Tripod, winch & Harness being used correctly. The gas monitor is attached to the operative within the confined space.
There is appropriate access / egress into / out of the confined space either down the built-in steps or secured ladder.
"Topman" in attendance always.
Emergency plan in place.

Score 1

Physical controls in place (harness, winch & tripod) but the Permit to Enter has only been partially completed.
Physical controls & rescue equipment in place but there is no certification in place for the equipment being used.
No evidence of air quality testing.
2 operatives present but only 1 confined spaces trained person doing the work.
No Emergency plan in place.

Score 0

Confined space work identified but operatives not trained.
Confined space work identified but no permit to enter in place.
Confined space work identified but no rescue equipment being used.
Confined space work identified on public highway or residential area but no means of protectingany openings or protecting individuals from traffic.
There is no "topman" or 2nd person on site in the event of an emergency or need for a rescue operation.

KPI 2	Site Activities – Principal Risks
KPI 2.5	Material Storage / Housekeeping / Toolshed

Score 3

Tool sheds are kept clean and tidy.
Chains are stored off the ground in the Toolshed.
Storage areas for bulk materials (blocks, beams, bricks) have been strategically planned to be within works areas to reduce plant movement and excessive tracking or plant movement on site.
Material storage areas constructed on a flat level surface with no risk of slips, trips, falls.
Material storage areas segregated with fencing.
Materials within storage areas stacked correctly (no more than 2 high) that poses no risk of collapse or falling. Open pallets stored at ground level.
Materials within storage areas are segregated and in separate sections (concrete products/plastic products).
There is good segregation between moving plant and pedestrians within storage area.
Housekeeping across site is good in all working areas.

Score 1

Toolshed is untidy with trip hazards.
Chains are left lying around on the floor.
Site material storage is generally well kept however areas of improvement required to meet standards.
Inadequate fencing to storage areas.
Site housekeeping is generally well kept, however odd areas are noted as untidy, but no great risk.
Lack of segregation between pedestrian and plant within storage area.
Pallets of material being stored unsuitably e.g. on uneven ground, more than two pallets of materials stacked on top of each other, loose kerbs/edgings stored on pallets above ground level.

Score 0

No toolshed on site, equipment stored in office.
Site is untidy, generally housekeeping is poor with numerous issues observed that could result in slips / trips / falls or potential injury.
Materials are strewn across the site with no evidence of a material storage compound posing risk to pedestrians / workers.
No fencing to storage areas.
No segregation in material storage area between plant and pedestrians.
No consideration or planning for storage areas within works parcels resulting in excessive tracking or excessive plant movement.

KPI 2	Site Activities – Principal Risks
KPI 2.6	Road & Streetworks / Estate Completions

Score 3

All appropriate warning signs are displayed, correctly positioned, clean and weighted down.
All plant is roadworthy and taxed to ensure its legality, only trained operatives are to operate plant and holds a current UK Driving Licence.
Work areas segregated / signed as per Chapter 8 regulations.
Barriers erected around all works areas and positioned to assist in lighting the area for safety at night (reflective strips facing out towards road users).
Sufficient footway widths for pedestrians to pass, or erection of a temporary footway diversion.
Roads and footways clear of mud and debris.
Work activities being carried out to minimises dust and debris.
Plant and equipment positioned so that no part of it (e.g., swinging jib or excavator arm) encroaches into the safety zone.
Tools, materials, equipment, or plant stored within the safety zone not blocking any pedestrian routes.
Site traffic/plant entering or leaving the works are guided by a trained banksman with no risk to other road users.

Score 1

Insufficient signage and guarding on approach to works and within works zone.
Sandbags required on chapter 8 signage.
Signage and guarding placed but not reflective to warn road users of works area, dirty / damaged.
Insufficient provisions in place for pedestrian management.
No provisions in place for keeping mud and debris to a minimum.
TM not set up as per agreed plan, no copy available.
Public footpaths fouled by works process with potential slips trips and falls evident.
Excavators not accompanied by a trained banksman when entering or leaving through occupied areas

Score 0

Reckless behaviour witnessed that poses serious risk to other road users, pedestrians and MV Kelly staff / sub-contractors.
No consideration taken for the Public to pass the works safely.
No warning signage in place. No guarding in place, not following Chapter 8 regulations.
No hi-visibility clothing or P.P.E being worn.
Unacceptable amount of trip hazards.

KPI 2	Site Activities – Principal Risks
KPI 2.7	Slips, Trips and Falls

Score 3

Operatives are aware of the risks involved regarding slips, trips and falls at induction and through briefings (TBT).
All inspection chamber lids are secured at stage 1.
All raised ironworks have been protected with temporary tarmac or concrete.
All gullies and manholes are protected during construction process (steel plates installed).
Steel pins and protruding steel protected with mushroom caps (including road form pins).
Falls from height considered within works areas / pedestrianised areas with protection measures in place.
Ramps used to front of plot threshold access points.

Score 1

Inspection chamber lids inconsistently secured.
Insufficient protection around raised ironworks.
Insufficient protection of gully and manhole openings.
Steel or steel pins not being sufficiently protected with mushroom caps.
Insufficient fall arrest measures in place within works areas.
Threshold access ramps not in place.
Slabbed access to plots not haunched / trip hazards present within occupied areas.

Score 0

There has been no attempt to secure any inspection chamber lids.
There are no raised ironworks or raised meter boxes protected.
There is no protection for gully or manhole openings.
Potential serious risk of a fall from height within works area.

KPI 2	Site Activities – Principal Risks
KPI 2.8	Manual Handling observations

Score 3

Excavators and / or FLT being used to transport bulk material to plots and around working areas.
Kerbs laid by use of mechanical means.
Floor beams adjusted as per safe system of works.
Pipes being mechanically lowered into excavations.
All manual handling tasks have been assessed and risk assessments available in red folder.
All operatives trained in manual handling.
Workforce on site observed using good manual handling techniques in accordance with risk assessment.
General lifting of material is being undertaken in a controlled manner.
Underfoot conditions firm, flat and level.
Brickies set-up as per our safe system of work and have enough room to stand on the foundation with both feet when laying blocks / bricks..
General housekeeping in good order with clear pathways where manual handling activities are being completed.

Score 1

Mechanical lifting equipment available on site but is not being used.
Use of incorrect lifting equipment for the specific task.
Evidence of poor manual handling techniques.
Brickies set-up needs improvement, inadequate room for bricklayers to work within the foundation..
Poor ground conditions being worked in and the task unsuitable for the individual.
Poor housekeeping during manual handling process posing potential risk for slips, trips and falls.

Score 0

Excessive manual handling taking place with no mechanical lifting aids available on site.
Serious non-conformance observed resulting in suspension of activities.
No consideration for brickies working areas, limited space for bricklayer to work with both feet in the foundation when laying blocks / bricks.
Floor beams being lifted manually by one person.

KPI 2	Site Activities – Principal Risks
KPI 2.9	PPE (Respiratory / Noise / Eye / Skin / condition / maintenance)

Score 3

Good supply of PPE available on site.
Correct use of PPE in accordance with instructions.
PPE being looked after and in good condition.
PPE Rules observed by all site personnel.
Hi-Visibility clothing always worn and in a clean condition, with all Banksman, First Aiders and Supervisors identifiable by their Hi-Visibility vest and Black Hat.
Plant card visible in Hi-Viz vest pocket.
Operatives wearing dust masks are clean shaven and have completed FFT.
Long sleeve shirts and trousers worn for tarmac and concrete operations
Hand cream available in welfare facilities.

Score 1

Some site personnel not using PPE as required for tasks undertaken (Supervisor Vests, Banksman Vests, First Aid Vests and Safety Helmet issued).
Some incorrect PPE in use.
PPE poorly maintained.
Limited knowledge of PPE requirements.
Incorrect hoods being worn under hard hats.
Short sleeve shirts or shorts being worn when undertaking concrete/tarmac operations.
Plant cards not visible in Hi-Visibility vest pocket of some operatives.

Score 0

No stock PPE available on site.
No evidence of PPE use on site.
Unacceptable / damaged PPE in use.
No knowledge of PPE requirements.
Poor attitude to PPE requirements.
Wearing dust masks whilst not clean shaven or untrained.
Wearing safety glasses instead of high impact goggles when using cutting equipment.
Plant cards not visible in Hi-Visibility vest pocket of all operative.

KPI 2	Site Activities – Principal Risks
KPI 2.10	COSHH

Score 3

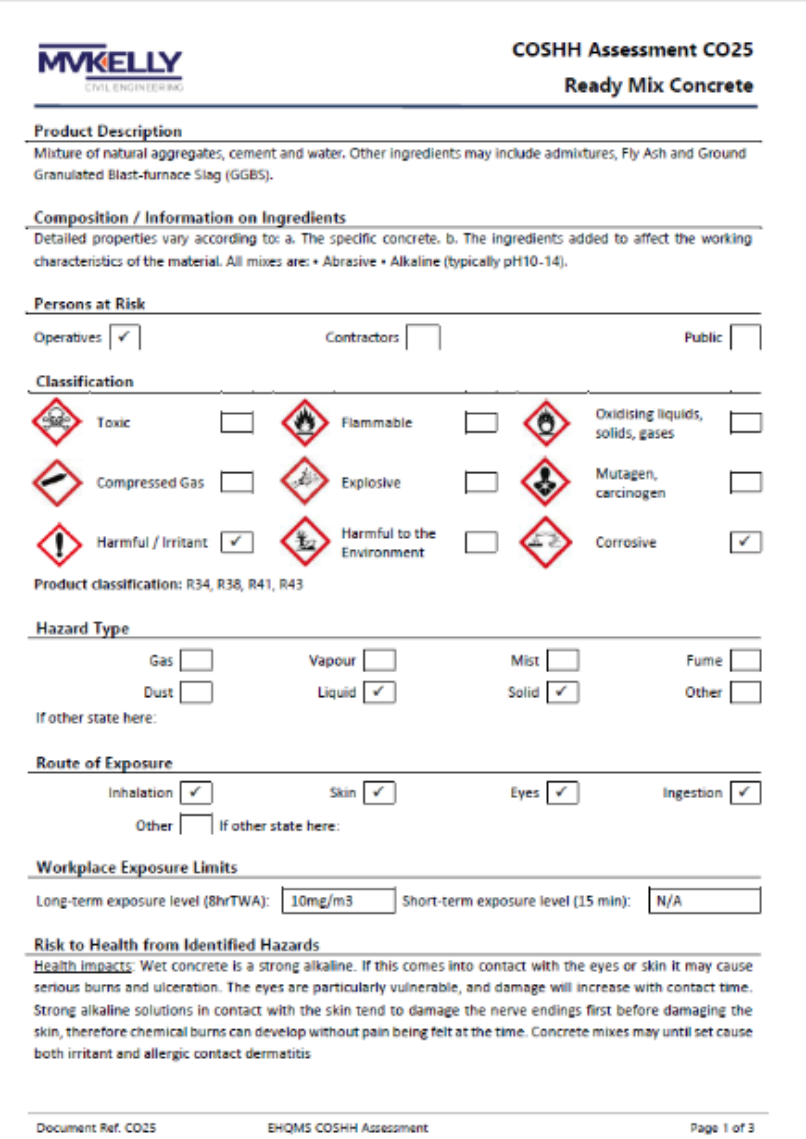
COSHH stored in-line with COSHH Assessment.
COSHH Assessments available for all materials used on site.

Score 1

Effort has been made on site to store COSHH materials as per assessment.
Some COSHH Assessments available but not for all materials being used.

Score 0

No effort has been made to store COSHH.
No COSHH Assessments available.



MVKELLY CIVIL ENGINEERING

COSHH Assessment CO25
Ready Mix Concrete

Product Description
Mixture of natural aggregates, cement and water. Other ingredients may include admixtures, Fly Ash and Ground Granulated Blast-furnace Slag (GGBS).

Composition / Information on Ingredients
Detailed properties vary according to: a. The specific concrete. b. The ingredients added to affect the working characteristics of the material. All mixes are: • Abrasive • Alkaline (typically pH10-14).

Persons at Risk
Operatives ✓ Contractors ☐ Public ☐

Classification

Toxic	☐	Flammable	☐	Oxidising liquids, solids, gases	☐
Compressed Gas	☐	Explosive	☐	Mutagen, carcinogen	☐
Harmful / Irritant	✓	Harmful to the Environment	☐	Corrosive	✓

Product classification: R34, R38, R41, R43

Hazard Type

Gas ☐	Vapour ☐	Mist ☐	Fume ☐
Dust ☐	Liquid ✓	Solid ✓	Other ☐

If other state here:

Route of Exposure

Inhalation ✓	Skin ✓	Eyes ✓	Ingestion ✓
Other ☐	If other state here:		

Workplace Exposure Limits
Long-term exposure level (8hrTWA): 10mg/m3 Short-term exposure level (15 min): N/A

Risk to Health from Identified Hazards
Health impacts: Wet concrete is a strong alkaline. If this comes into contact with the eyes or skin it may cause serious burns and ulceration. The eyes are particularly vulnerable, and damage will increase with contact time. Strong alkaline solutions in contact with the skin tend to damage the nerve endings first before damaging the skin, therefore chemical burns can develop without pain being felt at the time. Concrete mixes may until set cause both irritant and allergic contact dermatitis

Document Ref. CO25 EHQMS COSHH Assessment Page 1 of 3

KPI 3	Plant & Equipment
KPI 3.1	Safe selection and use of plant (type / condition / maintenance)

Score 3

Supervisor has a planned and considered approach to works being undertaken and following the requirements outlined in RA027.
Appropriate plant selected and in use for working on gradients and slopes in line with RA027.
Correct sized Excavators and Dumpers being used for **Stage 1** works.

- 13T excavators used within works parcel and not fouling any site roads or footpaths.
- Smaller excavators being used to complete external works of Stage 1 where adjacent to site traffic or other pedestrians/trades (applies for drainage, drives and footpaths).

Correct sized Excavators and Dumpers being used for **Stage 2** works.

- 5T excavator (or below) & 3T Dumpers (or below) used within works area.

Plant is in good condition and well maintained.
Telehandler used to transport forked materials across site at distance rather than an Excavator.
Plant being operated safely.
Seat belts being worn.
Keys removed from plant whilst left unattended.
Operatives working safely and getting the 'thumbs up' from drivers when required.
Operatives dismounting the dumper and standing clear when being loaded.

Score 1

Incorrect selection of plant being used to complete works being carried out.
Unsuitable mobile plant being used for the site gradients.
Evidence of seatbelt misuse.
Plant in an unacceptable condition and poorly maintained.
Excavator travelling excessive distances using fork attachment to move materials around site.
ROPS pins fitted but damaged / missing clips for dumpers / rollers.

Score 0

Mobile plant unsuitable for the works being carried out that poses a serious risk to pedestrians and or other tradespersons (e.g., 13T excavator forming driveways and footpaths around other tradespersons).
Misuse of plant / driving too fast.
Operatives caught not wearing seatbelts.
No attempt to keep plant in a good condition, no maintenance being carried out.
ROPS pins not fitted / missing.
Manual hitch safety pin missing.
Operatives sitting on the dumper whilst being loaded.

KPI 3	Plant & Equipment
KPI 3.2	Lifting Operations

Score 3

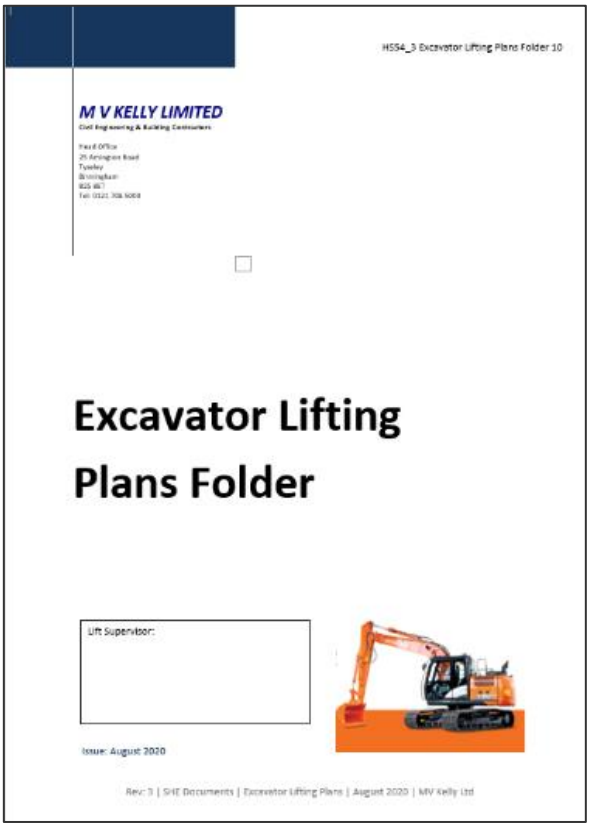
Excavator Lift Plan Folder being kept up to date.
Trained Excavator Lift Supervisor on site.
Trained slinger/signaller on site.
Lifting operations observed on site and being well managed.
Correct lifting equipment available on site and in-date LOLER Cert available on Reflow.
Slings in good condition/in-date.
Complex lift plan in place for lift that is not in the general Excavator lift Plan Folder.
Contract lift, lift plan and lift supervisor in place.

Score 1

Excavator Lift Plan Folder partially completed but needs updating.
No Trained Excavator Lift Supervisor on site but booked on training course.
No Trained slinger/signaller on site but booked on training course.
Incorrect lifting techniques observed (bucket still attached, incorrect chains etc.)
Chains left lying around during lifting operation (in poor condition / covered in mud etc.)

Score 0

Excavator Lift Plan Folder not being used.
No Excavator Lift Plan Folder on site.
No Trained Excavator Lift Supervisor on site and not booked on training course.
No Trained slinger / signaler on site and not booked on training course.
Chains on site but LOLER test is out of date.
Slings being used found to be in a poor condition.
Complex lift being undertaken with no lift plan in place.
Contract lift being carried out without correct lift plan / supervision.



KPI 3	Plant & Equipment
KPI 3.3	Bucket Changing Areas

Score 3

Bucket changing area set up as per standards (fully enclosed with signage (barriers / chain link / etc. across the front) and being maintained throughout. Evidence of machine drivers using the changing area correctly.
Bucket changing areas set up with Heras fencing for 13T excavator and above buckets.
Low level fencing used for 8T excavator and below buckets.
Satellite changing areas in place and appropriate size for bucket(s) being housed.
Bucket changing areas set up and strategically placed to minimise / eliminate any plant movement on site tarmac roads.
Bucket changing areas positioned away from all pedestrian routes, properties or build areas.

Score 1

Bucket changing areas in place but insufficiently fenced for the number of buckets being housed.
Bucket changing areas set up with incorrect fencing.
Signage not in place on bucket changing areas.
Block grab stored within bucket changing area.

Score 0

No bucket changing area set up on site or any attempt to set changing area up to standards.
Bucket Changing Area placed in a position with no consideration or plan to reduce excessive tracking on site roads to change buckets.
Bucket changing areas positioned next to a pedestrian walkway or property with potential serious risk of contact being made to persons or property resulting in injury or damage.

KPI 3	Plant & Equipment
KPI 3.4	Mixing Areas

Score 3

Diesel mixer drum and wheel in good visual condition.
Guards (engine cover) in good working order and closed when mixer in use.
Mixing area enclosed with appropriate fencing as per risk assessment.
Stop blocks present (manhole rings) to create safety zone for operative working near mobile plant.
Mixing area positioned in a practical location for build and pedestrian management reducing the need for excessive tracking or excessive plant movement for loading out.
Mixing areas located 10 metres away from any known watercourses, gullies, and manholes.
Housekeeping maintained and wastage placed in appropriate skips (cement bags / plasticiser).
Correct P.P.E being worn when mixing mortar (dust mask, goggles / glasses & gloves).
Water stillage set up on bespoke frames / acceptable structure and in good condition.

Score 1

Diesel mixer not being maintained to working standards.
Guards in place over engine but open when in use.
Concrete rings not in place as stop blocks creating a safety zone.
Mixing area partially segregated but insufficiently protected for other site activities.
Mixing area positioned within 10m of a known gully or water receptor posing a risk of contamination.
Mixing area incorrectly positioned posing risk of contact between operatives and mobile plant.
Housekeeping to be improved to ensure no risk of slips trips and falls.
Insufficient P.P.E being worn by operatives using diesel mixer (gloves, glasses / goggles & dust mask required).
Water stillage set up on bespoke frames / acceptable structure but in a poor condition.

Score 0

Diesel Mixer in poor working condition posing serious risk to user or when in transport (wheels missing, lifting eyes broken, drums cracked).
Guard missing completely from mixer but still in use.
No attempt to segregate the mixer from other site activities posing serious risk to operatives who could be potentially exposed to mobile plant and other vehicles.
Mixing area placed in a position with no consideration or plan to reduce excessive tracking or plant movement on site roads for loading out.
Water stillages set up on pallets, blocks, concrete rings etc. and not on bespoke frame / acceptable structure.

KPI 3	Plant & Equipment
KPI 3.5	Small Tools (chains / accessories / condition / maintenance)

Score 3

All portable tools and equipment to be in good visual condition.
All relevant portable tools fitted with appropriate guarding as per manufacturer's instructions.
110v supply being used accordingly.
Correct transformers are being used (if applicable).
Air compressed tools connected correctly with "whip checks" as additional control measure.
Portable tools and equipment kept in suitable location within work area to prevent any slips, trips and falls.
Portable tools and equipment stored neatly in suitable locations within the toolshed (chains kept off the floor) reducing the risk of any potential slips, trips or falls.
Tool-shed remains locked during the working day.

Score 1

Operatives seem to be competent but require necessary abrasive wheels training.
Portable tools and equipment guarding is insufficient / inadequate.
Whip chains available on site but not being used.
Portable equipment not maintained or reported to Plant Department.
Slip/trip hazards present within tool shed.
Tool shed left open when not in use.

Score 0

Operatives observed using portable tools or work equipment recklessly.
No guards fitted on work equipment in use (sthil saw etc).
Young persons are not suitable supervised when using high risk equipment.
Portable equipment damaged and being used – requiring immediate attention.
Portable tools and equipment strewn around work area and / or public areas and pedestrian routes.
Apparent danger or risk of portable tools or equipment falling onto personnel within the toolshed.

KPI 4	Environment / Ecology
KPI 4.1	Refueling Areas (Plant & Equipment / Diesel Tanks, drip trays)

Score 3

Diesel tank set up on a bed of polythene, sand and gravel.
Spill Kit on site, in good condition and easily accessible.
Double bunded diesel tank in place.
Nozzles located within the bund.
Drip trays in place, in good condition and used to refill equipment (generators).
All refueling areas secured with Heras fencing and double clipped.
Signage attached to re-fueling area.
Re-fueling areas located 10 metres away from any known watercourses, gullies, and manholes.
Diesel tanks locked during working hours when not in use.
Re-fueling area situated away from pedestrian routes.
Enough diesel tanks present on site and located in appropriate areas where plant is operating.

Score 1

Diesel tank not placed on sand bed with polythene underneath.
Spill kit on site but in poor condition or not being maintained.
Drip trays on site but not in use for refueling purposes or damaged.
Refueling area not fully enclosed in Heras fencing with signage attached.
Diesel tank left open unattended during the day posing risk for theft or water ingress.
Excess diesel in the front bund of tank.
refueling taking place within 10 metres of a known watercourse posing risk of contamination to flora, fauna and wildlife.

Score 0

Single bunded diesel tank on site.
No fencing or segregation of refueling area.
Refueling area located in area where there is high risk of heavy plant coming in to contact with pedestrians.
Diesel tank situated in an area which has not been planned to cause excessive tracking or plant movement to refuel.
No padlock present to lock diesel tank posing risk to theft and vandalism.

KPI 4	Environment / Ecology
KPI 4.2	Waste Management (skips, washout areas, stockpiles)

Score 3

Specific waste skips on site and being used accordingly.
Material on site being maintained / sealed and no evidence of mixed material or cross contamination (segregation).
Concrete washout controls in place.
Sweeper tipping controls in place on site or removal and tipped off site.

Score 1

Excess materials left within working area that pose potential risk of slips, trips or falls.
Consideration made for segregation of materials and waste but still risk of cross contamination.
Site waste skip on site but not being maintained or regularly collected or emptied.
No waste skip on site but not posing serious risk.
Inadequate concrete washout controls.
Inadequate sweeper tipping / protection of area.

Score 0

No waste skip on site and evidence of domestic waste or surplus materials being fly tipped aroundsite posing serious risk to rodent infestation.
No consideration of waste management or segregation posing high risk of cross contamination.
No consideration or controls measures for concrete washout areas on site.
No consideration or control measures for sweeper tipping on site.

KPI 4	Environment / Ecology
KPI 4.3	Silt Management (Gully Protection / Water Sampling / Pumping etc.)

Score 3

Gully bags are in place positioned correctly.
Recorded checks available within the site Environmental Silt Management Plan.
Sampling of water been taken and recorded (when necessary).
Silt containment systems in place, maintained and evidence of regular inspection and maintenance.
Cut off ditches in place with appropriate straw bales / Terrastop and filtration measures such as clean soakaway.
Dust suppression of haul routes evident on site.
Standpipes are metered and authorised through plant department.
Silt containment systems in place, maintained and evidence of regular inspection and maintenance.
Gullies protected with gully bags and records kept.
All stockpiles and bunds sealed and kept at low level (Max 3m) to reduce dust emissions from dry ground / windy.
Cut off ditches in place with appropriate straw bales / Terrastop and filtration measures such as clean Soakaways.
Dust suppression of haul routes evident on site.
No re-fueling within 10 metres of a known watercourse. Drip trays in place and spill kit available.

Score 1

Protection measures for Ecology and Arboriculture insufficient.
Insufficient provisions in place for silt containment e.g., not enough settlement tanks on site, Terrastop or vegetation strip.
Gully bags not in place.
Stockpiles and material bunds not sealed to requirements.
Refueling taking place within 10m of a known watercourse or with no drip tray.

Score 0

Using an illegal unmetered standpipe.
Disregard to environment protection. Destruction of tree canopies, tree roots and protection fencing for ecology control.
No silt prevention installed in gullies.
No attempt to manage silt discharge into watercourses or drainage systems.
Evidence of hazardous material spillage and no attempt made to rectify poses serious risk ofpolluting watercourses and or wildlife.

KPI 4	Environment / Ecology
KPI 4.4	Spoil Heaps (signage / gradient / location)

Score 3

Stockpiles formed as per MV Kelly 'Control of Stockpiles' document to allow stability through the correct gradient and water run-off.
'No Dumper access' signage clearly visible on stockpiles.
Stockpile locations noted on TM Plan.

Score 1

Stockpiles need attention to conform to 'Control of Stockpiles' procedure, gradient incorrect.
'No Dumper access' signage missing on some stockpiles.
Stockpile locations causing safety issues.

Score 0

No stockpile control on site.
'No Dumper access' signage missing on all stockpiles.
No consideration to where stockpiles are located.

KPI 4	Environment / Ecology
KPI 4.5	Tree / Wildlife Protection

Score 3

Arboriculture areas protected (Tree Protection Areas, Root Protection Areas) and secured from construction activities.
Ecology Protection in place (Badger Setts, Newt Protection, Nesting Birds etc.) and remain undisturbed.

Score 1

Protection measures for Ecology and Arboriculture insufficient.
Materials being stored within Tree Protection zones.
Tree protection fencing not to correct standard / design.

Score 0

Disregard to environment protection. Destruction of tree canopies / tree roots.
No tree protection evident.
No protection fencing for ecology control.

KPI 5	Sub-Contractors
KPI 5.1	Safe Working Practices

Score 3

Sub-contractors are working to their RAMS / MVK site rules.
Sub-contractors are wearing the correct mandatory PPE / task specific PPE.
Plant operators displaying their cards in their Hi-vis vests.
Plant & equipment registers being completed.
Sub-contractors segregated in their own work area.
Good Plant / Pedestrian segregation.

Score 1

Sub-contractors are not working to their RAMS.
Sub-contractors are wearing correct PPE but logo on Hi-viz is the name of a different contractor.
Plant operators are not displaying their cards in their Hi-vis vests.
Some site personnel not using PPE as required for tasks undertaken.
Items of plant missing from the register.
Some segregation in place to their work area but improvements required.
Some Plant / Pedestrian segregation in place but requires improvement.

Score 0

No sub-contractor RAMS available on site.
PPE available but not worn / used.
Hoodies being worn under safety helmet.
No segregation to their work area.
No Plant / Pedestrian segregation.

KPI 5	Sub-Contractors
KPI 5.2	Documentation (RAMS / HS115)

Score 3

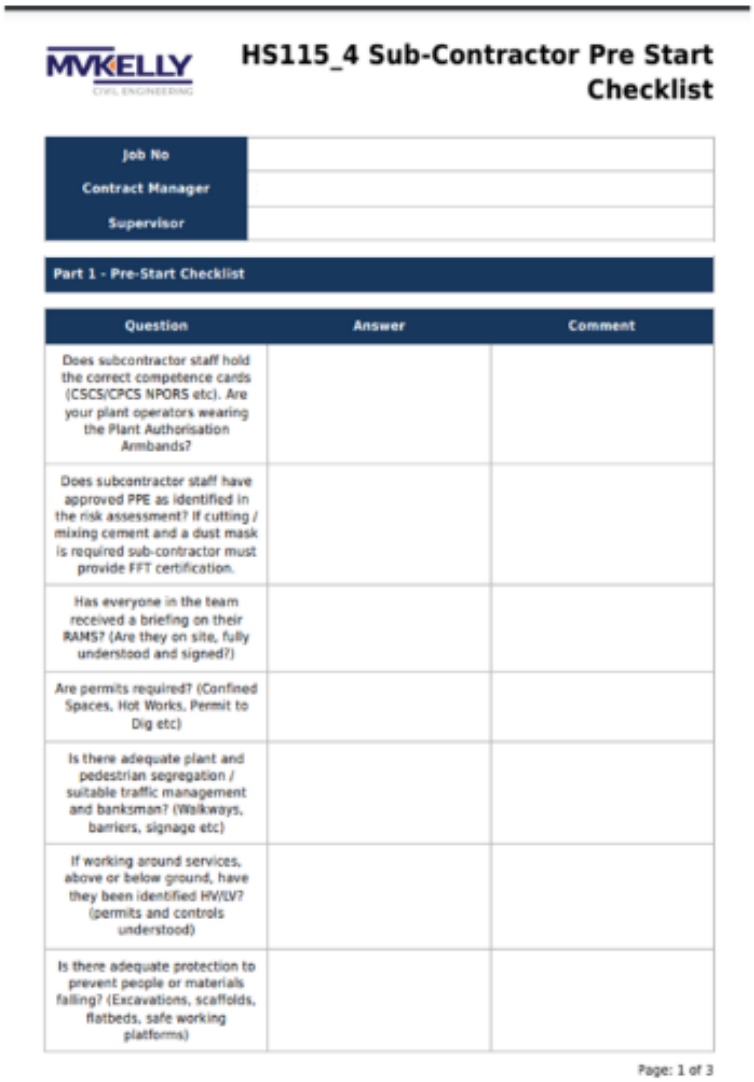
RAMS have been provided to the MV Kelly Site Supervisor and are relevant to the work activities
RAMS have been signed by the sub-contractor's workforce.
MV Kelly Supervisor has completed form HS115 (Sub-contractor Pre-start Checklist) with Sub-contractors Supervisor.
Sub-contractors' staff have the correct training for their work activities with copies available.
When operating plant & equipment Sub-contractor completes weekly LOLER & PUWER inspections.

Score 1

Sub-contractor RAMS on site but have not been signed by their workforce.
HS115 (Sub-contractor Pre-start Checklist) has not been completed for all SC's.
Some plant training is available but not all.
Insufficient plant / equipment inspection carried out.

Score 0

No sub-contractor RAMS available on site.
HS115 (Sub-contractor Pre-start Checklist) has not been completed.
No evidence of plant certs or operatives training available on site.
No evidence of plant & equipment inspections carried out.



HS115_4 Sub-Contractor Pre Start Checklist

Job No	
Contract Manager	
Supervisor	

Part 1 - Pre-Start Checklist

Question	Answer	Comment
Does subcontractor staff hold the correct competence cards (CSCS/CPCS NPORS etc). Are your plant operators wearing the Plant Authorisation Armbands?		
Does subcontractor staff have approved PPE as identified in the risk assessment? If cutting / mixing cement and a dust mask is required sub-contractor must provide FFT certification.		
Has everyone in the team received a briefing on their RAMS? (Are they on site, fully understood and signed?)		
Are permits required? (Confined Spaces, Hot Works, Permit to Dig etc)		
Is there adequate plant and pedestrian segregation / suitable traffic management and banksman? (Walkways, barriers, signage etc)		
If working around services, above or below ground, have they been identified HV/LV? (permits and controls understood)		
Is there adequate protection to prevent people or materials falling? (Excavations, scaffolds, flatbeds, safe working platforms)		

Page: 1 of 3

KPI 6	Reflow Management System
KPI 6.1	Permits to Work

Score 3

All necessary permits in place for work areas and completed correctly following controls observed during inspection.
Copies of clients permits recorded on Reflow.

Score 1

Permits in place for work areas but completed incorrectly (incorrect work area / incorrect personnel / incorrect plant and equipment in use).
Client's permits being completed but not recorded on Reflow.

Score 0

No permits in place for areas of work that would be required to conform to the safe system of work on site.

KPI 6	Reflow Management System
KPI 6.2	Plant & Equipment Registers

Score 3

All weekly statutory inspections completed for all plant and equipment on site referencing ID numbers also and evidence of periodic inspections completed (noted where defects have been found and reported).

Score 1

Insufficient inspections carried out and not all plant & equipment registered.
Defects present through visual inspection but not recorded on the weekly inspections.

Score 0

No weekly inspections completed for plant and equipment.

KPI 6	Reflow Management System
KPI 6.3	Excavation Register

Score 3 Excavation registers being kept up to date where there is a requirement.

Score 1 Evidence of some excavation registers being done but not consistently / for all excavations where there is a requirement.

Score 0 No excavation registers being done on site where there is a requirement.

KPI 6	Reflow Management System
KPI 6.4	Boundary Checks

Score 3 Boundary checks being completed daily on PC site and recorded on Reflow.

Score 1 Boundary checks being completed daily on PC site but not recorded on Reflow.

Score 0 No boundary checks being completed when PC.

KPI 6	Reflow Management System
KPI 6.5	HAVS (Operations / Recording)

Score 3

Operatives have a thorough understanding of the risk assessments / method statement and "trigger" times for the equipment they are using.
Plant and equipment being used is appropriate to the guidance and trigger times.
Job rotation is evident or implemented where necessary.
Correct use of PPE.

Score 1

Poor choice / incorrect selection of equipment resulting in excessive levels of vibration.
Defects identified, and equipment found in poor condition with little or no evidence of an inspection / maintenance regime in place.
Operatives using equipment more than the "trigger" times.
Incorrect PPE being used.

Score 0

Defective equipment found to be in use.
Use of HAV equipment not being recorded.
No PPE being used.

KPI 6	Reflow Management System
KPI 6.6	Training

Score 3

Correct level of trained supervisor on site.
MV Kelly First Aider present on site.
Training records evidenced on site.
Good mix of specialist training on site.

Score 1

No MV Kelly First Aider on site using clients.
Lack of specialist training on site.

Score 0

No trained supervisor on site.
No First Aider present on site (MV Kelly or Client).
Operatives caught operating plant / equipment without correct training.