

Guidance Document

G1365

Beacon Site - 'Achieving Best Practice' Guidance

Issue No.: A3

Issue date: August 2014
Review date: August 2017

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1 Purpose

- 1.1 The purpose of this Guidance is to develop and spread best practice in terms of site set up and management and site health, safety and welfare. In spreading best practice, we also assist the drive for the economic and efficient approach we need. Beacon Sites should be at the heart of what we do best. This information and picture guide has been prepared to assist everyone in achieving this goal. All the photos are from real LU sites, and show real examples of our achievements, we are sure elements can be improved, and we look to you to help us do so.
- 1.2 The Beacon Site Standard, is contained in 5 interrelated themes, these are:
- Consideration
 - Environment
 - Cleanliness
 - Safety and Health
 - Management & Values
- 1.3 Local site specific issues are also considered. What the pictures show are examples of good practice against each of the 5 categories. There is text and a photo guide relating to each question from the Beacon assessment form.

2 Scope

- 2.1 This Guidance applies to all LU sites and teams whose aim is to deliver outstanding Health Safety and Environmental performance and achieve Beacon Status.

3 Guidance

3.1 Pre Start Planning

- 3.1.1 Getting things right on site begins with planning. What we do before we arrive and set up. An assessment of the nature of the site, the environment and community in which it stands, the local challenges, all need to be considered and ranked. Getting this planned in from the start means answering some of these questions below. How well have you prepared for them?
- 3.1.2 Taking into account the local community and Environment, what are the special challenges for the site and the works within?
- 3.1.3 Are there any special local conditions, schools, hospitals, and local BTP inspired intelligence, particular local lobby groups, etc.?
- 3.1.4 What local consultation has taken place with the community links, station staff etc.?
- 3.1.5 Are there any other LU projects in the area at the same time that we may link with?
- 3.1.6 How will staff get to and from the site, where will they congregate and change their clothing?
- 3.1.7 What will the welfare arrangements be like?
- 3.1.8 What are the materials storage, loading and movement constraints?
- 3.1.9 What does the noise risk assessment show? From this are there any controls in place?
- 3.1.10 Is there a water pollution risk and what are the controls and mitigations for this?
- 3.1.11 Is there any ground contamination and how will the waste residues be managed?

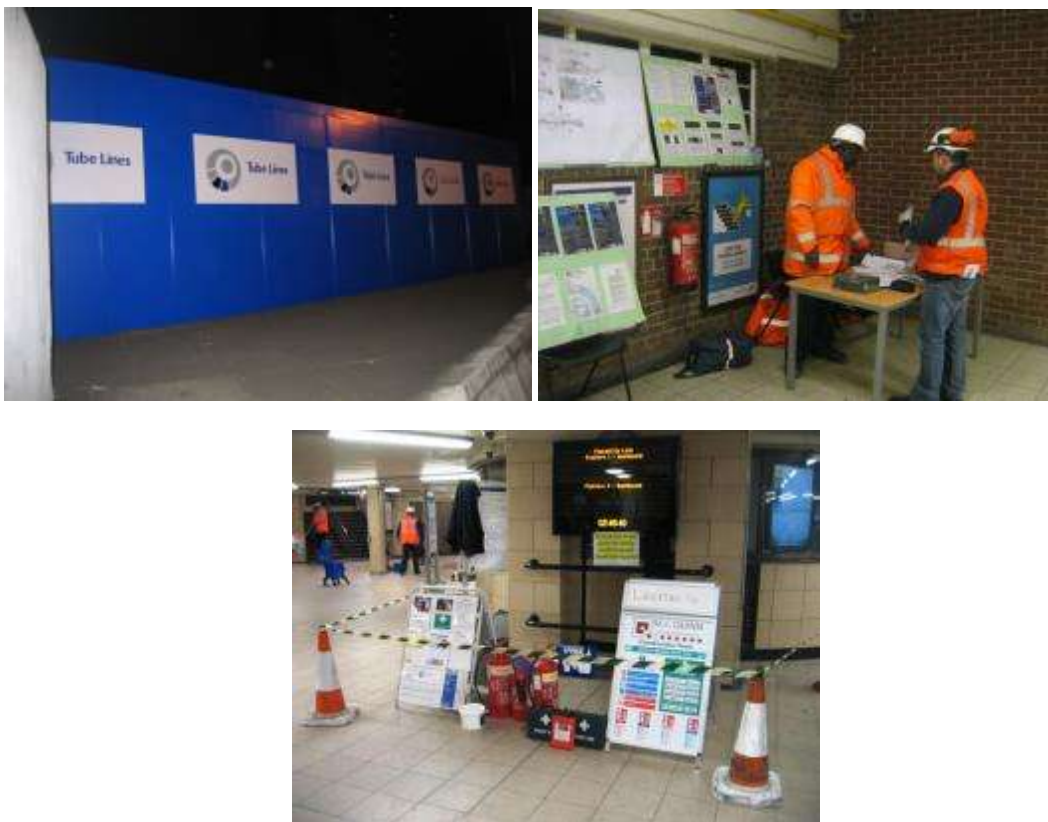
All this needs to be in place and ready before you get to site and much of what this looks like is shown in what follows.

3.2 Site Set Up and Consideration

- 3.2.1 This element, in many ways the largest and most important section, looks at how to set the site up and as a consequence minimise the impact of our work on others. All work is to be carried out with positive consideration to the needs of site personnel, site visitors, adjacent parties and the general public. Measures are given against traffic plans, visitor access and security with a focus on creating a safe site for all.

Is the site displaying corporate signage, if hoardings are in use are they graffiti free, is there information on display about company contacts, policies etc.

Are hoardings / fences appropriate to the environment? E.g. not visual eyesores, block out substantial light to neighbouring properties etc.? Does the site run any form of programme to ensure that the facilities, hoardings and public areas are kept clean and graffiti free?



- 3.2.2 Has suitable consideration been given to parking for operatives, staff and visitors?

If the site provides a car park does it have suitable pedestrian segregation? If the site provides no dedicated parking are operatives parking considerately i.e. away from pedestrian crossings, not on grass verges or pavements and not in residential bays. Are engines switched off when vehicles are parked?



3.2.3 How well are access points to site identified and are they well lit?

Does the site access have appropriate signage displayed? If the access is other than at a station is the area suitably lit?



3.2.4 Are there restricted times for deliveries, loading/ unloading and how effectively do these work?

Is the site subject to any local authority Section 61 requirements that limit deliveries and if so how well are the requirements managed and communicated to the workforce including third party contractors? Are deliveries done during engineering hours where possible?

3.2.5 Are operatives encouraged to behave and dress appropriately when interfacing with the public?

If staff are congregating in public areas at the commencement of shift or during breaks are they causing congestion to any public area, are staff discouraged from sitting on pavements, bus stops etc., are staff using public facilities and local shops behaving appropriately? Does the induction / site briefing deal with shouting or abusive language in and around the site?

3.2.6 To what level are precautions in place to minimise any negative effect caused by plant?

If there is noisy plant in use has the site made any attempt to reduce noise via mechanical means such as noise screens? Is plant situated with consideration for neighbours or residents? If the site has multiple vehicles entering and leaving are precautions in place to ensure control of debris, mud, etc. contaminating the local roads.



3.2.7 Are there adequate welfare facilities on site e.g. changing facilities, storage for clothing and PPE and adequate toilet facilities for the work force including separate male and female toilets?

Does the site provide adequate drinking water which is clearly identified and sign posted? In multi-level sites where access to drinking water may require an excessive walking distance, has the site made provision for water to be available at other levels? Has any consideration been given to excessive heat that may increase the need for drinking water?

Does the site have an adequate number of toilets for both male and female staff? Are the toilets well kept, monitored, cleaned and maintained with lockable doors, working lights and consumables? Is there hot water available for washing and hand towels? If the site provides showers are they working and in a clean condition? Do staff have somewhere away from public view to sit when changing clothes and is there somewhere for staff to store clothing or bags whilst at work? Does the site provide a drying room with heaters? Is there suitable accommodation for messing with adequate tables and chairs? If the site is using station welfare facilities, has agreement been obtained with the station?





3.2.8 Are provisions made to combat the negative effects of smoking (e.g. designated smoking areas)?

Does the site have a designated smoking area equipped with suitable waste receptacle?



3.2.9 How clear, effective and enforced is the site traffic plan?

Are the pedestrian areas and vehicle areas clearly marked and is there suitable segregation? Are banks men available for plant movements? Is the site traffic management briefed out to all staff?



3.3 Environmental

3.3.1 Noise from construction operations and all other sources is to be managed and kept to a minimum at all times. Efforts must be demonstrated and performance measured in the areas of, waste, management of local wildlife, recycling and site specific energy initiatives.

3.3.2 Have sensitive plants, trees, etc., been suitably protected?
If the site contains any sensitive plants, trees or protected wildlife, have suitable precautions been taken to protect them? Are the staff aware of the protection requirements?



3.3.3 Is material waste monitored and records kept? Are the consignment & waste transfer notes kept on record?
If the site is large enough to warrant a site waste management plan, is it available at site and being adhered to? Does the site recycle any of its waste?

3.3.4 Are environmental issues included adequately in the site induction and are site personnel aware of the issues?

If the site has any particular environmental issues such as Japanese knot weed or protected species, were these covered in the site induction? Does sampling of site operative's knowledge reveal an awareness of any environmental issues relevant to the site?

- 3.3.5 How well have environmental issues been included in the Safe System of Work?
Is the site compliant with the requirements of the Safe System of Work?
- 3.3.6 How well is site waste segregated? E.g. Into hazardous / non-hazardous etc.? Is it clearly signed?
If the site has segregated waste skips, is the waste actually segregated? Does the site make any effort to recycle both construction and office waste?



- 3.3.7 Are energy saving measures in place and is there a monitoring procedure in place?
Does the site have any energy saving measures such as low energy bulbs, motion sensors, reminder notices or timers on lights?
- 3.3.8 Are chemicals and fuels appropriately stored with clearly marked bunds, signage etc.?
Does any bunding have suitable capability to contain spillage e.g. 110% of the contained volume?
Are COSHH substances stored with due consideration for other items within the storage area i.e. fuel and oxidisers suitably segregated.



- 3.3.9 Is fuel/oil spillage clean up equipment available and suitable? Have personnel be shown how to use it?
Are suitable spill kits available and can staff demonstrate competence in how to use them?

- 3.3.10 Is noise being monitored on site, readings taken regularly and records kept on site to demonstrate as such?
Does the site have access to a noise metre and can it provide evidence of regular monitoring?



- 3.3.11 How well are the measures for preventing dust and air pollution being managed and have all operatives been face fit tested?
Is the site taking suitable steps to contain dust that it may generate? Is there suitable suppression equipment available? Check to see if all operatives using dust masks have undergone face fit testing for their mask.

