

T100 RMS– UPDATE!

As mentioned in March’s Newsletter, we have invested in the new T100 Risk Management System which is currently being set up by Sam Booth.

Sam is working with Radek Zielonka at St Thomas Hospital to ensure the system is set up correctly and any teething problems are rectified before users are issued with their log in details.

Once Sam and Radek have the system working as it should be, training will be given individually by both Sam and the Contracts Management Team on your site. A copy of a training guide developed by Sam will also be issued to you.

The System benefits are:-

*We can manage and mitigate risk with the easy-to-use cloud-based software across computers, tablets and mobiles

*Senior management staff can be kept up to date with real-time reports and notifications

*Help employees follow Health and Safety processes and track their compliance

*The software is regularly updated and exclusively managed by BSS in-house development team

*Free telephone support is available for the software if required, with guidance from BSS qualified H&S consultants

T100 Risk Management System

TRAINING GUIDE

Daily Activity Briefings....

By now, all Site Managers should be giving Daily Activity Briefings and recording them on the DAB Form issued by Sam Booth on 6th April 2017.

The briefings are only required to be given to the Contractors Foremen first thing every morning, it is down to them to inform their employees.

The briefings need to cover any current on-site hazards or any foreseeable hazards that all site personnel must be made aware of i.e scheduled crane lifts, live services, asbestos etc

Any issues can be sorted during this briefing first thing in the morning to ensure the safety of our site personnel throughout the day.

Weekly Site Safety Meetings....

Weekly Site Safety Meetings should also have started by now, again a copy of the Agenda will be issued to you on 6th April.

Only the Contractor Foremen are required to attend this short meeting. The meeting does not need to be long but must cover as a minimum the H&S issues on the Agenda.

The idea behind this is, if we engage the Contractor Foreman it is their responsibility to manage their own operatives and may make some of the more 'awkward and rebellious' Contractors become a little more involved and more responsible.

At the end of the day our Site Managers are there to manage the site and not have to waste time picking up where Contractors are



Emergency Procedures in the Event of a Terrorist Attack....

In light of the sad events that occurred on Westminster Bridge recently, we feel it is now necessary to develop safety procedures should a terrorist attack occur whilst we are at work.

These safety procedures will be included within the Emergency Action Plan for every project. A copy of which has been included on the next page.

Please read on to find an extract from the Metropolitan Police Website on how to stay safe from terrorism:-

What can I do as someone who works in London?

We need the help and support of individuals, businesses and communities across London to remain alert and maintain the safety and security of those places in which we live, work and socialise.

Crowded places, events, public transport, and iconic locations are some examples of locations that could be potential targets for terrorists. All of these are to be found in London.

You are familiar with your workplace and surrounding area, so you're ideally placed to spot when something is amiss. In this period of heightened alert, it is vital to remain vigilant, trust your instincts and report possible terrorist activity to the police.

Look for anything that seems out of the ordinary, such as:

- People in stationary vehicles watching a building or structure
- Vehicles moving slowly near public buildings, structures or bridges, or parked in suspicious circumstances
- People using recording equipment, including camera phones, or seen making notes or sketches of security details
- Someone suspicious paying close attention to specific entry and exit points, stairwells, hallways or fire escapes
- People loitering at or near premises for long periods and watching staff, visitors and deliveries for no apparent reason
- People asking detailed or unusual questions about buildings and business operations, facilities (such as room layouts), security or parking for no apparent reason
- Challenge those in offices and 'off limits' areas, plant rooms and similar – report matters immediately to your security manager or dial [999](tel:999)

If you've witnessed any of the above, trust your instincts and report it using our [online tool](#) or call the Anti-Terrorist Hotline on [0800 789 321](tel:0800789321). Our specially trained officers will take it from there.

Please click on the link below to watch a video issued by the police in the event of a terrorist gun attack.

https://youtu.be/QUCW_mk35Xc

Logan Procedures In the event of a terrorist attack;

In close proximity of the site/existing building:-

- Close down the site immediately and summon all site personnel to the site canteen.
- Site Manager to contact the Emergency Services and report the attack
- Site Manager to do a head count against the signing in/out register
- Site Manager to notify Head Office (Contract Manager/H&S Advisor/ Contract Director).
- Site Manager to liaise with the Client and/or Emergency Services
- All personnel should stay together in the canteen unless advised differently until the all clear has been given to the Site Manager to leave.

Within the Existing Building:-

- Close down the site immediately and summon all site personnel to the Assembly Point.
- Site Manager to contact the Emergency Services and report the attack
- Site Manager to do a head count against the signing in/out register
- Site Manager to notify Head Office (Contract Manager/H&S Advisor/ Contract Director) for further instruction.
- Site Manager to liaise with the Client and/or Emergency Services
- All personnel should stay together at the Assembly Point unless advised differently until the all clear has been given to the Site Manager to either leave or collect belongings.

In the Event of a Gun Attack:-

- Run to a place of safety
- If you can't run, hide in a safe place and where possible lock the door
- Stay quiet and turn off your mobile phone (or radio) unless you are able to send an urgent text message for help beforehand.
- Do not come out until the police find you to give you the all clear

In the Event of being taken hostage:-

- Try to stay as calm as possible
- Do exactly as instructed by the terrorist
- Do not make any sudden movements
- Do not give them any reason to hurt you.



Accident Reporting....

It has come to light after review of recent Accident Reports received that the Reports are not being completed properly.

The reports being made are very vague and do not explain fully;

- a) How the accident happened
- b) The cause of the accident
- c) Details of the injury and First Aid given
- d) Whether a trip to A&E was required and the treatment received.

The information above is required on every report, unfortunately 'cut on head, 1st floor' is not acceptable.

We need as much detail as possible even if it is only minor, it will enable us to monitor for trends and help us decide whether we need to assess current work equipment, upgrade PPE and see if operatives require further training whether it's one of our employees or a subcontractor.

Please ensure that Accident Records are completed properly before submitting to Sam Booth.

Remember: Accident Records must be scanned same day to Sam Booth with hard copies to be given to Juliusz in an envelope to take back to Eltham HO.

Report Number

Accident record

1 About the person who had the accident

Name

Address

Postcode

Occupation

2 About you, the person filling in this record

▼ If you did not have the accident write your address and occupation.

Name

Address

Postcode

Occupation

3 About the accident *Continue on the back of this form if you need to*

▼ Say when it happened. Date / / Time

▼ Say where it happened. State which room or place.

▼ Say how the accident happened. Give the cause if you can.

▼ If the person who had the accident suffered an injury, say what it was.

▼ Please sign the record and date it.

Signature

Date / /

4 For the employee only

▼ By ticking this box I give my consent to my employer to disclose my personal information and details of the accident which appear on this form to safety representatives and representatives of employee safety for them to carry out the health and safety functions given to them by law.

Signature

Date / /

5 For the employer only

▼ Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). To report, just call the KCC on 0846 300 9923.

How was it reported?

Date reported / /

Signature

Health & Safety Executive News....

15/03/17: Construction worker seriously injured in wall collapse

A Manchester building contractor and a company owner have appeared in court after a worker was seriously injured on a refurbishment site.

The 53-year-old father of two from Salford was employed as a labourer at the site of a refurbishment project at Manchester One, when the incident occurred on 29 August 2014.

The incident was investigated by the Health and Safety Executive (HSE) and on 9 March 2017 Workspace Design and Build Ltd, the principal contractor for the project, and Paul Harrison former director of Access Flooring Specialist Ltd were prosecuted for serious safety failings.

Manchester Magistrates' Court heard how two operatives working for Access Flooring Specialist Ltd had started the demolition of a freestanding concrete block wall on the site using a demolition hammer.

One of the men had started to cut into the wall just above the half way point, when the second man took over and continued from the top using step ladders for access. As he did so, the top half of the wall collapsed knocking him from the ladder and landing on top of him.

The injured person suffered fractures to his neck and back and spent three months in hospital following the incident. He has been unable to return to work since.

The HSE investigation found there was no suitable risk assessment in place for the work that was being

carried out and the workers had not been provided with suitable work instructions for carrying out this task safely.

In addition to this no checks had been made regarding the injured workers training or experience, he was not provided with a site induction or adequate PPE for the task and the work on site was not being supervised.

Workspace Design and Build Ltd of Manchester One, pleaded guilty to breach of Regulation 22(1)(a) of the Construction (Design and Management) Regulations 2007 and was fined £14,000 and ordered to pay costs of £2972.

Paul Harrison of Tyldsley, Manchester pleaded guilty to a breach of Section 37 (1) of the Health and Safety at Work etc. Act 1974 relating to his companies' breach of Regulation 13 (2) of the Construction (Design and Management) Regulations 2007 and was fined £1300 and ordered to pay costs of £2851

Speaking after the hearing HSE Inspector Laura Moran said: "The risks associated with the demolition of the internal walls at Manchester One were not properly considered and, as a result, there was no safe system of work in place for the operatives to follow.

"Together with a lack of adequate supervision, these failings resulted in one man suffering serious and life changing injuries, which could have been prevented had the work been properly planned and managed."

14/03/17: Construction firm fined after worker fell from height :-

Construction company Kier Construction Limited has been

fined £400,000 after a worker fell from height.

Westminster Magistrates' Court heard how Jair Morales was installing plywood boards covering holes on the third floor of a building at a construction site in Uxbridge, Middlesex when he fell a distance of 3.95m to the floor below.

The court heard no steps had been taken to prevent him falling through the opening as he installed the plywood boards. Mr Morales suffered fractures in his pelvis and his arm following the fall and has been unable to work since the accident.

An investigation by the Health and Safety Executive (HSE) found that Kier failed to ensure the work was properly planned and carried out in a safe manner.

Kier Construction Limited of Tempsford Hall, Bedfordshire pleaded guilty to breaching section 4 (1) of the Work at Height Regulations 2005, has been fined £400,000 and ordered to pay costs of £1,534.

Speaking after the case HSE inspector Owen Rowley said: "This incident could have been a lot worse. The system that Kier Construction Ltd has in place to control the risk from installing the protection for openings was not implemented on site, ultimately resulting in the accident.

"The risks of working at height are widely recognised throughout the construction industry. This case highlights the importance of ensuring that all work at height is properly planned and carried out safely."

28/02/17: Balfour Beatty fined for safety failings :-

A construction company has been fined after flooring at a house-building development gave way, injuring a worker.

Newcastle Crown Court heard how a worker was on the first floor of a new build domestic property when the floor gave way at one side. The worker and approximately 70 building blocks slid 2.4 metres, vertically, to the ground. He suffered fractures to bones in his foot.

Balfour Beatty Regional Construction Limited (Balfour Beatty) was running the site at Richmond Park, Sheffield, where the incident occurred. The injured person was one of a three-man brick laying team instructed to work on the first floor of an incomplete property.

An investigation by the Health and Safety Executive (HSE) into the incident, which occurred on 2 March 2015, found that the supporting joists of the first floor had not been fully installed as per the house designer's instructions, leaving it unstable.

Balfour Beatty Regional Construction Limited of London, pleaded guilty to breaching Regulation 28 (1) of the Construction (Design and Management) Regulations 2007 and was fined £230,000 and ordered to pay costs of £11,915.

HSE Inspector Alan Sheldon, said: "It is vital that companies following design instructions and ensure that structures are stable. This incident could have been much more serious for a number of workers and should act as a reminder to everyone within construction—that protecting workers' health and

safety is vital in such a potentially dangerous industry."

22/02/17: London construction firm fined after workers injured :-

Leyland SDM (LSDM) Limited has been fined after four workers fell more than three and a half metres whilst carrying a ventilation unit.

Westminster Magistrates Court heard how LSDM had been in the process of redeveloping a warehouse in Wembley. However, when four workers tried to move a ventilation unit into position, the working platform became overloaded and gave way. Neither the work at height nor the lifting operations were planned properly. Two of the four injured men suffered leg fractures, while a broken collar bone were among the other injuries caused by the incident.

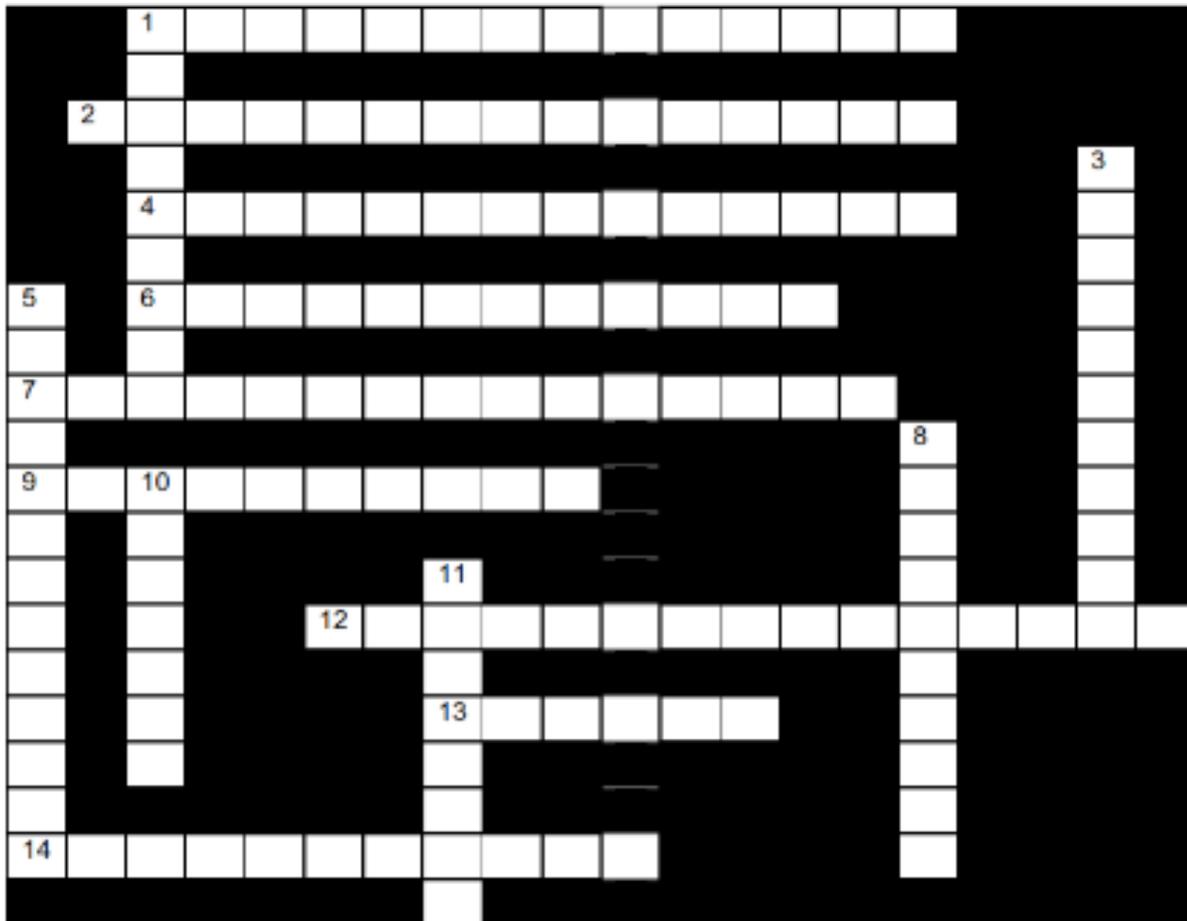
A Health and Safety Executive (HSE) investigation found the company failed to manage the risks when working at height and carrying out the lifting operation. The company also failed to have the right level of trained personnel and supervision in place to carry out these tasks safely and effectively.

LSDM of Fourth Way, Wembley pleaded guilty to breaching Regulations 6 (3) of the Work at Height Regulations 2005 and Regulation 4 (1) of the Manual Handling Operations Regulations 1992 they have been fined £450,000 and ordered to pay costs of £1038.

Speaking after the hearing HSE inspector Jack Wilby said: "The safety failings by this company are severe and it is lucky that the injuries were not more severe. This incident highlights the importance of planning work, in this case both

for lifting operations and working from height, to ensure it is carried out safely."

Health and Safety Crossword



Across:

1. A person using a computer should check these every day (5) (3) (6)
2. Appointed by an employer to advise on health and safety (9) (6)
4. The main aim of risk assessment is to (9) (5)
6. Used for recording injuries (8) (4)
7. The first step in a risk assessment is to (8) (7)
9. COSHH stands for Control of _____ Hazardous to Health (10)
12. An accident is an (10) (5)
13. A fatal accident in the work place should be reported under which regulation (6)
14. An employer has a legal duty to provide (11)

Down:

1. An employee has a legal duty to _____ with an employer (9)
3. A notice that could be served on a business that has unsafe working practices (11)
5. Trailing wires can cause these (5) (3) (5)
8. These explain to employees how to work safely (10)
10. A fire exit should never be (7)
11. An incident that does not lead to an accident is called a (4) (4)