



Visitor Induction Health & Safety

Gloucester Gaol

CHERISHING
HERITAGE
CREATING THE
FUTURE

50
YEARS

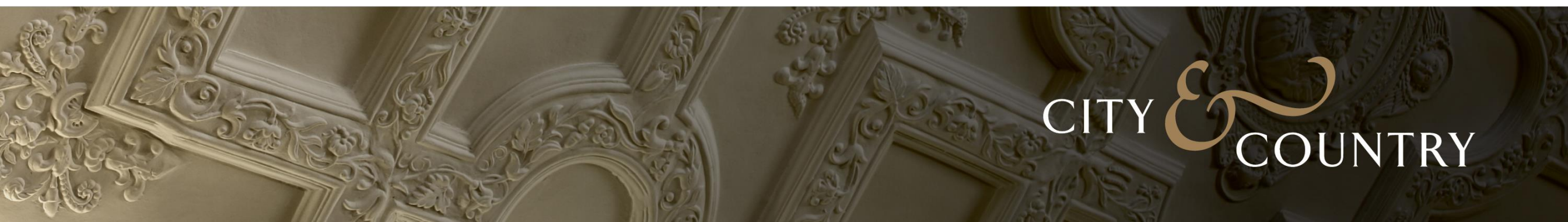
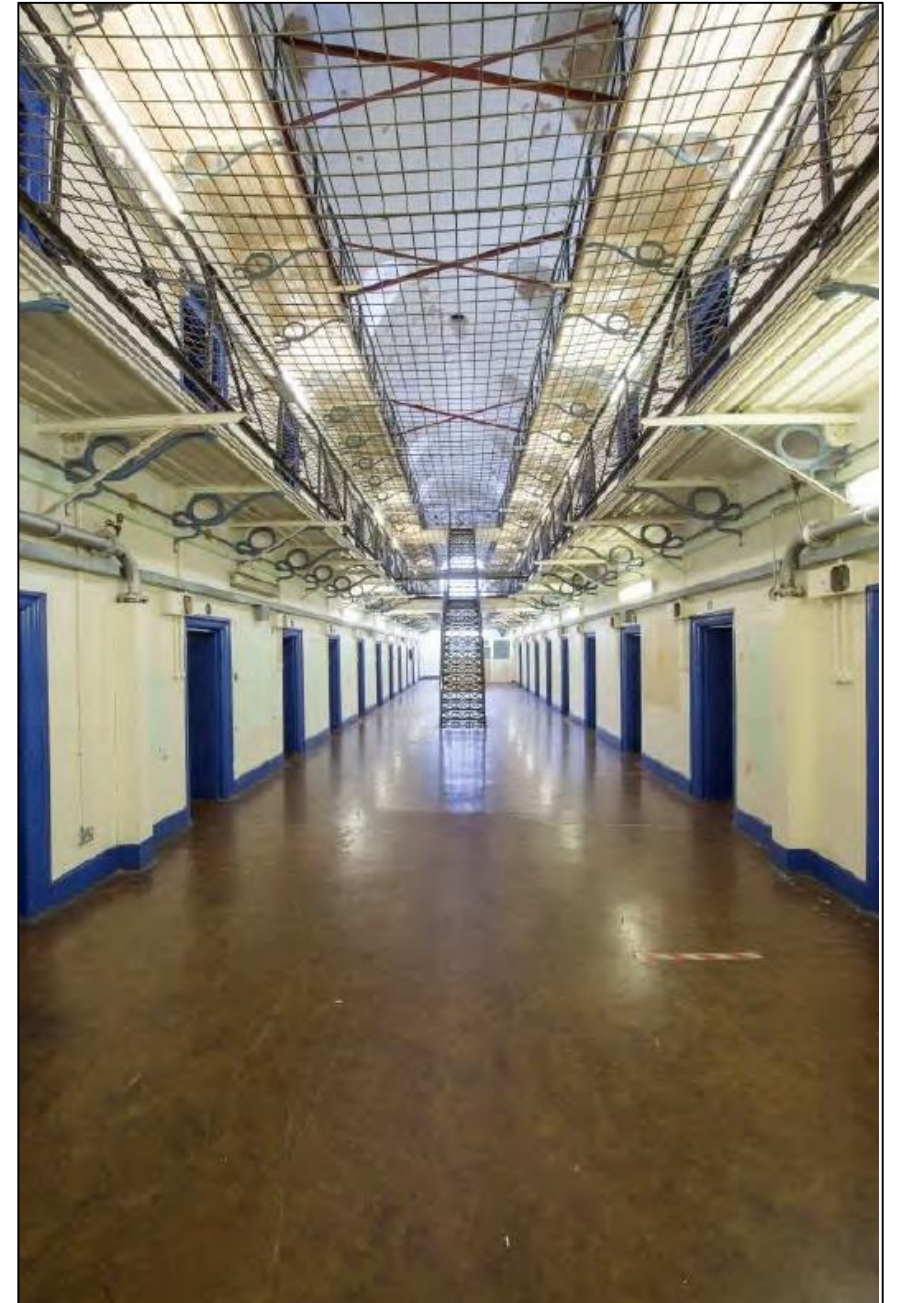
Introduction

- It is the policy of City & Country (C&C) to provide a safe and healthy working environment.
- This induction has been developed for all site users intending to either work on or visit this site.



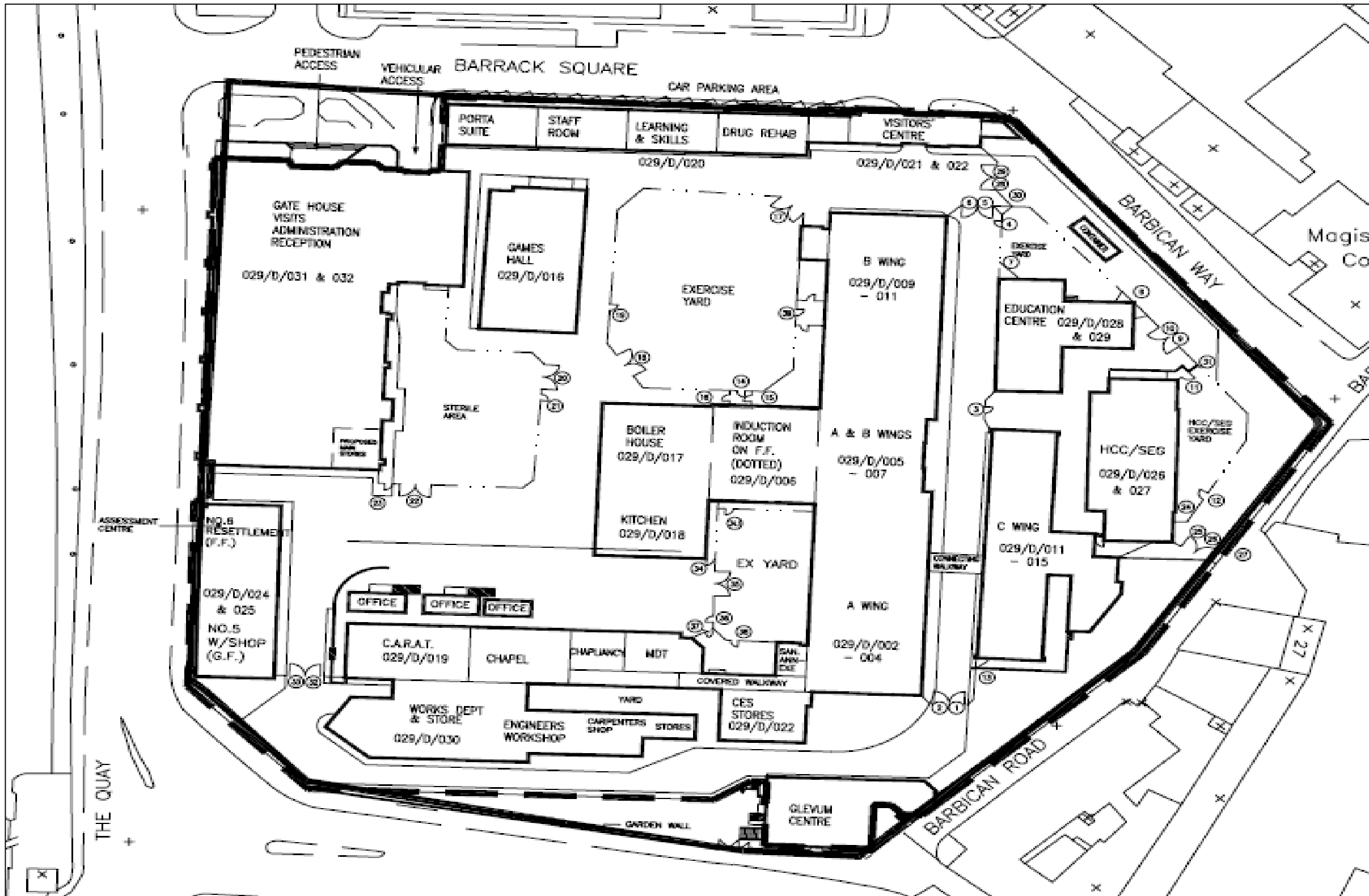
Introduction

- This induction is only a basic guide to working safely, introduces the Site Rules which must be adhered to at all times.
- It is not a definitive guide to safety legislation, and does not replace, modify or detract from the responsibility of the individual to comply with legislation, regulations and best practice.

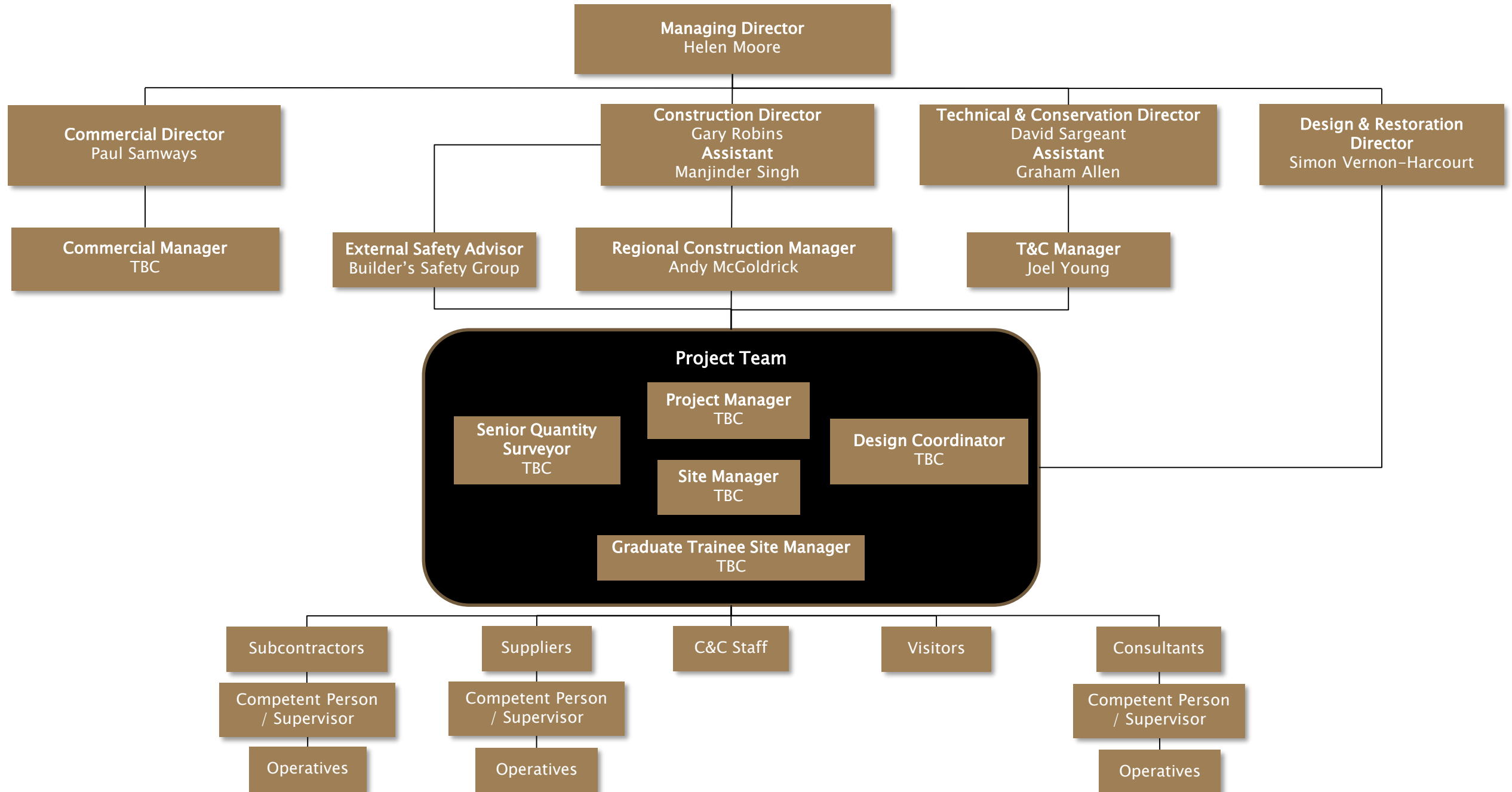


Project & Site Information

- HMP Gloucester is located in Gloucestershire and opened in 1791.
- It operated as a prison until its closure in 2013.
- City & Country acquired the site in 2015, where is currently in the initial holding phase with a 24/7 security presence.
- The site is currently being considered for redevelopment and conversion to residential accommodation.



Organogram



Contact Information

| Role | Name | Contact Number | First Aider | Fire Marshall |
|--|-------------------------------|----------------|-------------|---------------|
| Regional Construction Manager | Andy McGoldrick | 07816 513 550 | Yes | Yes |
| Handyman | TBC | | | |
| T&C Point of Contact (1) | Tabbie Chambers | 01279 817882 | Yes | No |
| T&C Point of Contact (2) | Graham Allen | 07812 660236 | Yes | Yes |
| T&C Point of Contact (3) | Joel Young | 07872 989787 | Yes | No |
| Security Guard | Theresa Butler (SES Security) | 01704 552270 | No | No |
| Address: HMP, Gloucester, Barrack Square, Gloucester, GL1 2JN. Site Entrance: Barrack Square. | | | | |

C&C Environmental Policy

The C&C Environmental Policy aims to:

- Adhere to the principles of best construction practice and good neighbourliness on all sites.
- Manage the construction process to help minimise the environmental impact of our operations and reduce potential for pollution of soil, water and air.
- Minimise the waste generated and encourage the appropriate re-use or recycling of materials as far as is practicable.
- Not to dispose of waste into manholes or ditches.



Personal Responsibilities

Each person has a responsibility to:

- Take reasonable care of their own health and safety.
- Take reasonable care of the health and safety of others who may be affected by what they do.
- Co-operate with their employer regarding health and safety and must not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.
- Read, understand and work within your own Company's Health & Safety Policy and the Health & Safety Policy of City & Country, a copy of the latter is available on site and via the Technical & Conservation Department.

Health & Safety Statistics

On average, 6,500 people have accidents every year which result in at least 3 days absence from work. The most common cause of these accidents are:

- Handling;
- Slips, trips and falls;
- Moving and/or falling objects;
- Falls from height; and,
- Electrocution.

Permit to Work System

- City & Country operates a Permit to Work System.

You must have a valid Permit in place for:

- Hot Works;
- Digging;
- Work in Confined Spaces;
- Work on High Voltage (check what is high voltage); and,
- Work in Restricted Areas.

Site Security

- There is a 24 hour security presence on site, provided by SES Security.
- The site uses both PIR and smoke alarm systems. Any attempt to tamper with or wilfully damage these systems will result in the immediate removal of that person from site.
- Any alterations to the site hoarding/boundary must first have the written consent from someone at City & Country.

Emergency Procedures

Fire

Fire Action

- Sound the Alarm.
- Notify City & Country Management.
- Extinguish the Fire with the equipment provided, only if trained to do so.
- Leave the building by the nearest available exit – do not use lifts.
- Report to the assembly point (see next slide).

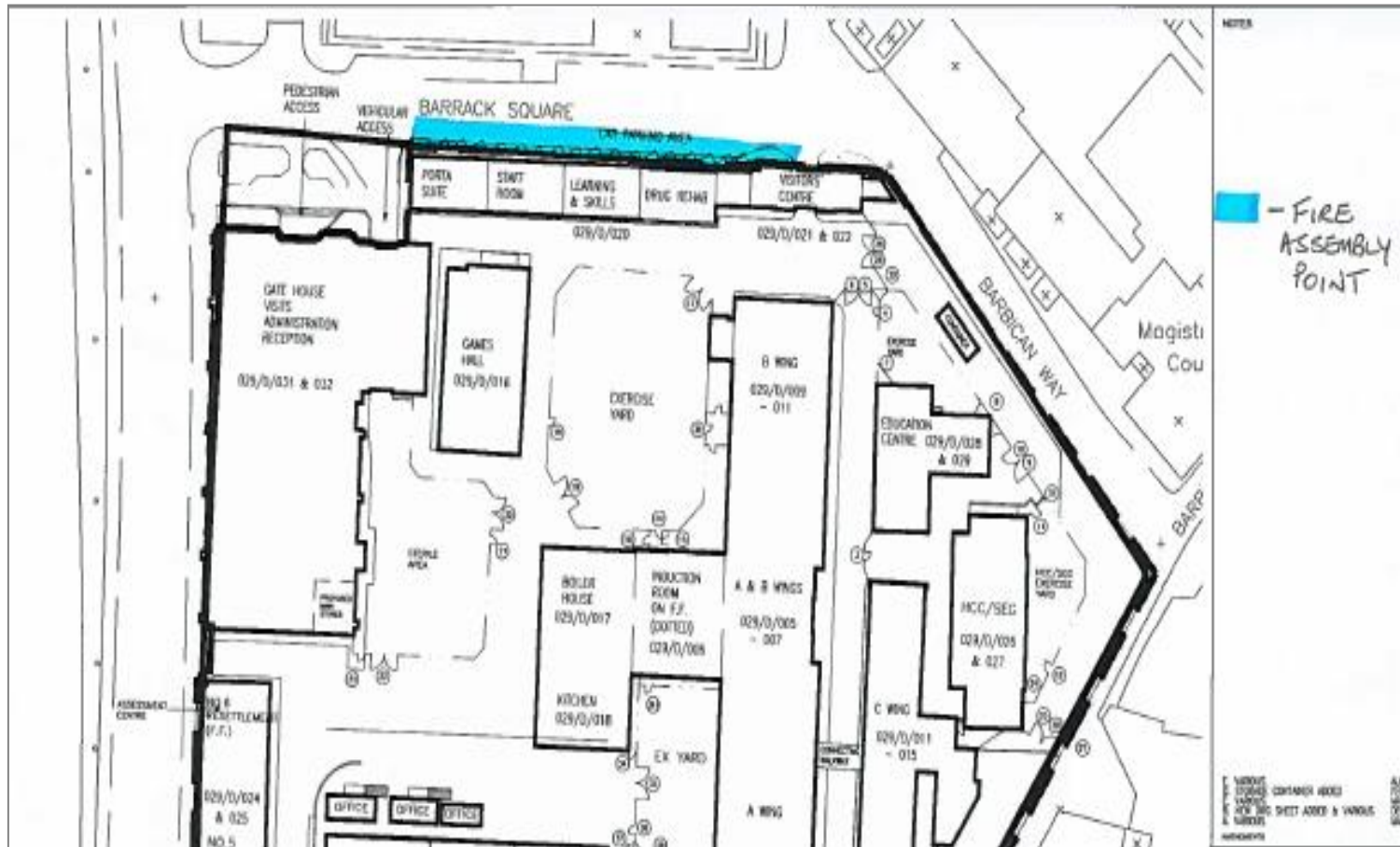
Call the Fire Brigade

Dial 999 and tell the operator that the Fire Brigade are required at:
HMP Gloucester, Barrack Square, Post Code GL1 2JN

- Do not return to the building until authorised to do so by the Fire Marshall and the Fire Rescue Services.

Emergency Procedures

Fire



Emergency Procedures

First Aid

- First Aid facilities are available in the Security Office at the Gatehouse building.
- All incidents and accidents including near misses should be reported immediately.
- Any accident at work, however minor, must be entered in the Accident Book.
- All site users should have the appropriate contact information i.e. Security Guard, C&C Technical & Conservation Department, and C&C Point of Contact.

Site Rules

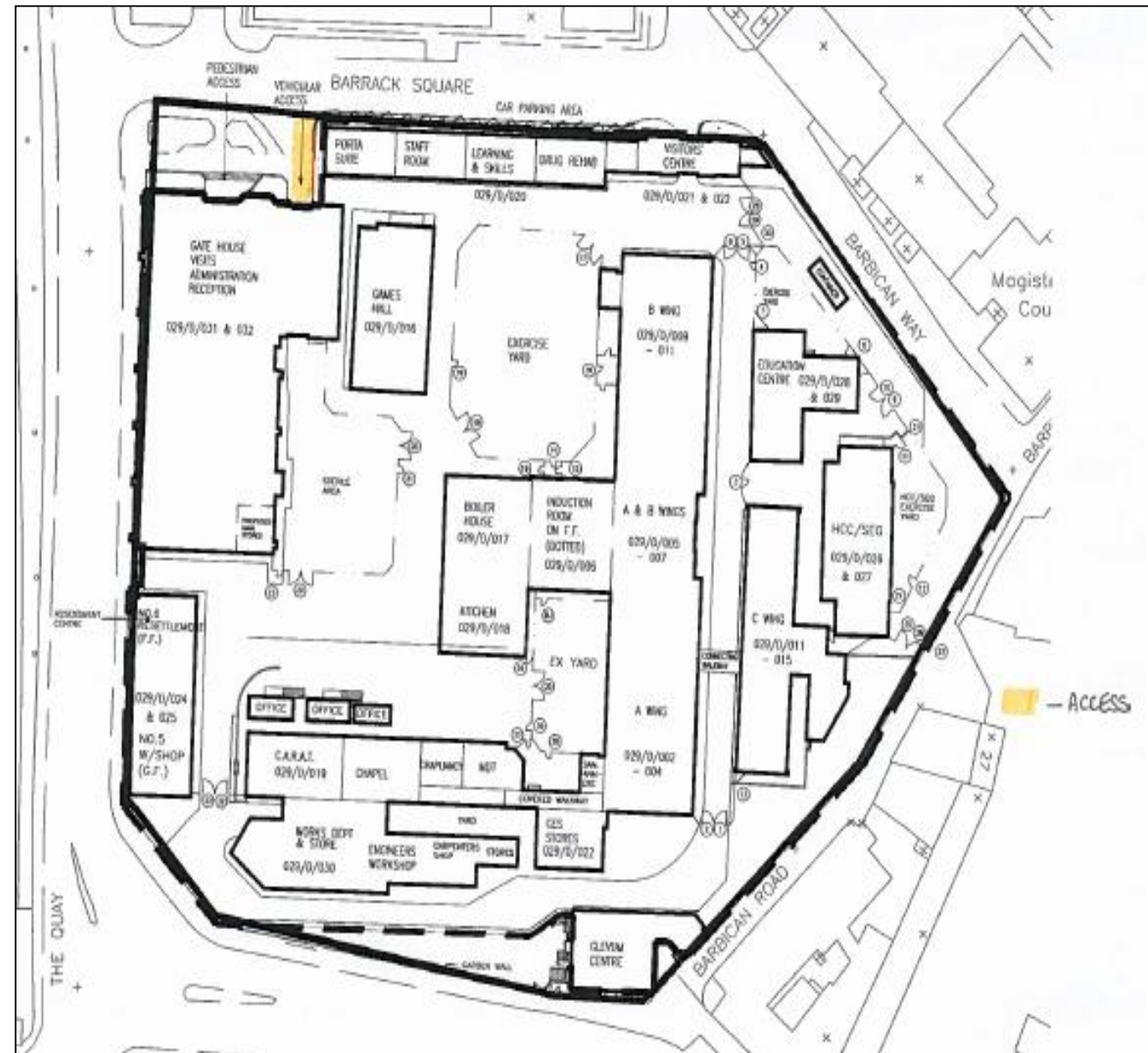
Working Hours

- The Site Working Hours are Monday to Friday 7.30am – 5:30pm.
- Any working outside these hours will be at the discretion of and by prior agreement with the Technical & Conservation Department at least 1 week in advance.

Site Rules

Arriving on Site

- Access is via Barrack Square, highlighted in yellow on the plan opposite.
- There is parking on site through the main prison gateway – height and width restrictions apply.
- Access will be permitted to load/unload in designated areas only.



Site Rules

Whilst on Site

- You must have received an induction and completed an Induction Form before going on to the site.
- Comply immediately with any written or verbal instructions given.
- Report any defects or unsafe items/practices to the Technical & Conservation Department immediately, including but not limited to missing or ineffective barriers, signage, hand rails, guard rails, toe boards, boards, brick guards, etc.

Site Rules

Whilst on Site

- Comply with any Notices or Instructions served by City & Country.
- The following written Notices and Instructions are used on this Project:
 - Site Instruction
 - Clean Up Notice
 - Incomplete &/or Defective Works Notice
 - Damage &/or Excess Wastage Notice
 - Unsafe and/or Unauthorised Working Practice

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Site Rules

Whilst on Site

- Only consume food and drink within the designated area – Security Office.
- Only use the site toilets in the designated area – Security Office.
- Only use mobile phones where it is safe to do so.
- Use of radios is not permissible on this site.
- Speak respectfully to others, especially visitors and the local community.
- Smoke in the designated area.

Site Rules

Induction and Training

- The site is constantly changing. Always confirm the Emergency, Fire and Accident Procedures, the First Aiders and the location of the First Aid Box and Assembly Point, each time you visit site.
- Read and take notice of any hazards identified.
- If you are unsure about something, contact the Technical & Conservation Department or on-duty Security Guard.

Site Rules

Housekeeping

- Leave all facilities on the site in a clean and sanitary condition. Assist in ensuring that facilities are suitably stocked with supplies of towels, soaps etc., by reporting shortages.
- Do not block or restrict escape routes.
- Dispose of any rubbish or waste appropriately.
- Free access must be maintained at all times to all exits, fire alarm boxes, fire extinguishing equipment, and/or any other emergency equipment.
Free access means clear of any obstructions.

General & Key Site Rules

Drugs & Alcohol

- Any person caught in possession of, or suspected of, being under the influence of drugs or alcohol will be removed from site.
- If you are on drugs for any medical reason, please inform the person undertaking this induction before accessing the site area.



Site Rules

PPE

- Everybody working or visiting site must wear Personal Protective Equipment
- As a minimum a safety helmet, protective footwear and high visibility clothing must be worn.







- You may need to wear additional personal protective equipment for specific tasks detailed in your Risk Assessment & Method Statement – for example goggles and gloves.

Site Rules

Actions that will result in instant removal from site

- Repeated failure to sign in/out when entering and leaving site.
- Acting in a manner that has endangered or potentially could endanger the health, safety and welfare of yourself or others on site.
- Refusal to receive an induction or failure to demonstrate a standard of health and safety in their work.
- Being, or appearing to be, under the influence of alcohol or drugs.
- Any act of theft, vandalism and/or graffiti
- Any abuse or misuse of the fire-fighting equipment.
- Any foul or abusive behavior towards others on site or members of the public.

Safety Signage

| Colour | Example | Meaning |
|--------|---|------------------------------------|
| Red |  | Prohibitive (Must not do) |
| Blue |  | Mandatory (Must do) |
| Yellow |  | Caution (Warning) |
| Green |  | Information |

Safety Awareness

Access Ladders

- Check for damage and that the ladder is standing on a firm base.
- Check that it is secured at the top.
- Check that it is rising one metre beyond the landing area.
- Check that you have cleaned footwear of excessive mud before climbing.
- Do not carry tools or materials up ladders.
- If in doubt, use the 4:1 rule i.e. for every 4ft of height move the ladder 1ft away.

Safety Awareness

Electricity

- Check for underground services before excavating.
- Use 110 volt electrical equipment only on site.
- All tools and equipment should be regularly inspected and tested and a record kept.
- Keep trailing cables off the ground and away from water.
- Never overload or use makeshift plugs or fuses.



Safety Awareness

COSHH

- COSHH stands for Control of Substances Hazardous to Health.
- Many chemicals and gases are either harmful, dangerous or both.
- Make sure that you know what the signs mean and that you have considered the appropriate COSHH Assessment.
- Site storage of any hazardous substance is to be agreed with City & Country prior to bringing to site.

Safety Awareness

Excavations

- No excavations are to be undertaken until the appropriate Permit has been authorised.
- Check excavations are adequately supported, with barriers and stop blocks to stop persons and vehicles falling in.
- CAT scan all areas before digging.
- Check with the supervisor before entering any excavations as a Permit may be required.
- Do not enter unsupported excavations.

Safety Awareness

Plant & Traffic Awareness

- Use the designated pedestrian and vehicle routes at all times.
- Only trained and authorised personnel can operate driver-operated plant.
- Site speed limit is 10mph at maximum.
- Always be vigilant of operating machinery.
- Pedestrians must use marked walkways.
- Anyone driving plant must hold the relevant certification and licenses.



Safety Awareness

Overhead Power lines & High Voltage Cables

- Going too close to a live overhead line can result in a flashover that may kill.
- Touching a power line is not necessary for an accident to occur.
- Voltages lower than 230V can injure and cause death.
- Do not mistake overhead power lines on wooden poles for telephone wires. If in doubt ask for an Existing Services Plan.
- Electricity can bypass wood, plastic or rubber, if it is damp or dirty and cause fatal shocks.
- Don't rely on gloves or rubber boots to protect you.

Safety Awareness

Abrasive Wheels

- The wheel and machinery must be carefully inspected and examined for damage before use.
- Dust suppression, exhaust or ventilation, ear defenders, and eye protection must be used.
- The wheel should be guarded to such an extent that only the minimum area of the wheel necessary for the work to be done safely is exposed.
- The wheel should be mounted by a trained person and the operators must be competent in the machine's use.

Safety Awareness

Compressed Air Plant

- Check equipment daily before use and report defects immediately.
- Ensure all guards, safety devices, brakes, etc. are in good condition and are operating correctly.
- Check hoses, connections and valves are in good condition and correctly fitted.
- Do not use compressed air for blowing down clothing, etc. as compressed air can enter the body via the skin.
- Disconnect equipment from the compressor when changing discs tools, etc.

Safety Awareness

Lifting & Access Equipment

- Hoists must be installed by a trained person.
- All hoists and lifting equipment must be operated by a trained person and in accordance with the appropriate Lifting Plan.
- Landing gates must be kept shut except when platform is at landing.
- The weight of the load must be known.
- The load must be properly fixed and secured.
- Do not stand under a suspended load.

Safety Awareness

Asbestos

Asbestos can be found anywhere and particular care should be taken when dealing with the following:

- riser ducts
- boiler rooms
- roof coverings
- wall coverings
- gaskets/fillers

There is asbestos containing materials used in the construction of the buildings on site. Please consult the Technical & Conservation Department for more information.



Safety Awareness

Vibration

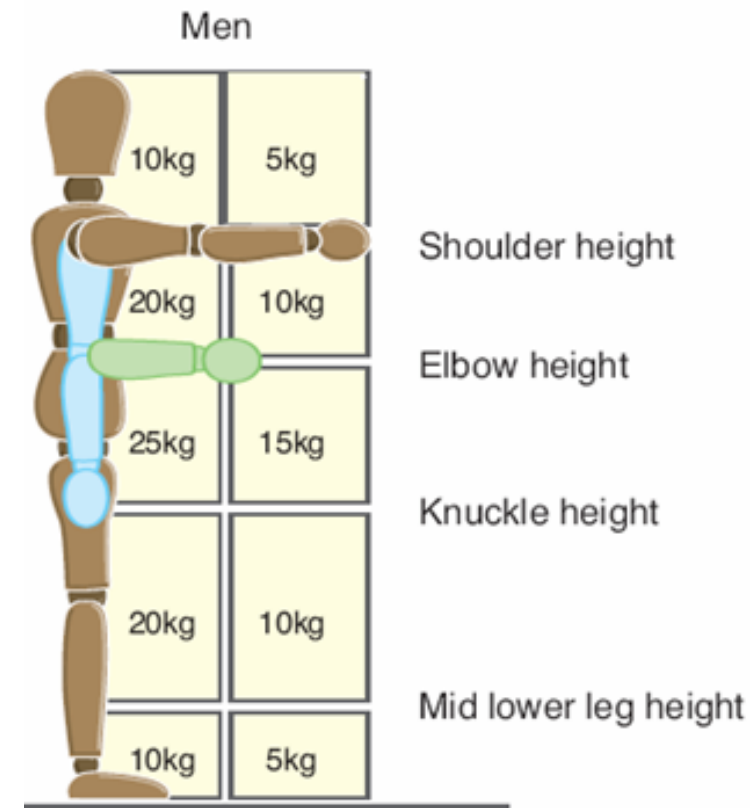
- Hand Arm Vibration Syndrome (HAVS) and Vibration White Finger (VWF) are very debilitating.
- You need to protect yourself from excessive usage of vibrating tools such as breakers and drills.
- Assess and control exposure e.g. select tools for low exposure, maintain tools and avoid extended use.
- Your employer's RAMS documentation will need to address correct tool use and the monitoring of task durations.



Safety Awareness

Manual Handling

- Avoid manual handling, use mechanical alternatives where possible.
- Do not attempt to carry or lift anything that is too big or too heavy – your employer's RAMS documentation should address this issue.
- Ask for assistance with moving heavy or bulky items.
- Where possible large loads should be broken down into smaller loads.
- Do not lift blocks weighing more than 20kg and bagged products weighing more than 25Kg.



Waste Management



- No waste to leave site without a waste transfer note from the Property Manager.
- All waste should be disposed of in the correct skips on a daily basis.
- Under no circumstances shall liquid waste, such as paints or solvents, be allowed to soak into the ground or be poured down drains. This is “hazardous waste” and should be disposed of in line with current legislation.
- Always clear up your own rubbish.

Qualifications



CONSTRUCTION SKILLS
CERTIFICATION SCHEME

- All personnel working or regularly visiting site are required to have a valid CSCS card (or equivalent) suitable for the purpose of their visit.
- Any person who is operating plant must have relevant CPCS – Plant (or equivalent) operation certificate.
- Any person erecting or altering scaffold must be CISRS - Scaffolding (or equivalent) qualified.
- All persons undertaking a Construction Induction will require to have a current Asbestos Awareness training certificate.

Risk Assessments & Method Statements

- There is a legal requirement for Risk Assessments to be undertaken for your work and for you to follow the safe working procedures identified.
- Your employer should provide you with Method Statements for carrying out your work in a safe manner.
- If in doubt you should ask someone for instructions and/or guidance.
- No work may be carried out without appropriate and approved Risk Assessments and Method Statements.
- All Risk Assessments & Method Statements must be sent to City & Country five working days before the agreed start date.

Final note...

No job is so important that it cannot be done safely.

Do not put yourself or others in danger.

Arrive Safe, Work Safe, Leave Safe.