

SPEAKER NOTES

“Working at Height – Hole Protection” Presentation

Speaker notes to accompany ‘Hole Protection’ presentation

Slide 1 (Introductory Slide)

Speaker Notes are included with each slide, to be used as a guide where necessary.

Introductory Notes:

- It is intended to provide additional awareness for those working on (Company) sites and does not replace specific Risk Assessments, Method Statements or associated briefings.
- Invite the team to chip in with any of their own experiences and suggestions

Slide 2: Presentation Content

Background:

This specific presentation is a result of a number of “hole” related incidents that has happened within (Company) over recent months.

- **Key Sections:**
- This briefing should not take more than around 20 mins.
- It is in four key sections
 - Planning to reduce risk
 - (Company) Standards for hole protection
 - Inspecting and Managing Holes
 - What *you* can do to help
- It concentrates on how the individual can ensure that they can plan their work and keep themselves safe

Slide 3: **PLANNING & RISK ASSESSMENT**

Managers & Supervisors must:

- Assess the risk from holes
- Ensure that their work is planned
- Ensure the workplace is kept safe at all times.

REMEMBER: The consequences of any fall are usually serious - People who fall from height can suffer fractures or other serious RIDDOR ‘Major’ injuries.

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Slide 4: (Company) STANDARDS - Mesh

- The (Company) standard solution is suitable mesh cast into the hole, as this will prevent a body falling through a void and may be cut for services if necessary.
- To avoid legs going through the mesh and causing injury, mesh covered holes should either be guarded (larger hole as picture above), have joist hangers, joists and ply or secured scaffold boards as described in more detail in Common Standard No.3.
- Smaller holes (approx 250-750mm) will have a yellow ply topping as in the next slide.
- Note that netting may be required underneath large holes which cannot be completely covered but there where there is a risk of debris falling through.

Slide 5: (Company) Standards – Mesh Coverings

- As previously mentioned, holes with mesh alone will prevent a full fall but will not prevent leg injuries.
- Therefore, all holes should be covered where possible with securely fixed covers

Slide 6: (Company) Standards – Hole Coverings

- Standard warning colours are Black text on a yellow background - This is more visible than red painted boards or red text on ply.
- Painted covers must still be maintained and may require repainting.
- Note the fillet around the edge of the ply cover to reduce opportunity for trip.

Slide 7: (Company) Standards – Larger Holes

- It may be impractical to incorporate mesh in larger holes. Therefore, these must be protected.

? Ask how you would normally protect a large hole?

- Click to reveal a picture of a larger hole protected by guardrails & toeboards.

? Ask your audience what may be missing from the protection in the picture?

- Two extra items will appear on a click:
 - Mesh infill
 - Signage, particularly where there is a risk of persons moving the guarding

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Slide 8: (Company) Standards – Service Risers

- As service risers are worked on by a variety of trades, work methods and protection must be carefully planned.
- Intermediate flooring may be part of the final design to avoid fall down risers, so this could be fitted early. (Picture on right)
- Galvanised upstands may be used to prevent objects falling down the hole (see picture on left)

Slide 9: (Company) Standards – Service Risers

- Holes or risers which cannot be protected and where falls are possible must be isolated to ensure that only authorised workforce with work restraint systems can access that area
- Ensure there are safe areas to which they can retreat when services or prefabricated sections are being lowered down shafts or risers

Slide 10: (Company) Standards – Vertical Shafts

- It may be possible to procure the lift manufacturer’s temporary doors early and fit them to provide security at lift openings.
- If scaffold must be used, ANY scaffold design must be approved for use by the Project Temporary Works Coordinator.
- Whatever protection is used, it should be made impossible to project either head or limbs into the shaft. Brick guard type mesh would be a minimum
- Large risers ducts or shafts may require work permits and controlled access, as they could be confined spaces from which rescue would be difficult. This is particularly true if the shaft has to be left open for access of materials. In this case, there must be guarding against any unauthorised access

Slide 11: (Company) Standards – Traffic

- It is important to identify the maximum load which may be trafficked over the covering. Design to 1 ½ times this maximum load and obtain Temporary Works Co-ordinator approval
- Ensure there is sufficient bearing around the sides and it can be positively located
- Beware of covers in the middle of access routes or parking areas. Position the route to avoid temporary covers if possible
- They can be hidden under slurry and point loads from vehicles, outriggers or materials could damage or destroy them without anyone being aware.

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Slide 12: (Company) Standards – Temporary (Replaceable) Covers

- Before forming or opening holes, ensure that you have a supply of the correct type of cover available for use.
- Temporary covers should be securely fixed down to remove risk of unauthorised removal.
- The pictures show respectively a standard pump boom cover (note the fixing lugs) and a stack of temporary manhole covers. Permanent manhole covers could also be used.

Slide 13: (Company) Standards – Weatherproofing

- Ensure any roof or exposed slab openings are weatherproofed to avoid water damage or protracted drying out periods
- Protect the covering to avoid deterioration and leakage and the risk of excessive / unauthorised loading

Slide 14: (Company) Standards – Small Holes

- People have caught feet in small cored holes or plumbing holes and suffered from painful ligament damage – never underestimate the harm that a small hole can cause!
- Always think ahead and ensure that you have mushrooms or ply covers that can be fitted immediately after the hole has been formed.

Slide 15: INSPECTION & MANAGEMENT

- A formal inspection regime is critical.
- Just as critical is informal inspection. Keep your eyes open and immediately report any problems to your supervisor – you may prevent an injury
- Coverings will weather and deteriorate with time. Do not assume that that it will remain in ‘as new’ condition

Slide 16: (Company) Standards – Hole Maintenance

- Individuals must be identified to carry out the appropriate level of daily check and ensure appropriate action is taken.

Slide 17: Excavations

- Excavations are large holes with sides that start at ground level!
- Whether the face is battered or vertical, make sure that the top of the bank is fenced or barriered off to stop either authorised or uninvited guests from dropping in to the excavation
- There are frequently starter bars or other hazards at the bottom of excavations

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- Your Temporary Works Co-ordinator will ensure that excavations are checked for stability.

Slide 18: **WHAT YOU CAN DO TO HELP**

The slides states:

- Never uncover holes unless you understand agreed means of protection & re-covering
- Never leave holes without secure protection
- Never leave holes unguarded or unattended
- Report any uncovered holes immediately
- **The above list is critical – Please DON'T WALK BY!**

Slide 19: Key Information Source

Please Emphasise:

- **Never** leave any hole uncovered or unprotected.
- If there is a problem, report it immediately to your Supervisor.

Slide 19: Final Slide

- Thank your audience for listening...
- **...and invite any questions**