When you are undertaking the installation of wiring systems and electrical equipment, it is important to make sure that good workmanship and the correct standards are adopted, right from the start.

The purpose of this chapter is to enable learners to understand the practices and procedures for the preparation and installation of wiring systems and electrotechnical equipment in buildings, structures and the environment. It includes the knowledge a learner needs to underpin the application of skills. This chapter focuses not just on domestic wiring techniques, but also on some of those found in commercial and industrial types of installation.

**LEARNING OUTCOMES**

There are seven learning outcomes to this unit. The learner will:

1. Understand the procedures, practices and statutory and non-statutory regulatory requirements for preparing work sites for the installation of wiring systems and associated equipment.
2. Understand the procedures for checking the work location prior to the commencement of work activities.
3. Understand the practices, procedures and regulatory requirements for completing the safe isolation of electrical circuits and complete electrical installations.
4. Understand the types, applications and limitations of wiring systems and associated equipment.
5. Understand the procedures for selecting and using, tools, equipment and fixings for the installation of wiring systems, associated equipment and enclosures.
6. Understand the practices and procedures for installing wiring systems, associated equipment and enclosures.
7. Know the regulatory requirements which apply to the installation of wiring systems, associated equipment and enclosures.

This unit can be assessed in one of two ways.

1. Assesses parts of BS 7671 outside of the criteria given in Learning Outcome 7, such as the Scope, Definitions, General Characteristics and Appendices.
2. Assesses only the parts of BS 7671 outlined within Learning Outcome 7.

Candidates who successfully achieve Choice 1 and complete the entire 2357 qualification will also receive a further certificate from City & Guilds for qualification 2382: Requirements for Electrical Installations.

The two choices are assessed by:

**Choice 1 – 705 Assignment**
- Task A: open-book assignment
- Common task
- 005 e-volve online test: 60 items (120 minutes open book)

**Choice 2 – 605 Assignment**
- Task A: open-book assignment
- Task Aii: open-book assignment
- Task B: closed-book written test (60 minutes)
- Common task
- 305 e-volve online test: 15 items (45 minutes open book)

It is recommended that students discuss these options with their course tutor.
The basic concept of health and safety legislation is to provide the legal framework for the protection of people from any illness and physical injury that may occur in the workplace. There are several pieces of legislation that are applicable to establishing and maintaining a safe working environment.

The Health and Safety at Work etc Act 1974 (HASWA) is the basis of all British health and safety law. It provides a comprehensive and integrated piece of legislation that sets out the general duties that employers have towards employees, contractors and members of the public, and that employees have to themselves and to each other. These duties are qualified in the Act by the principle of ‘so far as is reasonably practicable’.

What the law expects is what good management and common sense would lead employers to do anyway: that is, to look at what the risks are and take sensible measures to tackle those risks. The person(s) who are responsible for the risk and best placed to control that risk are usually designated as the duty holder.

The HASWA lays down the general legal framework for health and safety in the workplace, with specific duties being contained in regulations, or statutory instruments (SI), that are also pieces of statute law.

**Individuals’ responsibilities under health and safety legislation**

The HASWA, which is an enabling Act, is based on the principle that those who create risks to employees or others, in the course of carrying out work activities, are responsible for controlling those risks. The Act places specific responsibilities on:

- employers
- the self-employed
- employees
- designers
This section will deal with the responsibilities of employers, the self-employed and employees.

**Responsibilities of employers and the self-employed**

Under the main provisions of the Act, employers and the self-employed have legal responsibilities with respect to the health and safety of their employees and other people (e.g. visitors and contractors) who may be affected by the work being undertaken and therefore exposed to risks as a result. The employers’ general duties are contained in Section 2 of the Act, that states:

‘It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.’

The section goes on to clarify that an employer has a duty to ensure:

- the provision of safe plant and systems of work
- the safe use, handling, storage and transport of articles and substances
- the provision of any required information, instruction, training or supervision
- a safe place of work including safe access and **egress**
- a safe working environment with adequate welfare facilities.

An employer also has a legal duty, under Section 2 of the Act, to produce and maintain a health and safety policy with respect to the provisions they have made for the health and safety of their employees. Additionally, this section of the Act also states that if there are elected safety representatives within the organisation, then the employer must consult them on matters of health and safety and encourage cooperation to ensure the health and safety of all employees.

These duties apply to virtually everything in the workplace, which therefore includes electrical systems and installations, plant and equipment. An employer does not have to take measures to avoid or reduce the risk if it is technically impossible or if the time, trouble or cost of the measures would be grossly disproportionate to the risk.

However every employer and self-employed person also has duties under Section 3 of the Act, towards people who do not work for them.

‘It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that
persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.’

This means that when electrical installation work is carried out, either on a construction site or in another person’s property, there is a duty of care to protect those people around the work and those who might be at risk from the work activities.

Self-employed persons have to consider this part of the Act.

‘It shall be the duty of every self-employed person to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that he and other persons (not being his employees) who may be affected thereby are not thereby exposed to risks to their health or safety.’

This means that even if the person working on the electrical installation is self-employed, with no other employees, they also have a duty of care to those who may be affected.

Therefore it is important that risk assessments are performed, reviewed and understood by all involved and that effective communication is carried out continually. Barriers, signs and safe systems of work should be employed at all times, irrespective of the size of installation task being performed.

In summary, employers must:

■ decide what could cause harm and what precautions need to be taken to prevent it
■ identify control measures and communicate these to their employees
■ consult and work with employees and their representatives, with a view to protecting everyone from harm in the workplace
■ ensure every employee has, without charge, the correct and relevant health and safety training necessary for them to perform their job
■ provide every employee with any equipment and protective clothing they need, free of charge, and ensure it is properly looked after
■ provide toilets, washing facilities and drinking water
■ provide adequate first-aid facilities
■ report major injuries and fatalities at work through RIDDOR (see page 18)
■ have insurance that covers their employees in case they are hurt or made ill through work, and display a hard copy or electronic copy of the current insurance certificate where employees can easily read it

Almost all activities create some kind of risk, though this is usually small. It is important that your general behaviour does not create a danger to others.

ACTIVITY

A worker trips over a kerbstone on his way home after leaving the workplace. He suffers a broken arm. Is this reportable under RIDDOR?
work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone’s health and safety is protected.

**Responsibilities of employees**

Health and safety is the responsibility of everyone, not just the employers. Employees also have legal duties, as outlined in Section 7 of the Act, that says it shall be the duty of every employee at work:

‘to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work;

and

as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.’

In simple terms this means not only do employees have to work safely at all times, but they also need to work with their employers to enable them to meet their legal requirements. For example, if your company has a safety policy that requires you to wear a hi-vis jacket at all times on site, then you must wear it properly and not just tie it around your waist.

This is reinforced by Section 8 of the Act, which states:

‘No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.’

This means that equipment provided for health and safety reasons must also be looked after by the employee using it.

It is important, though, to remember that the provision of equipment to comply with health and safety requirements is the responsibility of the employer and, as such, must be provided by them. Section 9 of the Act states:

‘No employer shall levy or permit to be levied on any employee … any charge in respect of anything done or provided in pursuance of any specific requirement of the relevant statutory provisions.’

This includes training. If an employee has undergone additional training, due to a health and safety requirement, then the employer cannot request that the employee pays for the training, even if the employee leaves the employment of the employer afterwards. It also means that personal protective equipment (PPE) must be provided by the employer and should not be paid for by the employee.

---

**ASSESSMENT GUIDANCE**

It should be obvious that to be effective PPE must be worn properly. A safety helmet still in its box is of no use at all.

**KEY POINT**

**Personal protective equipment**

In summary, employees must:

- follow the training they have received when using any work items their employer has given them
- take reasonable care of the health and safety of other people and themselves
- cooperate with their employer on health and safety issues
- tell someone (employer, supervisor, or health and safety representative) if they think the work or inadequate precautions are putting anyone’s health and safety at serious risk.

**Personal protective equipment (PPE)**

Protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer’s body from injury.
Sources of Information

When you think about any working environment, it soon becomes apparent how important it is to understand the risks and how to prevent or manage them. Section 40 of HASWA states:

‘In any proceedings for an offence under any of the relevant statutory provisions consisting of a failure to comply with a duty or requirement to do something so far as is practicable or so far as is reasonably practicable, or to use the best practicable means to do something, it shall be for the accused to prove (as the case may be) that it was not practicable or not reasonably practicable to do more than was in fact done to satisfy the duty or requirement, or that there was no better practicable means than was in fact used to satisfy the duty or requirement.’

This means that duty holders have a responsibility to be able to demonstrate how they complied with the requirements of health and safety legislation. Unlike normal British law, under which the prosecution has to prove your guilt, under health and safety law you have to prove your innocence. The fact that an incident has occurred indicates that someone or something was at fault and so employer and employees alike have to prove it was not their fault. It is important to understand the legal expectations when it comes to health and safety legislation and the workplace.

Various sources of information must be used and understood to achieve this correctly and they include:

- Statutory Instruments (SI) – legally enforceable and include Acts of Parliament and regulations made under these Acts.
- Approved Codes of Practice (ACoP) – which include nationally recognised ways of complying with a statutory requirement. If complied with they can often be used as evidence of compliance to a statutory requirement in a court of law.
- British Standards (BS) – which help to set benchmarks and standards that must be achieved as a minimum and indicate compliance with a minimum acceptable level of safety. These do not have to be complied with, but are often referred to within ACoPs. They may also be substituted with European standards (BS EN) or International standards (IEC).
- Site drawings – which include safe schemes of work, method statements, risk assessments and, of course, installation details. Apart from the standard contract agreed with the client, there is no legal requirement to comply with these.

By using all of these sources of information it is possible to control and often eliminate the hazard and therefore the risk of harm to persons at work, but only with the cooperation of both employer and employee.
That said, it is accepted that we cannot foresee every eventuality and accidents will happen. It is, however, important to make sure that incidents are true accidents and not something that should have been avoided.

**The law**

Statutory instruments are law approved by Parliament. Those governing health and safety are usually made under the HASWA, following proposals from the HSE. This applies to regulations based on European Commission (EC) Directives as well as those produced in Great Britain.

The HASWA, and general duties in the Management Regulations, set goals and leave employers the freedom to decide how to control the risks they identify. Guidance and ACoPs give advice.

Some risks, however, are so great, or the proper control measures are so costly, that it would not be appropriate to leave employers to decide what to do about them. Regulations identify these risks and set out the specific action that must be taken. Often, these requirements are absolute – they require something to be done without qualification and the employer has no choice but to undertake whatever action is required to prevent injury, regardless of cost or effort.

Some regulations apply across all companies, such as the Manual Handling Operations Regulations 1992, which apply wherever things are moved by hand or bodily force, and the Health and Safety (Display Screen Equipment) Regulations 1992, which apply wherever visual display units (VDUs) are used. Other regulations apply to hazards unique to specific industries, such as mining or nuclear.

The following regulations apply across the full range of workplaces.

- **Management of Health and Safety at Work Regulations 1999** require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.

- **Workplace (Health, Safety and Welfare) Regulations 1992** cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.

- **Health and Safety (Display Screen Equipment) Regulations 1992** set out requirements for work with VDUs.

- **Personal Protective Equipment at Work Regulations 1992** require employers to provide appropriate protective clothing and equipment for their employees.

**ACTIVITY**

Which British Standard published by the IET covers electrical installations?
LO1 Requirements for preparing work sites for the installation of wiring systems and associated equipment

- **Provision and Use of Work Equipment Regulations 1998** require that equipment provided for use at work, including machinery, is suitable and safe.

- **Manual Handling Operations Regulations 1992** cover the moving of objects by hand or bodily force.

- **Health and Safety (First Aid) Regulations 1981** require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These regulations apply to all workplaces, including those with fewer than five employees and to the self-employed.

- **Health and Safety Information for Employees Regulations 1989** require employers to display a poster telling employees what they need to know about health and safety.

- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)** require employers to notify certain occupational injuries, diseases and dangerous events.

- **Noise at Work Regulations 1989** require employers to take action to protect employees from hearing damage.

- **Electricity at Work Regulations 1989** require people in control of electrical systems to ensure they are safe to use and are maintained in a safe condition.

- **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** require employers to assess the risks from hazardous substances and take appropriate precautions.

   The following specific regulations cover particular areas, such as asbestos and lead.

- **Control of Asbestos Regulations 2012** affect anyone who owns, occupies, manages, or otherwise has responsibilities for the maintenance and repair of buildings that may contain asbestos.

- **Control of Lead at Work Regulations 2002** imposes duties on employers to carry out risk assessments, prevent or control exposure to lead and monitor the exposure of employees.

- **Chemicals (Hazard Information and Packaging for Supply) Regulations 2002** require suppliers to classify, label and package dangerous chemicals and provide safety data sheets for them.

- **Construction (Design and Management) Regulations 2007** cover safe systems of work on construction sites.

- **Gas Safety (Installation and Use) Regulations 1998** cover safe installation, maintenance and use of gas systems and appliances in domestic and commercial premises.

- **Control of Major Accident Hazards Regulations 1999** require those who manufacture, store or transport dangerous chemicals or explosives in certain quantities, to notify the relevant authority.
- **Dangerous Substances and Explosive Atmospheres Regulations 2002** require employers and the self-employed to carry out a risk assessment of work activities involving dangerous substances.

- **Work at Height Regulations 2005** apply to all work at any height where there is a risk of a fall liable to cause personal injury, this includes at ground level.

### Approved codes of practice (ACoP)

These offer practical examples of good practice. They were made under Section 16 of the HASWA and have a special status. They give advice on how to comply with the law by providing a guide to what is ‘reasonably practicable’. For example, if regulations use words such as ‘suitable and sufficient’, an ACoP can illustrate what is required in particular circumstances. If an employer is prosecuted for a breach of health and safety law, and it is proved that they have not followed the provisions of the relevant ACoP, a court can find them at fault unless they can show that they have complied with the law in some other way.

### Guidance and non-statutory regulations

The HSE publishes guidance on a range of subjects. Guidance can be specific to the health and safety problems of an industry or to a particular process used in a number of industries.

The main purposes of guidance are:

- to interpret and help people to understand what the law says
- to help people comply with the law
- to give technical advice.

Following guidance is not compulsory and employers are free to take other action but, if they do follow the guidance, they will normally be doing enough to comply with the law.

One very good example of guidance and non-statutory regulations is BS 7671: Requirements for Electrical Installations (the IET Wiring Regulations 17th edition), more usually known as the IET Wiring Regulations. If electrical installation work is undertaken in accordance with BS 7671, it is almost certain to meet the requirements of the statutory regulations dealing with work with electrical equipment and systems – the Electricity at Work Regulations 1989.

BS 7671 is the national standard in the UK for low-voltage electrical installations. The document is largely based on the *European Committee for Electrotechnical Standardisation* (CENELEC) harmonised documents and is therefore technically very similar to the current wiring regulations of other European countries. The regulations deal with the design, selection, erection, inspection and testing of electrical installations operating at a voltage up to 1000 V a.c.

---

**ACTIVITY**

Which of the following would be considered as working at height?

a) Working on steps on the ground floor of the building  
b) Working on the floor of the 10th floor of a building.

---

**KEY POINT**

An important ACoP that everyone working in the electrotechnical industry should be familiar with is the *Memorandum of Guidance to the Electricity at Work Regulations*. This can be downloaded, free, from the HSE website.
**Site drawings**

When an installation is to be performed it is important that everyone involved understands what is required and where items are to be located. This is the information that is generally understood and referred to as ‘site drawings’ and includes documents such as wiring diagrams, layout diagrams and site plans. However, site drawings also include the documents that are required for a **safe system of work** to exist.

The Management of Health and Safety at Work Regulations states, under Regulation 3, that:

‘Every employer shall make a suitable and sufficient assessment of...

(a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and

(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking,

for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.’

This is a statutory requirement and, as such, must be performed. The production and maintenance of risk assessments is crucial to planning work activities so that they are performed as safely as possible. They must be reviewed on a regular basis. Everyone involved in the work activity has a role in keeping the risk assessment up to date and relevant. Whoever is performing the work activity must have access to – and have read – the risk assessment for the activity.

The Construction (Design and Management) Regulations apply to work that is termed as construction work. The purpose of these regulations is defined in Section 2 of the ACoP as:

‘...to integrate health and safety into the management of the project and to encourage everyone involved to work together to:

(a) improve the planning and management of projects from the very start;

(b) identify hazards early on, so they can be eliminated or reduced at the design or planning stage and the remaining risks can be properly managed;

(c) target effort where it can do the most good in terms of health and safety; and

(d) discourage unnecessary bureaucracy.’
The regulations focus on making health and safety considerations a standard work activity when managing the project. It is intended that health and safety should be an integral part of the work and not be seen as just a bolt-on extra that only needs to be performed when someone is checking that work is being performed safely. In a modern organisation, the health, safety and environmental considerations control some of the most important issues and have a big impact on decision-making processes.

**SAFE SITES**

The key to achieving healthy and safe working conditions is to ensure that health and safety practices are planned and organised, to ensure that risks and hazards are controlled. The control measures must be monitored and reviewed. Everyone who is responsible for planning and controlling site work, as well as those working on the sites, has health and safety responsibilities. Checking that working conditions are healthy and the work environment is safe before work begins is essential. It is also vital to ensure that the proposed work is not going to put others at risk. This requires planning and organisation by the site management team.

It is important to remember that safety at work is a partnership between employer and employee and only by cooperating can we achieve this successfully. Site safety must be an attitude of mind and not just something that is done simply to ‘tick the boxes’. A safe site:

- is safe to get in and out of, including in emergencies
- has ladders and scaffolding that are safe to use, with hand rails, etc
- has hazards fenced off, with clear warning signs
- is kept tidy
- has appropriate lighting
- has appropriate site security.

Persons involved in the planning and control of work activities on a site must be aware of the work requirements. This is one of the main reasons that, although risk assessments are the responsibility of the management team, they can be produced by anyone with a sound knowledge and understanding of the work activity.

It is important to gather as much health and safety information as possible about the project, the work and the proposed site before work begins. Information available at tendering should be used, to allow consideration of time and resources required to deal with particular problems. It is important that work methods and safety precautions are agreed and documented before work is started and that they are put into practice. It is essential to make sure everyone understands how work is to be done and is aware of relevant method statements before work starts.
Permit to work schemes

One method of controlling work activity is to employ a Permit to Work, (P2W), scheme. A P2W enables a level of control over what is happening and when on any installation and can be employed throughout the life of the installation, i.e. during construction, use, maintenance and demolition.

For a P2W to work correctly the work activity must first have a risk assessment performed and method statement produced. These can in some cases be prepared by the person who will be responsible for performing the work activity, for example a main contractor will request the various sub-contracting trades to prepare their own risk assessments and method statements.

The actual permit to work is normally a paper document that is issued when a work activity is required. The permit will include copies of all associated risk assessments and method statements and will be issued to the person responsible for performing the task.

The person issuing the permit is responsible for ensuring that it is safe to follow the method statement and it is safe to perform the task. They must also be satisfied that the person to whom the permit is being issued is competent to receive the permit and perform the work activity. They must ensure that the permit is precise and accurate and must clearly identify when the permit will come into effect. It is important at this stage to ensure that the person who receives the permit understands the work required and the method to be used. Their confirmation is recorded on the form, which is signed by both the issuer and the recipient.

It is now the responsibility of the recipient to perform the task according the method statement and complete the task as required. They will then sign the permit to show that the task has been performed correctly, completely and absolutely. Once signed, the permit is returned to the issuer who will verify that the permit has been completed by the recipient.

On receipt of a completed permit the issuer will then cancel the permit so that it cannot be re-issued. This enables subsequent permits to be issued. By using the P2W system, a person can control all of the work activities on site, in accordance with the project plan, and be sure of the project progress and the safety of all persons on site. As people are not able to start work until they receive a P2W, this procedure ensures high-risk tasks can only be started when the necessary safety measures are in place. This is especially important when you have multiple trades working in the same area and their safety depends on everyone doing what they are supposed to, when they are supposed to.
# Site preparation

It is often at the planning stage of a work site that good foundations for health and safety are established. Several factors need to be considered.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Considerations include</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site access</td>
<td>■ How are vehicles to access the site to make deliveries and how are pedestrians going to be kept apart from vehicles to ensure safety?</td>
</tr>
<tr>
<td></td>
<td>■ How are access gates going to be controlled so that only authorised personnel are allowed onto the site?</td>
</tr>
<tr>
<td></td>
<td>■ How are visitors going to be kept safe during site visits?</td>
</tr>
<tr>
<td></td>
<td>■ How are members of the public, including children, going to be kept out?</td>
</tr>
<tr>
<td>Welfare facilities</td>
<td>■ How many toilets and wash rooms will be needed?</td>
</tr>
<tr>
<td></td>
<td>■ Where will toilets and wash rooms be placed?</td>
</tr>
<tr>
<td></td>
<td>■ Where will the canteen and rest facilities be positioned?</td>
</tr>
<tr>
<td></td>
<td>■ How many people will be expected to use the canteen and rest facilities at the same time?</td>
</tr>
<tr>
<td></td>
<td>■ How will wholesome water be made available for the workers on site?</td>
</tr>
<tr>
<td>Housekeeping</td>
<td>■ How will waste be disposed of?</td>
</tr>
<tr>
<td></td>
<td>■ What provision is needed for storage of tools and materials?</td>
</tr>
<tr>
<td></td>
<td>■ What access equipment will be required?</td>
</tr>
<tr>
<td></td>
<td>■ Where will access equipment be made secure when not in use?</td>
</tr>
<tr>
<td>Work environment</td>
<td>■ How will adequate on-site lighting be provided?</td>
</tr>
<tr>
<td></td>
<td>■ What provisions need to be made for power tools to be used on site?</td>
</tr>
<tr>
<td></td>
<td>■ What provisions need to be made for cleaning tools?</td>
</tr>
<tr>
<td>Emergency procedures</td>
<td>■ How will escape routes be identified and kept clear?</td>
</tr>
<tr>
<td></td>
<td>■ What emergency procedures will be required?</td>
</tr>
<tr>
<td></td>
<td>■ Where will fire assembly points be established?</td>
</tr>
<tr>
<td></td>
<td>■ How will fire registers be taken?</td>
</tr>
<tr>
<td></td>
<td>■ How will site personnel know there is an emergency incident?</td>
</tr>
<tr>
<td></td>
<td>■ How will site personnel know how to react to an emergency?</td>
</tr>
<tr>
<td></td>
<td>■ How many first-aiders will be required on site?</td>
</tr>
<tr>
<td></td>
<td>■ Where will the first-aid room be located?</td>
</tr>
<tr>
<td></td>
<td>■ What other emergency provisions will be required, including fire points for extinguishers?</td>
</tr>
<tr>
<td></td>
<td>■ Who else needs to be involved?</td>
</tr>
<tr>
<td>Site rules</td>
<td>■ How will the procedures and site rules be established?</td>
</tr>
<tr>
<td></td>
<td>■ Who needs to be involved in setting site rules?</td>
</tr>
<tr>
<td></td>
<td>■ How will site rules be communicated effectively to all site personnel?</td>
</tr>
<tr>
<td></td>
<td>■ How will site rules be monitored to ensure they are followed?</td>
</tr>
</tbody>
</table>
From the list, which is by no means exhaustive, it is clear that actually preparing a construction site takes a lot of effort and consideration, which is why it is important that everyone plays their part.

**Pre-work checks**

It is important that before you commence any work activity, you take the time to perform a few simple checks.

- Have you read the risk assessments for the work activity you are to perform?
- Have you read and understood the method statement for the work activity?
- Do you understand what the work entails and know how to perform the work safely and correctly?
- Are you able to perform the task safely?
- Do you have the correct tools, equipment and PPE?
- Do you have the relevant P2W or permissions to do the task?
- Is the permit active now?
- Is the location where the work activity is to be performed, clear of waste and other obstructions?
- Do you know where the nearest emergency exit is?
- Do you understand the site emergency procedures?

If you answer ‘no’ to any of these then you should not proceed with the task and should seek further guidance and advice from the site management team. Only when you are able to answer ‘yes’ to all of the above are you ready to perform the task.