

Standard Risk Control Arrangements Temporary Offices & Portakabins

Training and Capability

A. First Aid and Fire Training shall be as SRCA's 08 and 07

Control Arrangements

- B. A level clear and safe access to each place of work is required to be free from tripping hazards
- C. Office shelving and filing cabinets are to be properly fixed to prevent collapse. Filing cabinets should allow only one draw to open at one time
- D. A Register of Office Portable Electrical Appliances shall be maintained, with PAT inspection and test carried out at least every 12 months (e.g. kettles, water boilers, computers), A record of inspection to be attached to appliances.
- E. The electrical distribution equipment and cabling within the site cabins must be formally inspected and tested in accordance with IEE wiring regulations every 12 months
- F. The Accident Book (SS-FM-01) is to be kept secure for data protection, but clearly available and all entries properly completed
- G. Offices shall be adequately ventilated (fans and extra ventilation may be required in hot weather)
- H. Suitable lighting should be available in all areas. Strip lights are to be fitted with diffusers where display screen equipment is in use
- I. All offices and welfare facilities must be no-smoking areas, and notices displayed to this effect
- J. Emergency exits should be signed and doors open outwards and are clear inside and outside
- K. Notice Boards will have an area designated for Health, Safety and Environmental matters including:
- The Health and Safety at Work Poster will confirm names of Safety Committee Members, Safety Manager and HSE contact details
 - Mansell Safety, Quality and Environmental Policy Statement
 - Names of First Aiders
 - Employees Liability Insurance Certificate
 - Project Management Plan information:
 - Emergency Arrangements (SS-FM-22) and Emergency Procedures Notice (SS-FM-39)
 - Site Layout Plan
 - Safety and Environmental Performance and other information
 - F 10 Notification
 - Safety alerts issued by Mansell

Standard Risk Control Arrangements

Other Local Control Arrangements

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