

## S26 – Opening Statement

### Site Hazard Plans

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Site plans are extremely important but they are often overlooked and allowed to become outdated. The Site Hazard Plan Procedure outlines the arrangements for the development and management of a site hazard plan within the workplace.



## S26 – Site Hazard Plans

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### What is this?

This is a written procedure which explains the arrangements for developing and managing a site hazard plan within the workplace.

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### The person responsible for implementing this procedure is:

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### What is a site hazard plan?

A site hazard plan is an outline/map of the workplace which features significant hazards that fall within the boundaries of the site. This plan is usually A3 in size.

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### What do we need to do?

The person responsible for implementing this procedure should:

- Undertake a risk assessment to identify all relevant hazards on his/her site.
  - Arrange the development of the site layout (i.e. boundaries etc.).
  - Select which of the identified hazards should be transferred onto a site plan.
  - Ensure the site plan is displayed at various locations.
  - Inform all employees, contractors and visitors of the existence of the site plan and the relevant hazards and control measures.
  - Keep the plan under review.
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### What should be included in a site hazard plan?

The following items should be included within a site hazard plan:

- The manager's Areas of Authority.
- Any other relevant Areas of Authority.
- The location of all major items of fixed plant identifying the locations of electrical switch rooms, main isolator locations, etc..
- The location of all First Aid points.
- The location of all Fire Points.
- The location of +80dB(A) and +85dB(A) noise areas.
- The location of all overhead cables with a potential above earth of 150 volts or greater.
- The location of underground cables with a potential to earth of 200 volts or greater.
- The location of all bulk tanks and cylinder storage points.
- All traffic flows and parking.



## What about external organisations?

There may be a requirement to contact external bodies in relation to the hazards that may be present on your site. Their contact information should be displayed on the plan. Examples of these are as follows:

- Local electricity board
  - Water and sewerage company
  - Local fire and rescue service
  - Environment agency
  - Telecommunication companies
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## Where should the site hazard plans be displayed?

The site hazard plans should be displayed at the following locations:

- The reception area
  - The staff notice board
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## Legislation

- Health and Safety at Work etc Act 1974
- Management of Health and Safety Regulations 1999
- Electricity at Work Regulations 1989
- The Noise at Work Regulations 2005
- The Control of Substances Hazardous to Health Regulations 2002

