



SITE RULES AND INDUCTION

SITE RULES

The rules every ATKINSONS operative, apprentice and visitor follows on every job, in homes, care settings and construction sites. Briefed at induction and at the start of every new job.

REFERENCE

ATK-HS-02

VERSION

1.0

ISSUED

4 October 2026

NEXT REVIEW

4 October 2027

BEFORE YOU START

- Read and sign the site-specific RAMS
- Know where the first aid kit, fire extinguisher and assembly point are
- Report to the supervisor or site manager. Sign in

EVERY DAY

- Wear the PPE the RAMS asks for. Boots and hi-vis as a minimum on construction sites
- Keep the site tidy. Clear walkways and escape routes
- No drugs or alcohol. Nobody works under the influence
- No smoking or vaping on site or in customer homes
- Check tools, leads and access equipment before use

STOP AND ASK

- If something looks unsafe, stop and tell the supervisor. Nobody will be criticised for stopping a job on safety grounds
- If you find suspected asbestos, stop, leave the area and report it
- If plans change, the RAMS is reviewed before work carries on

CUSTOMERS AND THE PUBLIC

- Treat every home as if it were your own. Protect floors and furniture
- Keep the public and residents out of work areas
- Be polite, wear ID and park considerately

IF SOMETHING GOES WRONG

- Make the area safe and give first aid
- Report every accident, near miss and damage to the office the same day
- Serious incidents are reported to the HSE under RIDDOR by the office

STOP WORK AUTHORITY

Everyone working for ATKINSONS has the right and the duty to stop work they believe is unsafe. Stopping a job on safety grounds will never lead to criticism or disciplinary action.

EMERGENCY NUMBERS

EMERGENCY SERVICES	999
GAS EMERGENCY	0800 111 999
POWER CUT OR CABLE	105

STRIKE	
ATKINSONS OFFICE	0191 369 2405 (out of hours: same number)

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