

# MORGAN SINDALL

CONSTRUCTION  
INFRASTRUCTURE

Utility Services

## Summer working

Plan – Protect – Prevent



*Everyone has the right to be*

**100% Safe**

Whether you are at work...





...or at home

*Everyone has the right to be*

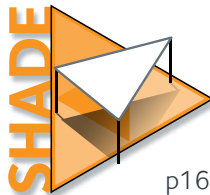
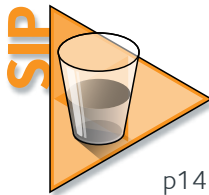
**100% Safe**

This booklet highlights the six **‘S’s of sun safety’** which will help protect you and your family from the sun and its dangerous carcinogenic rays.

It also identifies what to look out for when working in the sun, the tools, and support which Morgan Sindall provides.

### The six ‘S’s of sun safety’:

1. **SLIP** on sun protective clothing
2. **SLOP** on SPF 30+ sunscreen
3. **SLAP** on a wide brimmed hat
4. **SLIDE** on quality UV tinted sunglasses
5. **SIP** water regularly
6. **SHADE** from the sun whenever possible.



Your health and well-being is vital to you, your family and your colleagues.

You are a valuable resource to both your family and Morgan Sindall and we are committed to creating and supporting a 100% Safe working environment for you.

The outdoor nature of the work we undertake makes us considerably more vulnerable to damage from the sun's Ultraviolet Radiation (UVR), particularly during the summer months.

Over 75% of Morgan Sindall employees carry out their daily activities when the sun is at its strongest, (between the hours of 11am and 3pm), so we all need to take responsibility for protecting ourselves and reducing our risk to **skin cancer, sunburn, heat exhaustion, heat stroke, eye damage and dehydration.**

Everyone has a part to play in creating a 100% Safe environment. Please take the time to review this booklet, understand the actions you can take, and share it with your family and friends to help protect them from the sun too.



**Simon Smith**  
Managing Director  
Utility Services



**Andy Howard**  
SHEQ Manager  
Utility Services





# SLIP on sun protective clothing



Wearing the appropriate clothing for the weather is really important and protects the skin from the hazards associated with the summer.

Below are a few simple guidelines which we can all follow to help keep everyone protected:

- Ensure clothing covers as much skin as possible
- Cover your shoulders as they can easily burn
- Wear a closer weaved fabric
- A high Ultraviolet Protection Factor (UPF) rated fabric provides the best protection
- UV protective sunsuits will provide added protection for children and babies.

## How can I protect myself and my colleagues at work?

By understanding, applying and wearing the correct [Personal Protective Equipment \(PPE\)](#), as set out in our PPE standards, you will help to keep yourself protected from accidents and incidents as well as from the sun.

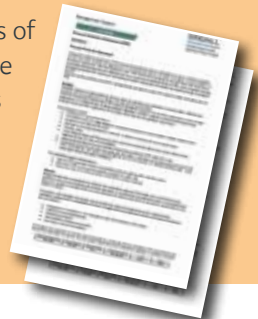
Morgan Sindall require the mandatory wearing of the following items:

- Light Eye Protection (LEP)
- Hard hat
- Steel toe capped lace up boots with mid sole protection to S3 or S5
- Full body flame retardant and arc resistant workwear with long sleeves (coveralls or sweatshirt and trousers)

- High visibility flame retardant and arc resistant outer workwear (long sleeve waist coat and, or wet weather coat and wet weather trousers)
- Hand protection e.g. gloves which are carefully selected and fit for purpose.

Additional PPE may be required as determined in the task specific risk assessment and method statement (RAMS).

Full details of the standards of each element of PPE can be found in the PPE standards document on Digest, alternatively ask your SHEQ team for a copy.



## WARNING!

Skin cancers seldom hurt and are much more frequently seen than felt.

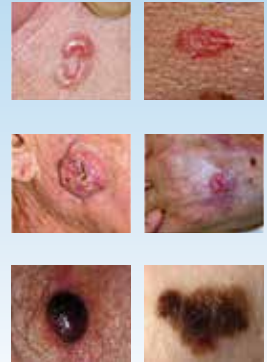
# What protection does 'slipping' on a protective clothing give to me and my family?

**One of the most common effects of not wearing protective clothing when in the sun is an increased chance of developing skin cancer.**

**Skin cancer** is one of the most common forms of cancer in the UK. More people die from skin cancer in the UK than in Australia. 80% of skin cancer is caused by exposure to too much UVR from either the sun or sunbeds, making the majority of skin cancers preventable.

The skin is the largest organ of the body and is made up of lots of cells. When these cells are damaged and unable to grow, divide, die and be replaced in a controlled way, cancer is more likely to occur. Skin cancer can be divided into two main groups: **Non Melanoma Skin Cancer (NMSC)** and **Malignant Melanoma (MM)**. These groups can be broken down into a further three types:

1. **Basal Cell Carcinoma (NMSC)**: the most common type of skin cancer. It grows slowly and may damage nearby tissues and organs if left untreated.
2. **Squamous Cell Carcinoma (NMSC)**: a less common form of skin cancer. It grows quickly and may spread to other parts of the body. If left untreated can be deadly.
3. **Malignant Melanoma (MM)**: the least common form of skin cancer and the most dangerous. It is often fast growing and can spread to other parts of the body where it can form a new cancer. The majority of skin cancer deaths are from melanoma.



## Steps to ensure you identify and treat skin cancer early

You can help to prevent skin cancer by following these steps:

- Get to know your skin and what is normal for you so that you can easily identify any changes
- Make sure you check your entire body for example soles of the feet, between fingers and toes and under nails on a regular basis.

## Did you know?

Synthetic fibres (polyester, nylon, acrylic and Lycra) provide better protection from UVR. Bleached cottons, (eg. linen), tend to absorb the sun's rays.

# SLOP on SPF 30+ sunscreen



‘Slopping’ on Sun Protection Factor (SPF) 30+ sunscreen will help keep everyone protected whilst out in the sun; but remember that no sunscreen offers 100% protection from solar UVRs.

Below are a few simple guidelines about sunscreen which we can all follow to help keep us protected:

- Always apply a generous amount of sunscreen to clean, dry, exposed skin
- Where possible, apply sunscreen 20 minutes before going outdoors
- Regardless of the instructions all sunscreens should be reapplied at least every two hours
- Make sure sunscreen carries a UVA and UVB symbol (if it has a star rating, use a minimum of 4 stars)
- SPF 50+ should be used for children and babies
- Water resistant sunscreen needs to be reapplied after swimming or excessive sweating
- Sunscreen can go off, so always check the expiry date and store in a cool place
- Protect your lips with an SPF 30+ lip balm.

## How can I protect myself and my colleagues at work?

Sunscreen dispensers are available in all welfare units and offices. Sunscreen is held in stock in the stores for collection and use when working in areas where dispensers are not available e.g. vans.

Morgan Sindall has an arrangement with Deb Group, a supplier of skin care solutions which includes the provision of sunscreen. Dispensers and bottles can be ordered through Parkers, one of our supply chain partners.

There should be no need for you to go to your local pharmacy or superstore to purchase sunscreen for use whilst on a Morgan Sindall site.

Solar UV Index noticeboards can be ordered through Hollywood Monster for displaying on site, or within depots to help understand what the UV Index is each day.





## WARNING!

Suffering blistering sunburn in childhood or adolescence more than doubles your chance of developing melanoma in later life.

# What protection does 'slopping' on a SPF 30 + sunscreen give to me and my family?

**The most obvious and immediate effect to you is reducing your chances of getting sunburnt.**

If your skin has changed colour it means that there is a possibility of damage. Within two to six hours of skin being burnt, it will turn red. It will continue to do so for the next 24–72 hours.

## What causes sunburn?

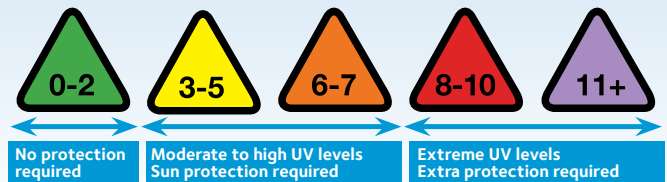
Sunburn is caused by overexposure to the sun's rays (UVRs). The sun emits three types:

1. **UVA** – penetrates the base layer of the skin (dermis), and contributes to the skin burning, skin cancer, wrinkling / premature ageing
2. **UVB** – reaches the outer layer of the skin (epidermis), they are the primary cause of sunburn and contribute to skin cancer
3. **UVC** – blocked by the ozone layer.

Both UVA and UVB rays can affect the immune system and therefore reduce your ability to protect against the developments and spread of skin cancer.

## What is the Solar UV Index and why is it important?

The UV Index is a five category solar forecast system which is provided by the MET office in the UK to indicate our exposure to UVR. The higher the number, the stronger the sun's rays and the less time it takes for sunburn to occur. By understanding the Solar UV Index each day and taking the appropriate steps you can help protect you and your family from potential skin damage.



Remember the 6 S's: Slip, Slop, Slap, Slide, Sip and Shade

Avoid being outside during midday hours, finding adequate shade is a must

## Did you know?

- Sunbeds give out the same harmful UV rays as the sun
- Using a sunbed just once a month can increase your risk of skin cancer by more than half
- Individuals under 35 who regularly use sunbeds increase their risk of skin cancer by 75%.

# SLAP on a wide brimmed hat



Wearing appropriate and protective head wear is vital in the sun, helping to keep your neck, face and ears covered.

Below are a few guidelines about how head wear can provide protection from the sun:

- Always wear a hat with a wide brim that shades the face, neck and ears
- Legionnaire hats (with a flap that covers the neck and joins the front peak) or bucket style hats (with minimum 7.5cm brim) are the most effective and are particularly good for children
- A close weave or UPF rated fabric hat will provide better protection.



## How can I protect myself and my colleagues at work?

Wearing a hard hat is part of our PPE policy. Legionnaire extensions suitable for hard hats can provide extra protection from the sun for the neck, ears and face.

Legionnaire extensions can be purchased through Parkers, one of our supply chain partners.

If you are unable to gain immediate access to Legionnaire extensions for your hard hat then why not make sure that your collar on your polo shirt is turned up? Whilst this will not give you total protection, combined with the application of SPF 30+ sunscreen on your face, neck and ears it will help to further protect you from the sun.



# What protection does ‘slapping’ on a wide brimmed hat give to me and my family?

**By wearing a hat you can reduce your chances of suffering from heat stress such as heat exhaustion and / or heat stroke, heat cramps and skin rashes.**

Normally, the body reacts to heat by increasing the blood flow to the skin’s surface, and sweating. This results in cooling as sweat evaporates from the body’s surface.

- **Heat stress** occurs when the body’s means of controlling its internal temperature starts to fail
- **Heat exhaustion** occurs when you experience extreme tiredness (fatigue) as result of a decrease in blood pressure and blood volume. This can be caused by a loss of body fluids and salts after being exposed to heat, such as the sun, for a prolonged period of time.
- **Heat stroke** is more serious than heat exhaustion and occurs when the body’s temperature becomes dangerously high due to excessive heat exposure. The body is no longer able to cool and starts to overheat.

If you identify any of the symptoms below, then follow these simple steps:

## Heat exhaustion

Symptoms	Actions
<ul style="list-style-type: none"> <li>• Nausea and or vomiting</li> <li>• Very hot skin</li> <li>• Heavy sweating</li> <li>• Dizziness / feeling faint</li> <li>• Confusion</li> <li>• Rapid heartbeat.</li> </ul>	<ol style="list-style-type: none"> <li>1. Quickly move the individual to a cool place</li> <li>2. Provide water to drink</li> <li>3. Remove excess clothing.</li> </ol>

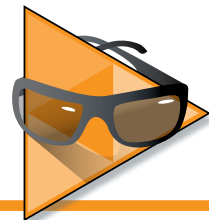
## Heat stroke

Symptoms	Actions
<ul style="list-style-type: none"> <li>• Nausea</li> <li>• Rapid shallow breath</li> <li>• Dry skin</li> <li>• Headache</li> <li>• Vertigo / dizziness / feeling faint</li> <li>• Confusion</li> <li>• Muscle cramps.</li> </ul>	<ol style="list-style-type: none"> <li>1. Dial 999 for an ambulance; suspected heat stroke should always be considered as an emergency</li> <li>2. Immediately move the individual to a cool place</li> <li>3. Increase the ventilation by opening windows or using a fan</li> <li>4. Provide water to drink, but do not give them medication such as aspirin or paracetamol</li> <li>5. Immerse the skin with cool water (above 18°C), or cover them with cool damp towels / sheets.</li> </ol>

## Did you know?

Baseball caps do not provide shade for the ears and neck!

# SLIDE on quality UV tinted sunglasses



Solar UV radiation can be damaging to the eyes, so ensuring you have quality sunglasses is really important.

Below are a few guidelines about choosing and wearing sunglasses:

- Overall protection depends on the quality of the lens and the design. Look for the European CE mark, which indicates a safe level of protection.
- Those labelled with a high Eye Protection Factor (EPF), which ranges from 1-10, will provide the best protection
- Close fitting and wraparound sunglasses stop solar UVR entering the sides and top
- Price and the darkness of the lens have no reflection on the quality of protection.



## How can I protect myself and my colleagues at work?

Wearing of Light Eye Protection (LEP) is part of our PPE policy.

The requirement for wearing approved LEP sunglasses should be established as part of the daily risk assessments. When operating plant, facing into direct sunlight, plant operators should always wear approved LEP sunglasses to ensure that the work task is undertaken safely.

Approved LEP sunglasses can be purchased through Parkers, one of our supply chain partners with agreement from your line manager. Prescription LEP sunglasses can be purchased through UVEX, after agreement from your line manager and via the SHEQ administrator on 01788 534534.



## WARNING!

Don't be fooled by clouds: the sun's rays can pass through haze and thin clouds exposing eyes to UV light, and raising the risk of eye disease.

# What protection does 'sliding' on quality UV tinted sunglasses give to me and my family?

**Quality sunglasses can reduce your risk of potential eye damage through overexposure to the sun's rays and potential photosensitivity.**

**Eye damage** can come from exposure to solar radiation and could lead to photokeratitis (inflammation of the cornea and the iris) and photoconjunctivitis (inflammation of the conjunctiva, the membrane that lines the inside of the eyelids and the white of the eye); also known as snow blindness or welder's flash. Symptoms can range from a mild irritation to severe pain.

**Photosensitivity** is an abnormally high sensitivity of the skin or eyes to UVR which can cause the skin to burn more easily and increase your risk of skin cancer. It is caused by the injection, inhalation or when there is skin contact with substances known as photosensitisers.

Common photosensitisers are as follows:

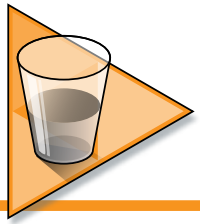
Coal tar and derivatives	Chlorinated Hydrocarbons	Dyes	Plants
<ul style="list-style-type: none"><li>• Anthracene</li><li>• Pitch (also known as: tar, bitumen or asphalt)</li><li>• Phenanthrene</li><li>• Creosote.</li></ul>	<ul style="list-style-type: none"><li>• Chlorobenzols</li><li>• Triphenyls</li><li>• Diphenyls.</li></ul>	<ul style="list-style-type: none"><li>• Acridine</li><li>• Bromoflourescein</li><li>• Eosine</li><li>• Erythorcin</li><li>• Flourescin</li><li>• Methylene</li><li>• Rhodamine</li><li>• Rose Bengal.</li></ul>	<ul style="list-style-type: none"><li>• Bergamot</li><li>• Bindweed</li><li>• Buttercup</li><li>• Chrysanthemum</li><li>• Dill</li><li>• Fennel</li><li>• Fig</li><li>• Giant Hogweed</li><li>• Lemon</li><li>• Lime</li><li>• St John's Wort</li><li>• Wild Parsnip.</li></ul>

## Did you know?

### Solar UV Radiation and glass

- When sitting in a vehicle you can still receive significant exposure to the sun's rays depending on both the orientation of the vehicle and whether the side windows are open or closed
- Windscreens, which are laminated (a tough plastic layer bonded between two panes of glass) have UPF of 50+, car side windows are usually about UPF 12.

# SIP water regularly



Our ability to make decisions can be affected if we are too hot and bothered. By keeping hydrated, we can all reduce our chances of making silly decisions which could cause accidents to happen both at home and at work.

Below are a few guidelines about how to keep hydrated:

- Always try to drink around two litres of water (six to eight glasses) per day
- Drink plenty of water before, during, and after you are active or exercising
- Avoid alcohol, including beer and wine. They increase dehydration and make it hard to make good decisions.
- Stop working outdoors or exercising if you feel dizzy, lightheaded, or very tired
- Do not take salt tablets. Most people get plenty of salt in their diets. Use a sports drink if you are worried about replacing minerals lost through sweating.
- If you are not used to drinking water regularly, try initially replacing just one of your other drinks a day with fresh water, increasing your consumption as the weeks go by.

## How can I protect myself and my colleagues at work?

Water coolers are available in all welfare units, offices and depots. Stocks of water bottles are held in the stores for collection and use when working in areas where fixed coolers are not available e.g. vans.

If you do not have access to water when away from permanent welfare facilities, then please speak to your line manager or local SHEQ advisor who will confirm local arrangements.





## WARNING!

Children are at a greater risk of dehydration than adults as they have higher water requirements in relation to their body weight.

# What protection does 'sipping' water regularly give to me and my family?

**During the hot weather we can all be more prone to dehydration as the body sweats to maintain its temperature and avoid overheating.**

By drinking plenty of water throughout the day, we can help to maintain our blood volume.

This enables other body fluids to function properly as well as maintaining blood pressure and help to prevent dehydration.

Dehydration can seriously affect our ability to function safely and occurs when we lose more water than we are taking on.

If left untreated, severe dehydration can be serious with the potential to cause fits, brain damage and death.

Fluid loss happens during physical hard work, but even simple tasks can result in a significant loss of fluid within a short period of time.

There are two early signs of dehydration **thirst** and **dark colour urine**.

If dehydration is on-going (chronic), it can affect your kidney function and cause kidney stones to develop, leading to liver, joint and muscle damage, cholesterol problems and constipation. If you are unsure, consult a dehydration urine colour chart.

Other symptoms of dehydration include:

- Dizziness or light headedness
- Headache
- Dry skin
- Tiredness
- Passing small amounts of urine infrequently (less than three or four times a day)
- Dry mouth, lips and eyes.



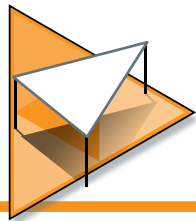
**Severe dehydration is a medical emergency and requires immediate medical attention.**

## Did you know?

- Water is the main constituent of the body and forms 50–60% of body weight and around 75% of volume
- Water is constantly required by the body so that all the important chemical reactions – such as the production of energy can take place.

# SHADE

from the sun  
whenever possible



Shade is one of the most beneficial forms of protection but not all shade is equally protective. UVB rays can still reach the skin indirectly from UV reflective surfaces such as dry sand or concrete.

Below are a few guidelines about how to keep everyone protected:

- Seek shade whenever possible, particularly at the hottest times of the day between 11am and 3pm when UV penetration is at its strongest
- Keep toddlers and babies in the shade at all times
- Never rely on shade alone, always combine with the other five 'S's of sun safety'
- Permanent structures provide the best UV protection.



## How can I protect myself and my colleagues at work?

Providing and getting shade when working outdoors is not always possible, particularly when working in the public highways. Taking regular breaks and finding shade will help to avoid overheating.

Help to reduce your exposure to the sun by working in a team and where possible, take it in turns to undertake the task or rotate work in cooler environments. If you have welfare facilities available on-site make sure you use these during your breaks.

**Remember: if you are working in the sun,  
taking your break in the sun is not a good idea!**



## WARNING!

Take extra protection when using sun parasols as they provide relatively little UV protection.

# What protection does 'shading' from the sun give to me and my family?

**By utilising shade, you will help reduce you and your families' exposure to skin cancer, sunburn, heat exhaustion / heat stroke, eye damage and dehydration. It is important to never rely on shade alone for sun protection.**

Even when you think you are in the shade, indirect or diffused UVR can still reach you and have the same effect as direct exposure to UVR.

Below are some important reminders about what to consider when seeking shade:

- **Position:** the relevant position of the shade to the sun and your position under the shade. Greater protection will be received when nearer the centre of the shaded area.
- **Effectiveness:** the larger the structure the more effective the protection
- **Quality:** dense natural resources such as vegetation provide better protection than sparse vegetation. Look out for materials with a UPF rating, a UPF of 15 or more is most likely to block out 93% of UVR.
- **Reflection:** whilst you may think you are in the shade remember to look out for reflection from nearby surfaces which may provide exposure to indirect solar UVR
- **Permanent:** shade provided by permanent structures is more effective than portable shade. If portable shade is the only option then remember to consider *position, effectiveness, quality and reflection*.

## Shade in vehicles

- Vehicle windows do not block out all UV radiation
- UVB and UVA protection will vary depending on the type of glass and the direction of travel relative to the sun.

## Did you know?

Sensible exposure to the sun helps the body to produce Vitamin D; a vital vitamin to keep bones and teeth healthy. 15 to 20 minutes of unprotected sun exposure per day, where no reddening or burning occurs, helps the body to produce Vitamin D.

# The ABCDE of Melanoma:

The 'ABCDE of Melanoma' is a common screening tool used to compare the characteristics of normal moles versus melanomas. Below are some images of melanomas which should help you recognise abnormalities.

**A = Asymmetry:** when one half of the mole doesn't match the other



**B = Border:** when the borders are irregular, ragged or blurred



**C = Colour:** when the colour changes or varies throughout and / or there appears to be no uniform pigmentation



**D = Diameter:** when the diameter is greater than 6mm (but could be smaller)



**E = Evolving:** changes in the mole over variable time: weeks, months or years.



**Consult your doctor immediately if you develop any of these signs:**

- If a mole changes shape, especially if it gets an irregular outline
- If a mole changes colour / gets darker, patchy or multi-shaded
- If an existing mole becomes bigger or a new mole grows quickly
- If it starts to itch, gets painful, starts bleeding, gets crusty or inflamed.

If in doubt, get it checked out immediately by your GP who can refer you to a specialist.

# Allergies

## Do you or your family suffer from allergies?

Some of the most common outdoor allergies tend to be triggered during the spring months; however these can quite often continue into the summer months too.

The most common summer allergy trigger is pollen. When pollen cells, which can travel for miles, get into the nose and eyes of individuals who are susceptible to pollen it can send their immune system into overdrive. This can lead the body to release chemicals such as histamine into the blood. These chemicals can trigger any combination of symptoms including the following:

- Runny nose
- Itchy eyes
- Wheezing
- Skin rashes
- Swelling.

The nature of the symptoms will depend on the allergen and allergic reactions can vary from mild to severe.

## Treating allergies with antihistamines

Antihistamines work by altering the way the cells are effected by histamine: a chemical which is released into the blood during an allergic reaction. Beware that antihistamines can cause drowsiness immediately, as well as the next day if taken at night.

## Do you understand the effect of allergies on your day-to-day life?

Allergies can quite often cause an unwanted distraction to the most simple of activities, ultimately effecting your safety and putting the safety of others at risk.

Preventing and spotting the early signs of an allergy is really important and will help to reduce exposure and alleviate symptoms.

Some of the methods which you can adopt at home and at work are outlined below:

- Wipe surfaces with a damp cloth and vacuum your home
- Wash pets at least once a fortnight
- Keep windows closed and use an air conditioner in your home and car during the warm seasons to keep pollen out.
- Avoid the use of fans as they can potentially stir up dust.
- Stay indoors when the pollen count is high
- Refrain from smoking and ask others to do likewise when around you
- Wear wraparound sunglasses to stop pollen from getting into your eyes when you are outdoors
- Vaseline the inside of your nose
- Wash bedding weekly in hot water
- Read food labels carefully.

This booklet has been produced specifically for Morgan Sindall employees and their families with the support of Skcin; the national Karen Clifford Skin Cancer Charity, registration number 1150048. Further information can be found at: [skcin.org](http://skcin.org)



Supporting sun safe information and further advice about cancer and its risks can also be found at:

[www.sunsafeworkplaces.co.uk](http://www.sunsafeworkplaces.co.uk)

[www.sunsmart.org.uk](http://www.sunsmart.org.uk)

[www.debgroup.com/uk](http://www.debgroup.com/uk)

[www.cancerresearchuk.org](http://www.cancerresearchuk.org)

[www.notimetolose.org.uk](http://www.notimetolose.org.uk)



Feedback is always welcome, please send your comments to Andy or Emma.  
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