

IJB Engineering Health and Safety Policy

Business:	IJB Engineering
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Document Version

Date	Revision	Author	Reviewed By	Comments
16.07.23	0	A McDougall / Ian Brydon	Steve Cella	To be reviewed in 12 months unless there is a significant change warranting a review

Document Summary

IJB recognise the hazards and the risks our workforce and others are exposed to as a result of our work. Our health and safety management systems provide us with the means to manage health and safety throughout our operations efficiently and effectively. This policy document contains our plans, procedures, organisation, working and monitoring arrangements and under this policy, the company implements other health and safety documentation such as risk assessments, method statements and COSHH assessments.

General Statement of Health and Safety Policy

In this section, we state our objectives for, and commitment to, managing health and safety. We also describe our general health and safety arrangements and indicate how the policy will be implemented.

Organisation and Responsibilities

To ensure that we are all aware of the duties that we have to create and maintain a safe working environment, this section outlines our organisational structure for managing health and safety. Responsibilities are assigned to all levels of management and the individual responsibilities of all employees are described.

Arrangements

In this section, we outline the arrangements that we will use to implement statutory requirements and to achieve the objectives of our policies.

Monitoring

The master documents for monitoring and checking are found at the back of the folders; completed forms can also be retained here. We have records for our monitoring checks, training and other master documents and completed forms required by our policies and procedures. These and the other completed records are proof that we have been diligent in carrying out our policy and complying with legal requirements.

Document Control

The issue status of our policy is identified on the document issue page at the front of the policy. When updates or changes are required, each change is recorded in the Amendment Record found at the front of each manual. The date on the Policy Statement reflects the date the policy was last reviewed.

Review

A formal review of the policy will take place every 12 months.

SECTION 1:

POLICY STATEMENT

Policy Implementation

This policy will be implemented within all business activities and annually reviewed, with any amendments communicated to all employees. Health and safety will be taken into account as per the Health and Safety Policy when planning all business activities.

The policy is supported by health and safety systems and plans incorporated into a Health and Safety Management Framework to ensure that we meet our corporate responsibility, achieve high standards, and create a safe working environment for all employees.

Management will ensure that all employees will be provided with suitable and sufficient information, instruction and training to comply with the company Health and Safety policy and carry out their work activities safely.

Every employee has a level of responsibility for Health and Safety, as outlined in Section 2 of this document. We expect these responsibilities to be taken seriously to enable us to achieve our objective of preventing injury and damage to health.


Our health and safety policy will be implemented by:

1. Taking health and safety into account when planning all business activities
2. Providing and maintaining equipment and systems of work that are carefully designed and monitored
3. Ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and substances
4. Ensuring that employees are provided with suitable and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely
5. Ensuring that high standards of housekeeping are maintained throughout all our premises and in premises where we are working and that means of access and egress are safe
6. Ensuring that, where its use is identified by risk assessment, personal protective equipment (PPE) is provided and used
7. Ensuring that specific arrangements are entered into when engaging contractors and subcontractors so that our policies are adhered to by them
8. Ensuring that adequate arrangements and facilities for welfare and first aid are provided
9. Ensuring that all employees and subcontractors comply with relevant legislation and co-operate with those responsible for enforcing it
10. Maintaining a system for the recording and investigation of all incidents
11. Ensuring that the health and safety responsibilities of employees and subcontractors are specified clearly in writing

Policy Statement

This policy applies in respect of any person to whom IJB Engineering owes a duty of care. It supports our Health and Safety Management System which set out the organisation and the arrangements for the implementation of these principles. IJB recognises, and fully accepts its statutory and moral responsibilities to provide the highest standard of health and safety protection for its staff and the health and safety of our temporary workers, plus any others who may be affected by our undertakings. It is the Company's intention to provide a safe and healthy work environment in so far as reasonably practicable for all employees and those who work with us. In order to meet these aims we shall set the following objectives:

- To provide information, training, and supervision to ensure implementation of our H&S policy.
- Safe Systems of Work will always be planned and used.
- Provide the necessary Personal Protective Equipment and training for the tasks to be performed.
- Management, employees and temporary staff are required to observe and comply with current Health & Safety Legislation.
- Management, employees and temporary staff should do all that is reasonable or practicable to avoid/or reduce Health and Safety Risks including developing Risk Assessments and Method Statements for all activities.
- Provide sufficient resources for the management of health and safety.
- Ensure all staff have suitable and sufficient PPE to be able to undertake their tasks safely.
- Monitoring staff behaviour and re-educating un-safe behaviours where necessary.
- Maintain a high standard of safety to all internal and external premises which we have control over.
- The policy will be reviewed annually or as a result of changes to Legislation, IJB activities changes or as a direct result of any incident or near miss.
- IJB Engineering will also endeavour to continuously improve safety across all of our operations

Name:	Ian Brydon		
Position:	Managing Director		
Signature:		Date:	16.03.23

SECTION 2:

RESPONSIBILITIES

Managing Director

Responsibilities include:

1. Having responsibility for the implementation of our General Policy on Health and Safety
2. Having a good understanding of the Regulations and guidance which governs our activities
3. Periodically (annually) reviewing the construction safety performance
4. Ensuring that adequate resources including finance are allocated to maintain all work equipment, both within premises and on sites, in a safe and serviceable condition
5. Giving backing to the identified training schedule and assisting in monitoring the results of training
6. Ensuring that allocated budgets are sufficient for safety requirements
7. Ensuring that the necessary insurance covers are in place
8. Ensuring that contract tenders are priced to allow safe methods and systems of work
9. Providing instruction in new, unforeseen or unusual circumstances not covered by this policy
10. Ensuring that any designer employed by the company is competent and has sufficient resources to carry out their duties
11. Ensuring the design of all construction (buildings) takes into account future use relative to cleaning, maintenance, repair etc. on projects which are design and build
12. Disciplining any member of management or employee for failing to discharge safety responsibilities satisfactorily, or for breaches of safety rules

Directors and Managers

Responsibilities include:

1. Familiarising yourselves with our Health and Safety Policy
2. Ensuring that staff are adequately trained in proper and safe working methods and are fully aware of any hazards
3. Identifying training requirements of individuals and reporting this
4. Completing accident reports for all accidents involving injury, damage or lost time.
5. Ensuring that all RIDDOR related events are reported within the required timeframes.
6. Ensuring that all safety rules are observed and protective equipment is worn or used when appropriate
7. Ensuring that all visitors are made aware of and comply with all aspects of Health and Safety legislation
8. Ensuring that all employees are aware of the fire procedures and first aid facilities
9. Seeking to develop safe practices and encourage suggestions from employees
10. Ensuring that new employees learn to take safety precautions

11. Ensuring that all safety devices are fitted, properly adjusted and maintained
12. Ensuring that all hazardous defects in the workplace are reported and subsequently rectified
13. Maintaining good housekeeping standards
14. Setting a personal example

Directors and Managers will monitor:

- The effectiveness of this policy
- The budget allowed for in contract tenders for safe working systems
- Compliance with Regulations and other approved guidance
- The overall safety performance of contract sites
- The overall safety performance of subcontractors engaged
- The safety performance of the person who has been delegated with the direct responsibility for health and safety on contract works
- The safety performance of any designer appointed, in-house or external
- The effectiveness of all training provided
- The effectiveness of communication channels
- Achievement of H&S standards and targets set out in safety plans and policies

Site Managers / Supervisors

Responsibilities include:

1. Having a good understanding of the Health and Safety Policy
2. Having a good understanding of the Construction (Design and Management) Regulations and other regulations which are relevant to site work
3. Ensuring that the construction phase plan is followed or amended as required to protect safety and welfare
4. Liaising with the Client, Principal Designer, subcontractors and others to ensure that high standards of health, safety, and welfare are maintained
5. Carrying out comprehensive site inductions for operatives on site
6. Ensuring that all employees and sub-contractors under control are adequately trained in the tasks they have to perform and the work equipment they are expected to use
7. Ensuring the competence of all employees and subcontractors by requesting certificates where appropriate
8. Consulting with employees and subcontractors regarding health and safety to ensure co-operation and co-ordination of work activities and the maintenance of the highest standards of health safety and welfare
9. Providing subcontractors with information relevant to their health safety and welfare (and that of their employees). Such information may include drawing, plans, etc
10. Advising senior management of all incidents or breaches of regulations
11. Ensuring that all accidents or dangerous occurrences are reported to our management and if appropriate to the HSE under RIDDOR
12. Maintaining site accident records, ensuring they are data protected and available for inspection by persons having a right to examine them
13. Ensuring that fire-fighting equipment provided remains in its position, receives

examination at least annually and that all routes to escape from site areas are free from obstruction

14. Ensuring that site operatives are provided with and wear the appropriate personal protective clothing and equipment as determined by risk assessment and demanded by safe systems of work and site rules
15. Maintaining safe traffic routes and roadways
16. Enforcing the correct use of such roads, walkways and crossings
17. Ensuring that welfare facilities, provided by the client, are suitably maintained
18. Notifying the client if welfare facilities are no longer adequate for the current phase of the construction plan
19. Regularly inspecting the contents of the first aid box, in any event following its use, to ensure it is correctly stocked
20. Ensuring that all employees and sub-contractors comply with safe systems of work
21. Ensuring that all employees and sub-contractors use the safety equipment provided or required by legislation
22. Ensuring that all employees and sub-contractors are aware of the emergency procedures covering first aid, fire etc
23. Ensuring that all plant in use on sites is properly maintained and records of maintenance held
24. Ensuring that all employees and sub-contractors make correct use of the guards provided on all machinery
25. Ensuring that all portable electrical equipment on sites is maintained and records held
26. Ensuring that the significant findings of COSHH assessments are made known to those persons who will use, store and handle hazardous substances
27. Ensuring that all hazardous substances are controlled, stored and handled correctly, following supplier/manufacture's instructions and controls imposed by our COSHH assessments
28. Ensuring that they and others apply the principles of prevention to reduce risk when carrying out their duties
29. Ensuring that Site Security procedures are adequate to prevent unauthorised access to the site at anytime
30. Ensuring that all lifting equipment and accessories in use on sites is properly maintained and records of thorough examination held under LOLER (Including cranes)
31. Ensuring that all Work at Height is properly planned and controlled
32. Ensuring that Asbestos Containing Materials are identified, operatives on site are made aware and appropriate action is taken to minimise the risk of exposure

Site Managers will monitor:

- The adequacy of office/welfare facilities, ensuring facilities provided by clients are not abused
- That all electrical equipment used on site is properly maintained and that hired plant and equipment is fit for purpose and complies with statutory legislation
- The fire, emergency evacuation and first aid arrangements and their adequacy for the site
- The standard of housekeeping of employees and subcontractors

- The effectiveness of site security and arrangements to prevent unauthorised access
- The safe use, storage, handling and control of all hazardous substances on site
- The level of site safety awareness given to all employees
- The competence of site personnel and whether they comply with agreed safe systems of work
- The precautions that are taken during specific activities (e.g. work at height, excavations etc) and compliance with method statements and safe systems of work
- Accidents and dangerous occurrences to ensure they are investigated and reported

Employees / Operatives

Responsibilities include:

1. Being familiar with the Safety Policy and implementing it at all times
2. Complying with any risk assessments which have been undertaken
3. Operating only items of plant and equipment for which you have been trained, deemed competent and authorised to use
4. Reporting any industrial injury, industrial disease, or any incidents which could result in personal injury or property damage, to the Site Manager / Contracts Manager
5. Ensuring that all accidents, near-miss incidents and cases of ill health are adequately reported, recorded and investigated as detailed in the Accident and Incident Reporting Procedure
6. Ensuring that you are aware of the fire procedures and first aid facilities
7. Developing awareness for safety both personally, and for others particularly new employees
8. Avoiding improvisation
9. Suggesting ways of eliminating hazards
10. Co-operating with us in maintaining a safe working environment and making your contribution to reducing accidents
11. Taking care of property entrusted to you, refraining from horseplay, working under the influence of drink and non-prescription drugs, the abuse of welfare facilities and the misuse of equipment
12. Keeping tools and equipment in good condition
13. Reporting to your line manager any defects in machinery or equipment.
14. Ensuring that plant and equipment is in a safe and secure state when unattended
15. Obeying our safety rules
16. Ensuring they are inducted as required before undertaking any operations on site
17. Wear PPE appropriate to the operation undertaken at all times. At least the minimum level of PPE, as directed by the Construction Phase Plan, relevant Method Statements and the Site Manager

All operatives will monitor:

- The state and condition of the work equipment that they are using
- Their housekeeping within the area which they are working
- The state and condition of PPE they have been issued
- Their work area and inform the site manager of anything they believe to be hazardous

Contractors

The responsibilities described below apply to all contractors engaged to work on our premises.

1. Contractors are responsible for ensuring that all persons under their control are aware of the following:
 - fire procedures
 - first aid arrangements
 - welfare arrangements
 - the requirements of any risk assessments and method statements or safe systems of work they are required to comply with
2. It is our responsibility to inform contractors of any known hazards to which persons under their control may be exposed while working on our premises. Persons engaging contractors are responsible for providing this information.
3. It is the responsibility of the contractor to provide us with risk assessments and method statements or safe systems of work, which should describe how the work will be carried out without exposing any person to risks to their health or safety. The requirements of these documents must be adhered to.
4. Persons engaging contractors are responsible for obtaining contractors risk assessments and method statements or safe systems of work before the commencement of the work. They are also responsible for inspecting work areas to ensure that they are complied with. We reserve the right to submit contractors risk assessments and method statements or safe systems of work to our external consultants for evaluation.
5. A contractor must ensure that any equipment brought on to our premises is fit for the purpose and in a good state of repair. Persons engaging contractors are responsible for checking equipment brought onto our premises before the commencement of work and at regular intervals during the period of work.
6. All portable electrical appliances used by contractors on our premises must be battery operated or operated at 110 volts supplied through a centre-tapped transformer. Where appliances are not available in battery or 110 volts versions the use of 240 volts equipment will be permitted only when authorised, and only when such equipment is used with a residual current device.
7. Contractors will be required to provide evidence that any portable electrical appliances brought onto our premises have been tested by a competent person in the last 3 months.
8. We reserve the right to remove from the site any contractor not complying with the Safety Policy and/or safe systems of work.

Office-Based Staff

1. Will read and understand the IJB's Safety Policy and carry out work following its requirements
2. Ensure that clothing and footwear is suitable from a safety point of view
3. Report any defects in office equipment or machinery immediately to the Company Director. Do not try to use or repair faulty equipment that may be hazardous to your health or safety

4. Ensure that you know the location of the appointed First Aider and the First Aid Box (details included on the Company Notice Board)
5. Ensure you know emergency and fire procedures
6. Report any accident or damage, however minor, to management
7. Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction
8. Do not lift or move, on your own, articles or materials so heavy as likely to cause injury. If you do lift objects use the correct manual handling techniques
9. Do not overstretch to reach items out of reach, for example on high shelves, use steps or a properly designated access method
10. In compliance with statutory legislation the company continues to operate a no smoking policy
11. Suggest ways of eliminating hazards and improving working methods
When visiting a construction site:
12. Wear appropriate PPE and carry out your work in a safe manner and in compliance with the responsibilities of site operatives where applicable
13. Co-operate with other members of staff in improving health and safety and raising awareness
14. Look for ways to eliminate hazards and inform site management
15. Ensure that you know emergency and fire procedures
16. Ensure that you know the location of the appointed first aider and the First Aid box on site
17. Report all accidents, dangerous occurrences, near misses or unsafe acts to the Site Manager

Individual Responsibilities

We take seriously the health, safety and welfare of all our employees and subcontractors and anyone that could be affected by our work activities. We have set high standards which are described in our policies, procedures and safe systems of work. These standards will not be achieved easily but we are committed to providing the resources necessary to do so. Achieving the standards we have set for ourselves also requires the cooperation of all employees and subcontractors.

Employees who authorise work to be carried out must ensure that those that will be doing the work are sufficiently trained, instructed and informed to enable them to do so safely and to avoid risks to their health. Where necessary, you will need to provide supervision, particularly in the case of young and inexperienced workers. You should regularly carry out safety inspections of the working environment under your control to maintain standards.

All employees and subcontractors must follow the arrangements described in our policies, procedures and safe systems of work. You should only operate vehicles, machinery, and equipment that you are trained and authorised to use, ensuring that all guards and safety devices are in place and working and using any personal protective equipment (PPE) you have been instructed to use. If you have any concerns about health and safety matters, you should tell your supervisor or use the consultation procedure described in this policy.

We may want you to be involved in our risk assessment programme. If so, we would ask you to co-operate with those leading the process.

We would remind you that employees have duties under Sections 7 and 8 of the current edition of the Health and Safety at Work Act to:

- take reasonable care of their health and safety and that of anyone affected by what they do
- co-operate with their employer to enable them to comply with their statutory duties
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare

Failure to comply with your legal duties could result in the enforcing authority taking action against you.

Organisation

The effectiveness of the Safety Policy is dependent on the people who are responsible for ensuring that all aspects of work, whether in the office or on a site, are carried out with due consideration for safety and with minimal health risk.

The ultimate responsibility lies with the Managing Director, but specific duties are delegated to others according to their experience and training. Company Directors and senior management, both individually and collectively, will ensure that this policy is applied throughout the whole company and that those employed by the company are kept fully informed of its content. Managers will ensure that this policy is adopted by all employees, subcontractors and visitors to any specific site. Each person has a duty of care to themselves as well as to all those they come into contact with during any part of the working day.

To assist the company in fulfilling its duties and obligations, where required an in-house competent person/or external safety consultancy will be appointed to provide health and safety advice and assistance to the management and employees. The contact details for this person will be displayed on the company notice board.

SECTION 3:

ARRANGEMENTS

Management Arrangements

Accident and Incident Reporting Procedure

We accept our duty under the current edition of the Reporting of Injuries, Diseases and Occurrences Regulations (RIDDOR) to report certain injuries and incidents to the enforcing authority. The purpose of this procedure is to ensure that this duty is fulfilled and that all accidents are investigated.

INCIDENT RECORDING

Any person injured during their work should record the injury.

If you are injured in our offices when travelling between sites, the injury should be recorded in our Accident Book, which is kept in the Office. The completed page of the book should then be removed and given to a senior Manager, who is responsible for ensuring that completed reports are kept secure. The injured person may take a copy of the page from the Accident Book if they wish.

If you are injured while working on a site, ensure that it is recorded in the site Accident Book held by the Client or Principal Contractor. You should then ring our offices to ensure that it is recorded in our Accident Book, as above.

Where we are the Principal Contractor the site manager is responsible for ensuring that all accidents are recorded in the Accident Book.

ACCIDENT INVESTIGATION

The Managing Director is responsible for investigating all accidents. Incidents will be investigated by completing a copy of the Accident/Incident Report Form and measures necessary to prevent recurrence will be identified. This task may be delegated to members of management.

REPORTS TO THE ENFORCING AUTHORITY

The Managing Director / Site Manager / Contracts Manager is responsible for reporting to the Incident Contact Centre (ICC) any injury, disease or dangerous occurrence covered by RIDDOR. If they are not sure whether an incident should be reported, they will contact the Director for advice.

It is our policy that verbal communication regarding any accident is expressly forbidden. Any request for information by pertinent and relevant parties must be addressed to the Policy Holder in writing who will make our official response. This statement relates to both

reportable and non-reportable accidents/ incidents. When an accident or dangerous occurrence takes place, it will fall into one of the following categories:

1. Minor accident to employee:
 - ensure details have been entered in the accident book
 - where an employee is incapacitated from work for more than three consecutive days (excluding the day of the accident but including any days which would not have been working days) because of any injury, complete internal report form and send direct to a senior manager
 - If the injured employee is admitted to hospital and is an in-patient for more than twenty-four hours, the accident becomes specified as major injury and must be notified as described under that category below
2. Minor accident to others:
 - Complete the accident book and accident report form as detailed above
 - Inform the persons workplace and notify their employer
3. Major injury:
 - Halt works on the site immediately
 - Complete the accident book
 - Inform director with overall responsibility for health and safety who will notify HSE and obtain written reports from all persons on site
 - Comply with requirements of RIDDOR (Reporting of Injuries, Disease, And Dangerous Occurrence)
 - A record must be kept by employers of all noticeable diseases
 - Where an employee has suffered an injury as a result of a noticeable accident or dangerous occurrence which is the cause of health problems within one year of the date of the incident, the employer shall inform the enforcing authority in writing as soon as it comes to their knowledge

INVESTIGATION

It is our policy to investigate all accidents, dangerous occurrences and near misses. Whether the consequence of an incident is serious injury, minor injury or no injury at all, lessons can be learnt to prevent the same sequence of events from reoccurring. The implementation of corrective action to a near-miss incident can therefore prevent a repeat of the incident that may have more serious consequences in the future.

SUBCONTRACTOR ARRANGEMENTS

Subcontractors will enter the detail of any accidents requiring first aid treatment in the site accident book. They will report any accidents to their employees, to the HSE in line with their company procedures, but will provide site management with copies of such details, along with details of any investigations undertaken and measures applied to prevent a reoccurrence. Copies of these details will be forwarded to Head Office.

RIDDOR

The following injuries are reportable:

DEATH or MAJOR INJURY

Major injuries include

- fracture other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

These should be notified to the HSE at the earliest opportunity by telephone for death, via the online notification system for major injuries.

OVER 7 DAY INJURY

If there is an accident connected with work (including physical violence) that is not a Major Injury but results in a person being away from work or unable to do their normal work for more than seven days (including non work days), the HSE must be notified by the employer within 15 days. We require a copy of the HSE notification report.

MEMBERS OF THE PUBLIC

An injury to a member of public which results in them being killed or taken to hospital must be reported to the HSE at the earliest opportunity.

REPORTABLE DANGEROUS OCCURRENCES

Those most relevant to include:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- explosion, collapse or bursting of any closed vessel or associated pipe work
- failure of any freight container in any of its load-bearing parts
- plant or equipment coming into contact with overhead power lines
- electrical short circuit or overload causing fire or explosion
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- accidental release of biological agent likely to cause severe human illness

- malfunction of breathing apparatus while in use or during testing immediately before use
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall
- unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls a wall or floor in a place of work any false-work
- explosion or fire causing suspension of normal work for over 24 hours
- sudden, uncontrolled release in a building of: 100kg or more of flammable liquid: 10kg of flammable liquid above its boiling point 10 kg or more of flammable gas or of 500kg of these substances if the release is in open air
- Accidental release of any substance which may damage health

REPORTABLE DISEASES

If a doctor notifies the employer that an employee is or has been suffering from a work related disease then the employer must notify the HSE at the earliest opportunity.

Examples of diseases that must be reported are:

- certain poisonings
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma
- infections such as: leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus
- other conditions such as: occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Civil Claims

We acknowledge that employees and others (contractors, visitors and members of the public) who may be affected by our activities have the right to make claims for compensation, where they consider that an injury is the result of negligence on our part. Such claims will be dealt with on our behalf by our Employers' and Public Liability insurers.

Following the Woolf report, there is now a 'fast track' procedure that allows for small claims to be settled quickly. This procedure requires us to forward to our insurer any letter from a solicitor, alleging negligence on our part, within 21 days of receipt and providing evidence in our defence. The insurer then has 90 days to respond to the claimant's solicitor. To enable us, and our insurer, to comply with the requirements of the 'fast track procedure', the following procedures must be followed:

- all incidents must be recorded, investigated and, where necessary, under RIDDOR, reported to the enforcing authorities as described in the Incident Reporting Procedure contained in this Policy
- any person receiving a letter from a solicitor must forward this immediately to the Managing Director
- the Managing Director will (unless they instruct someone else to act on their behalf)

forward the solicitor's letter to our insurer along with any evidence in our defence

- direct correspondence with the claimant and/or their solicitor is strictly forbidden, as this may prejudice our defence
- All correspondence relating to the claim must be forwarded to the Managing Director immediately following receipt

It is our responsibility to provide evidence in defence. Therefore the Managing Director is responsible for collating a file of evidence for all reportable injuries and incidents and any other accidents where a claim is foreseeable. We may take a commercial view on minor accidents, balancing the possibility of a claim being brought against the cost of accident investigation.

Evidence may take the form of the following documents, but this is not an exhaustive list:

- Entry in the Accident Book
- Statements from the injured person(s), witnesses, supervisors and first aider. These should be signed and dated and contain only statements of fact, not supposition
- Copy of the accident/incident investigation report, with any photographs and diagrams
- Pre and post-accident risk assessments
- A copy of any written safety instructions given to the injured person(s)
- A record of any personal protective equipment issued to the injured person(s)
- Copies of any test certificates and/or records of maintenance and inspection of any equipment involved in the incident
- Any disciplinary evidence relating to the occurrence
- Copy of any statutory reporting document forwarded to the Enforcing Authority
- Copy of any correspondence from the enforcing authority relating to the incident

No evidence may be sent to our insurers without the permission of the Managing Director.

A claim may be brought by an employee whether or not the accident has been recorded in the Accident Book or whether he/she has taken time off work as a result.

CDM

Some of IJB's work is subject to the current edition of the Construction (Design & Management) Regulations (CDM). The purpose of the information below is to outline our arrangements for complying with our responsibilities as duty holders under CDM.

Principal Designer

The Principal Designer responsibilities under CDM include to:

1. Provide the Client with advice and assistance to fulfil their duties
2. Assist the Client with notification of the project to the HSE (using form F10) and provide the Client and Principal Contractor with a copy
3. Ensure that Designers co-operate and take health and safety into account when preparing designs
4. Establish procedures to ensure communication and information flow between all duty

holders

5. Identify what pre-construction information is needed and obtain and pass this to all persons that need to know
6. Produce the Pre-Construction Information and distribute it to the project team
7. Advise the Client about the suitability of the Construction Phase Plan
8. Liaise with the Principal Contractor regarding changes to designs.
9. Collect and keep up-to-date information for the Health and Safety File and ensure that the file is passed to the Client when the project is complete

Principal Contractor

When we are the Principal Contractor for a CDM project we will:

1. Receive pre-construction information from the Principal Designer and use this to develop a Construction Phase Health and Safety Plan, the relevant points of which will be communicated to all Contractors
2. Devote adequate time and resources to the management of health and safety
3. Ensure that a copy of form F10 is displayed on site
4. Check the competence of Contractors appointed to work on the project. This will include the examination of Contractors' risk assessments and method statements to ensure adequacy
5. Manage health and safety during the construction phase, ensuring co-operation between all Contractors and the incorporation of all Contractors' information on health and safety matters
6. Give reasonable directions to contractors, so far as is necessary, to enable us to carry out our duties as Principal Contractor
7. Work to the plan agreed at the tender award stage, except where circumstances require changes. When such changes are needed we will agree on these with the Client and/or Principal Designer before taking action
8. Advise the Principal Designer of any relevant health and safety matter that needs to be recorded
9. Ensure that suitable welfare facilities are provided throughout the project
10. Provide Contractors with information about training requirements for persons working on the project
11. Ensure that all persons working on the project attend Site induction before starting work
12. Ensure that site safety rules are complied with
13. Ensure that a Site Manager/Supervisor is on the site to consider the views of all workers
14. Ensure coordination of emergency procedures throughout the construction phase
15. Ensure coordination of shared equipment and facilities
16. Ensure site security by excluding all unauthorised persons
17. Collect information needed for the Health and Safety File provide it to the Principal Designer

Contractor

Where we are a Contractor on any construction project we will:

1. Provide the Principal Contractor (where more than one contractor) with any information

needed to develop the Construction Phase Health and Safety Plan and co-operate to ensure its implementation

2. Provide the Principal Contractor with details of any subcontractors we intend to use
3. Check that a Principal Designer has been appointed and the project notified to the HSE before starting work (where more than one contractor)
4. Ensure that all persons working for us are suitably trained
5. Appoint a Supervisor to liaise with the Principal Contractor and supervise and monitor our work activities
6. Ensure that all persons working for us attend Site Induction before starting work
7. Provide persons working for us with any information they need to work safely and without putting their health at risk
8. Devote adequate time and resources to the management of health and safety on site
9. Make adequate arrangements for the safety of our employees in any high-risk areas identified by the Principal Contractor
10. Comply with all reasonable directions from the Principal Contractor
11. Inform the Principal Contractor about any problems with the Construction Phase Health and Safety Plan or health and safety procedures
12. Provide the Principal Contractor with any information needed for the Health and Safety File
13. Inform the Principal Contractor about any accident or incident that caused, or could have caused, injury or damage

Consultation

We accept our duty to consult our workforce on health and safety matters, particularly about:

- Any measures that may substantially affect your health and safety
- Our arrangements for obtaining the assistance of a competent person to help us manage health and safety
- Information about risks to your health and safety and preventative measures
- The planning and organisation of any health and safety training that you will need to work safely
- The health and safety consequences of the introduction of new technologies into the workplace

OPEN DOOR POLICY

Management at all levels is encouraged to adopt an open-door policy on any matter regarding health and safety. Employees are encouraged to voice concerns and to take positive actions to prevent unsafe acts or conditions from occurring.

The telephone numbers of supervisors, contracts managers and directors are widely published and freely available and employees are free to contact them at any time through the chain of command.

It is hoped that by senior management showing clear and visible commitment to health and

safety other employees will regard it with the same importance, thus creating a positive safety culture throughout the company.

SAFETY ALERTS & TOOL-BOX TALKS

Safety alerts & tool-box talks are regularly issued on health and safety-related topics. They are prepared with a view to keeping employees and subcontractors abreast of changes in health and safety legislation, changes in company policy or details of recent accidents, incidents, or HSE campaigns etc.

TRAINING

All levels of training are used to discuss health and safety matters. Site induction training and toolbox talks are used to convey the safety message on sites, and regular safety updates offer an opportunity to exchange views.

INFORMATION

Employees are provided with such information as is necessary to enable full participation in health and safety consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following:

- Conversations with individuals
- Staff meetings/team meetings
- The information displayed on notice boards
- Letters attached to payslips

We encourage all employees to take an active interest in health and safety matters and welcome positive suggestions for improvement. If employees would like to raise a matter for discussion this should be brought to the attention of the Managing Director.

Display Screen Equipment

The term display screen equipment (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder.

The risk posed to office staff using DSE shall be assessed and controlled following health and safety regulations particularly DSE specific regulations. These assessments aim to prevent work-related upper limb disorders (WRULD), lower back problems, eyestrain, stress and repetitive strain injury (RSI).

Any employee that works with DSE for more than two hours per day, when averaged over four weeks, will be classed as a "DSE User". All "DSE Users" will be provided with an eyesight test by a competent person, free of charge.

Where an eyesight test identifies that a "DSE User" requires special corrective appliances to work with DSE, we will contribute to the cost of providing such appliances. If this applies to

you, you should contact the Managing Director for details.

All workstations should be subject to a DSE assessment, this is carried out by a competent person and the findings of the assessment are communicated to those affected.

We recommend that if you use DSE for long periods, you break up the time spent working with DSE by working away from the screen for 10 minutes after 60 minutes of continuous use.

If you experience visual difficulties, headaches or pains in the upper limbs or shoulders when working with DSE you should bring this to the attention of the Managing Director.

Driving Company Vehicles

To ensure the safety of drivers of company vehicles and others that could be affected by the use of vehicles we will operate the following procedures:

- The Managing Director is responsible for ensuring that all company vehicles are suitable for their intended purpose
- All company vehicles will be serviced according to manufacturers' recommendations and service logbooks will be maintained
- The Managing Director will ensure that, where required, vehicles hold a current MOT test certificate and are presented for testing as legally required
- The driver is responsible for ensuring that a weekly vehicle check sheet is completed for each vehicle under their control
- The Managing Director is responsible for ensuring that company vehicles are driven only by persons holding a current, full licence for the type of vehicle and who has been authorised to do so
- Before being allowed to drive a company vehicle, an employee will be required to present his/her driving licence for inspection. Thereafter, driving licences will be inspected annually
- We do not expect employees to take risks when driving. Journeys should be planned, allowing sufficient time to drive within speed limits and according to traffic conditions
- Some prescription drugs and medicines carry a warning to persons taking them that they should not operate machinery or drive vehicles. Any driver prescribed such medication must inform the company immediately and must not drive until they have stopped taking the medication
- Drivers are instructed to obey the Highway Code at all times
- Drivers are instructed NOT to use a mobile phone while driving unless it is hands-free
- The employee is responsible for paying any fines for driving or parking offences committed while he/she is in charge of a company vehicle
- Any driver of a company vehicle must inform the company about any prosecution for a driving offence
- Drivers are advised that on the morning following a night of heavy drinking their blood alcohol level may be above the legal limit. If a driver thinks that this is the case, he/she must not drive until it is safe to do so and they are within legal limits

Driving a company vehicle without authorisation or whilst under the influence of alcohol or illegal drugs are serious breaches of our health and safety rules. They will be considered gross misconduct, which could lead to summary dismissal.

Hazard Reporting

We operate a hazard reporting system the purposes of which are to:

- Encourage our employees' interest and involvement in health and safety matters
- Encourage employees to identify hazards and unsafe conditions in their work areas so that action can be taken to prevent incidents
- Maintain written records of actions taken to eliminate hazards and unsafe conditions
- Assist with the monitoring of the effectiveness of our procedures for managing health and safety

Any employee who observes a hazard or unsafe condition that they are not able to take action to remove should record the details on a near-miss form. Forms should be handed to the site manager or a supervisor.

Where a site manager or supervisor can take action to remove a hazard or unsafe condition, he/she will do so and update the near-miss form, which will then be forwarded to the Managing Director. Where a site manager or supervisor is not able to take suitable action, the form will be sent to the Managing Director for action. The Managing Director will complete the remainder of the form when suitable action has been taken.

When suitable actions have been taken and the hazard or unsafe condition removed, the completed form will be returned to the originator, with a copy being kept by the Managing Director.

Host Employment

Working for host employers exposes you to a variety of risks and hazards that are beyond the direct control of our organisation. To safeguard your safety it is our policy to:

1. Obtain full work brief assignment instructions before finalising contractual agreements
2. Request & obtain Health and Safety information, policies, risk assessments, safe working guidance's and practices from the host employer that is relevant to the activities at their premises and work to be undertaken by you
3. Meet with the Host employer before starting work to:
 - establish rules and guidelines for our operations at their premises
 - obtain information on activities that may present a hazard to you and identify activities and actions that must be avoided
 - obtain information on emergency actions including fire, first aid and accident reporting arrangements
 - define the areas in which the work is to be carried out and any segregation arrangements
 - define areas that are not accessible to you

- agree on routes to and from the workplace and access to welfare facilities
- obtain and review copies of all risk assessments relevant to the work being undertaken and areas of occupation
- obtain and review copies of all safe working practices/method statements and safe working guidance to be adhered to
- ensure site induction training, job training, instructions and notices and information to safeguard your health and safety is provided
- obtain details of any special occupational qualifications or skills necessary to be held by you to carry out work safely and provide appropriate employees based upon this criterion
- obtain details of the specific features of the jobs to be filled by those employees (in so far as those features are likely to affect their health and safety) and to provide appropriate employees based upon these criteria
- obtain any other information, instruction, training, equipment or facility that could reasonably be expected to safeguard the health and safety of the temporary worker
- stop working immediately if work appears unsafe, and establish that staff should report any concerns to a manager immediately
- ensure, so far as is reasonably practicable, that you are provided with comprehensible and relevant information on the hazards and risks and preventative and protective measures

Method Statements

We intend to prevent injuries and ill health to employees and others affected by our activities. To do this we recognise that we must adopt safe systems of work. Therefore, assessments will be carried out to identify risks (see Risk Assessment Procedure). Based on these, safe systems of work will be prepared and used. The safe systems of work to be used on a particular site will be communicated to employees, clients and/or principal contractors by the use of written method statements.

Where work is subcontracted, we will not allow the work to commence until we have received and approved a method statement from the subcontractor.

Each method statement will include, but will not be limited to, the following information:

- Name of the site/project
- The names of any contractors and subcontractors involved in the activity
- Location of work
- Details of work, including work sequence
- Any special controls to be used
- Supervisory arrangements
- Competence of those carrying out the work
- Emergency Procedures
- First aid arrangements
- Special personal protective equipment to be used
- List of plant, equipment and authorised users

- Method of agreeing on variations from an original method statement, if necessary
- Signature of the person preparing the method statement and date
- Signature of the person/s receiving the method statement and date

RESPONSIBILITIES

Responsibilities for writing method statements for work carried out by us are identified in the organisation and responsibilities section of this Policy.

The Site Manager is responsible for obtaining and approving subcontractors method statements.

Supervisors are responsible for bringing any significant findings of method statements to the attention of the persons concerned and for ensuring that procedures described in method statements are followed.

All employees and subcontractors are required to follow the method statements for the work they are carrying out.

Mobile Phones

The use of mobile phones by operatives on a construction site can be a significant distraction. People involved in telephone conversations or sending text messages etc are at a greater risk of injury on site as they are not able to fully appreciate what is happening around them.

As a general rule, the use of mobile phones will therefore not be permitted on site, outside of the site office and welfare facilities.

In low-risk areas away from traffic movements, plant and machinery and work at height etc, Site Management may choose to designate safe areas where they deem it safe for persons to use phones. These 'phone zones' may only be formed if the Site Manager can demonstrate that a suitable risk assessment has been carried out.

The main hazards of using phones on site are:

- Distraction to machine and plant operators
- Distraction to people working at height or climbing ladders
- Lack of concentration when using safety equipment
- Distraction to people walking across the site
- Lack of awareness of things happening around you
- The danger of stepping out in front of a machine
- Distracts the user from observing and adhering to warning

Disciplinary action will be taken against persons using phones where they are putting themselves or others at risk.

Near Miss Reporting

PURPOSE

The purpose of this policy is to provide a method for reporting 'near-miss' incidents. The investigation of such incidents can help to implement procedures or control measures that will prevent a recurrence of the incident and therefore prevent potential accidents.

Often the difference between a near miss and an accident resulting in injury is a slight change in timing, location or personnel.

DEFINITIONS

- A near-miss is an unplanned event that did not result in injury, illness, damage or product loss - but had the potential to do so.
- An accident is an unplanned uncontrolled event that has led to injury, illness, damage or some other loss to the company.

RESPONSIBILITIES

All staff must report near-miss incidents as soon as practical following the incident. The near-miss report form available from the site office should be used to report the incident. As much detail as possible should be provided to ensure a thorough investigation can be carried out. When complete the form must be returned to the office.

Where we are the Principal Contractor the Site Manager will collate the forms and carry out any required investigations. For all other near-miss incidents, the Contracts Manager will collate the forms and carry out any required investigations.

RECORDS

Completed forms will be retained in the office for three years.

Occupied Premises

Where we are involved with work in occupied premises care will be taken for the health and safety of the occupier whilst the work is in progress. We will liaise with the occupier and advise them on the work to be carried out and an approximate time scale for the contracted works. Company operatives will wear any security/ID card if required by the client.

The operatives will be competent to undertake all tasks required in an occupied property and will adopt all emergency procedures put in place by the client or occupier. During the work, the operatives will not leave any materials or debris where it may become a trip hazard. All reasonable precautions will be taken to reduce the impact when carrying out dusty and noisy operations. At all times work will be carried out with care and consideration.

The operatives will ensure that the property is left tidy during the works, to reduce the risks of injury to the occupier and the general public. Barriers and screens will be utilised and occupants made aware of any changes to hazardous areas throughout the working day.

Particular emphasis will be placed upon:

- Fire evacuation routes
- The position and location of fire fighting equipment
- Emergency evacuation procedures
- Special circumstances relating to the personnel working within or visiting the premises
- Safety plans specific to the building or any part of the building
- Maintaining fire compartmentation standards
- Permit to work conditions.

Office Work

LIGHTING

Sufficient lighting, either natural or artificial, shall be provided to enable tasks to be completed safely. Windows shall be regularly cleaned and light fittings maintained at regular intervals.

ACCESS AND EGRESS

Offices shall be laid out in the most appropriate way ensuring that each person has sufficient space and that they are offered unobstructed passageways. Electrical cables shall be positioned where tripping hazards are avoided.

DISPLAY SCREEN EQUIPMENT

Refer to the section on Display Screen Equipment (DSE).

ELECTRICAL EQUIPMENT

Refer to sections on Electrical Safety and Portable Electrical Equipment.

SEATING

Suitable seats shall be provided for sedentary workers and seats for typists and display screen users shall be fully adjustable to ensure comfortable postures. Footrests will be provided where necessary.

WELFARE AND FIRST AID

Sufficient first-aid equipment under the control of a trained first aider or appointed person shall be provided at each office. Adequate washing and toilet facilities shall be provided and there shall be means provided for making hot drinks and taking refreshments. A reasonable temperature shall be maintained throughout the working day.

LIFTING AND CARRYING

The need to lift and carry heavy or awkward objects shall be avoided. Loads shall be broken down to the smallest unit practicable for carrying. Steps or hop-ups shall be provided for access to high-level shelves, etc.

Office Rules

GENERAL

Offices can be dangerous places. Therefore you must work following our rules and procedures. The major causes of accidents in offices are:

- slips, trips and falls
- manual handling
- electrical equipment

ACCESS AND EGRESS

Keep material and other obstructions clear of passageways, in particular cables and stationery boxes, which can cause trips and falls. If it is necessary to leave material in accesses for short periods, make sure there is alternative access and identify the obstruction to highlight the danger.

Always keep to recognised walkways or pedestrian routes.

Avoid straying into work areas or traffic routes unless necessary.

CONTRACTORS AND VISITORS

If contractors and visitors enter the offices and seem uncertain about correct procedures, refer them to the Managing Director.

If you see contractors or visitors acting unsafely, report it to the Managing Director.

Do not enter construction areas where barriers or warning signs have been erected.

CONSULTATION

See the section on workforce consultation. You must follow the proper procedure when reporting unsafe or unhealthy conditions by reporting to your supervisor. However, if the matter is not resolved within a reasonable period, discuss the issue with the Managing Director.

ELECTRICAL EQUIPMENT

Never tamper with electrical equipment or attempt to make repairs.

Report electrical faults to the Managing Director immediately, so timely repairs can be carried out by a competent person.

Always ensure that covers and doors protecting electrical apparatus remain securely in place. Keep trailing electrical cables to a minimum to avoid creating tripping hazards. If cables have to cross passageways or traffic routes, cover them with a cable ramp to avoid tripping.

Do not enter a switch room or substation unless authorised to do so. If you do have occasion to enter, read carefully the information displayed.

Always check equipment and cables for loose connections and exposed wiring before use and report any damage at the soonest opportunity.

Do not overload circuits – check that the supply can safely deliver the electrical load required.

EMERGENCY PROCEDURES

1. Familiarise yourself with the procedure for dealing with the emergency services
2. Always respond quickly to alarms and other emergency signals
3. Keep escapes routes clear
4. If you evacuate the premises follow the correct procedure and assemble at the designated area

STAIRS

Never run up or down stairs.

Use the handrails provided.

Do not carry things that obstruct your line of vision.

Never leave obstructions lying on stairs.

Report any damaged or slippery surfaces to your supervisor.

FIRE PROCEDURES

Read fire instructions displayed on the premises and follow the correct procedure in the event of a fire.

Get to know the location and types of extinguishers within your place of work.

Ensure that fire equipment, fire exit routes and doors are kept clear of material and other obstructions.

Make sure you are familiar with escape routes so that you know which route to follow in an emergency.

Never tamper with fire equipment – leave it in its designated location unless you need to extinguish a fire.

Ensure that you have a clear escape route when tackling a fire.

Remove combustible and flammable material regularly.

FIRST AID

First aid equipment has been provided for treating injuries. Read the notices displayed.

Familiarise yourself with the location of first aid boxes and first aid personnel.

Never interfere with or remove first aid equipment.

Report all injuries no matter how slight so that proper treatment can be given. Ensure that details of injuries and treatment given are recorded in the Accident Book.

HOUSEKEEPING

Keep your work area tidy by removing unwanted waste regularly.

Coil up cables when not in use.

Clean up spills immediately.

Never overload shelving.

Keep walkways, passageways, fire exits and access to fire equipment clear at all times.

LIFTING AND CARRYING

Use mechanical means wherever possible to remove or reduce the need for manual

handling.

Ensure your intended travel route is clear of obstructions.

Plan the lift – consider picking up, resting and putting down.

Ask for assistance if necessary.

If the load is within your capability remember the following points when manual handling:

- Keep your feet slightly apart – about shoulder width, with one foot in front of the other
- Keep your back straight and bend your knees
- Ensure you have a firm grip, holding the item close to the body
- Use your legs – not your back to straighten up
- If you need to change direction, turn your whole body, avoid twisting or stretching
- Make sure you can see where you are going and be careful not to trap your fingers when lowering the load

SLIPS, TRIPS AND FALLS

Pay attention to where you are going – people not looking out for obstruction cause many accidents.

Walk – Do not run.

Clear up as you go – put waste in the skips and bins provided.

Report all unsafe floor conditions to your manager.

Wear suitable footwear.

WELFARE FACILITIES

Keep welfare facilities and areas clean and tidy by wiping surfaces, hanging up clothes, rinsing basins and flushing toilets properly.

Report damaged or broken equipment to your supervisor.

Always wash your hands before eating and after using the toilet.

VEHICLES

You must not:

- drive or operate any vehicle for which they do not hold an appropriate driving licence or permit
- carry unauthorised passengers
- use our vehicles for unauthorised purposes
- drive or operate vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability
- drive or operate any vehicle whilst under the influence of alcohol, intoxicants or non-prescribed drugs

SMOKING

Smoking is not allowed on the premises. Smoking is only permitted in designated external areas.

ALCOHOL AND DRUGS

See our drug & alcohol policy - The consumption of alcoholic drinks and unauthorised drugs on our premises is strictly prohibited.

The consumption of alcohol or unauthorised drugs on or off the premises during working hours is prohibited.

ACCIDENTS / INCIDENTS

You must:

- seek first aid treatment for any injury you may receive, no matter how slight. Upon returning from the treatment you must report the accident to the Managing Director
- report all incidents as soon as it is practicable to the Managing Director
- notify any incident in which damage is caused to property or equipment to the Managing Director

RULES COVERING GROSS MISCONDUCT

You will be liable to summary dismissal if you are found to have acted in any of the following ways:

- a gross breach of the preceding safety rules
- unauthorised removal of any item of first aid equipment
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work
- unauthorised removal or defacing of any label, sign or warning device
- smoking in any designated 'No Smoking' area
- horseplay that could cause accidents
- false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- non-compliance with any controls provided in the pursuit of safety
- failure to comply with risk assessment requirements

Permits to Work

The Directors have identified that certain high-risk activities require additional controls to ensure that dangerous situations are avoided. For any such high-risk activity, a Permit to Work must be obtained from the Site Manager. It is the responsibility of the person engaging contractors to work on the premises to advise the contractor about the types of work for which a Permit to Work will be required.

TYPES OF WORK REQUIRING A PERMIT

A Permit to Work is required for the following:

- Hot Work
- Confined Space Entry
- Electrical Work
- Work at Height / Roof Work

Persons engaged in any of the above will not be allowed to commence work until they have a signed permit appropriate to the type of work.

HOT WORK

A Hot Work Permit is required for the following:

- oxy-acetylene or oxy-propane cutting
- all types of welding
- brazing/soldering
- propane or butane gas/aerosol torches
- any grinding equipment in areas where highly flammable liquids or vapours may be present
- use of electrically powered hammers, drills, saws and lights and pneumatic drills/hammers where highly flammable liquids or vapours may be present
- any other operation producing heat, sparks or flames where there is a risk of fire or explosion

CONFINED SPACES

A confined space entry permit is required for work in any vat, tower, tank, flue, pipe, duct, pit or similar place, open or closed, where there is likely to be a risk of:

- a dangerous or toxic liquid, gas, fume, vapour, dust
- a deficiency of oxygen
- a fire or explosion
- or whereby it is difficult to evacuate an injured person from the work area

ELECTRICAL WORK

All work on electrical installations is subject to control by a Permit to Work, irrespective of the voltage concerned. All work must be carried out by:

- a professional, qualified electrical engineer
- a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC)
- a member of the Electrical Contractors Association (ECA)

WORK AT HEIGHT / ROOF WORK

A Work at Height Permit is required for the following:

- roof access, roof work or work on a fragile roof
- window cleaning above the ground floor
- any construction or maintenance work where there is a risk of injury from falling
- working above plant, processes, persons or vehicles

Personal Protective Equipment

The need to wear or use personal protective equipment shall be assessed at each workplace or site, and for each particular operation. Where it is not reasonably practicable to control exposure to hazards by any other means, we will provide you with suitable PPE free of charge.

We will determine where, when and what PPE needs to be used when we conduct risk

assessments. We will also identify any standards that apply to the PPE that you will need to use.

Items of PPE will be selected to be compatible and, wherever possible, you will be consulted during the selection process. Where the protection of your health relies on the use of respiratory protective equipment (RPE) with a tight-fitting face mask, we will arrange for a face-fit test to be carried out by a competent person.

If you are required to use PPE, we will ensure that you are instructed in its use, maintenance and storage and, where necessary, that you are provided with written information. You will also be told how you can obtain replacements. PPE damaged through natural wear and tear will be replaced free of charge. You will be charged for equipment damaged through negligence or loss.

Areas where PPE must be used will be identified with the appropriate warning sign or within the Construction Phase Plan and associated risk assessments.

You are responsible for using PPE as directed. Supervisors are responsible for enforcing the use of PPE in areas under their control.

PPE is issued by the Company and you may be required to sign to acknowledgement receipt. All PPE remains our property and must be returned on leaving.

If you experience problems using PPE you should bring this to our attention immediately. Failure to wear PPE as identified in risk assessments or as instructed by us is a serious breach of our health and safety rules. It will be considered gross misconduct, which could lead to summary dismissal.

Subcontractors engaged to work on our behalf and contractors engaged to work on our premises are responsible for identifying in their risk assessments the need for PPE to be used. They are also responsible for providing their employees with any PPE they need and for enforcing its use.

We reserve the right to exclude from our premises any person not using the PPE needed to ensure their health and safety.

The Company provides to its employees any necessary protective clothing and equipment, this must be worn at all appropriate times. Failure to comply will lead to disciplinary action and ultimately could result in dismissal. Abuse of the safety clothing and equipment provided is also a disciplinary offence and a breach of Section 8 of the Health and Safety at Work Act which states that employees shall not interfere with health and safety measures provided by the employer.

Minimum PPE levels will be outlined in the Construction Phase Plan for each project, additional PPE will be identified, if required, in Risk Assessments, Method Statements and

Permits to Work for individual work activities.

The Company identifies PPE as a last line of defence and actively looks to reduce the risk to employees through assessing the hazards present and implementing control measures to eliminate the risk where possible.

As a minimum, operatives are expected to wear safety boots, safety helmet and high visibility clothing on sites at all times.

Management must:

- Identify the PPE required for the activity undertaken
- Identify if the user requires a toolbox talk or other training before undertaking the work
- Ensure the PPE has a CE mark and is in good condition
- Ensure employees wear the PPE provided and take disciplinary action against repeat offenders
- Ensure PPE is maintained and stored correctly

Employees must:

- Wear all PPE provided
- Report any defects or damage to PPE
- Ensure PPE is stored correctly when not in use
- Ensure PPE is working correctly and seek advice if in doubt
- Ensure different PPE items are compatible and approach the site manager if PPE is uncomfortable

Protecting the Public

GENERAL STATEMENT

We acknowledge and accept our duty under Section 3 of the Health and Safety at Work Act and other subordinate regulations to take reasonably practicable or practicable steps to ensure the health and safety of persons who are not in our employ, such as members of the public.

ARRANGEMENTS

We will plan, provide and maintain suitable perimeters and barriers at locations where it is necessary to separate the public and others from the work, based on risk assessment principles.

We will ensure access is controlled, based on risk assessment principles.

We will ensure specific hazards and risks are controlled.

We will discuss with the client and take appropriate precautions where there are selected groups or persons who need special attention such as:

- the disabled
- children

Where reasonably practicable occupied premises will be fully or partially evacuated.

The decision on evacuation will be made at the planning stage based on:

- the nature of the premises
- who will be around
- the extent and nature of the works
- the risks to occupants
- the time to complete the works
- the significance of any risks associated with the evacuation
- the cost of the evacuation including the costs of alternative arrangements

Risk Assessments

We accept our duty under the current edition of the Management of Health and Safety at Work Regulations to carry out risk assessments for all work activities. We recognise that the purpose of risk assessment is to identify significant hazards to ensure that risks are eliminated or reduced to the lowest reasonably practicable level.

Any task or operation shall be subject to a risk assessment being undertaken before works commence. Where a foreseeable risk is identified the Site Manager must ensure that a more formal risk assessment is undertaken and the results of that assessment recorded.

We aim to:

- identify significant hazards to health and safety
- identify all persons at risk from the hazards identified
- ensure that controls are sufficient to reduce risks to acceptable levels
- where necessary to ensure that risks are controlled adequately, action further controls
- review risk assessments every 12 months or sooner if the task has changed or there is any reason to suspect that an assessment is no longer valid
- record an individual risk assessment for each young person (16 -18 years of age) employed
- record an individual risk assessment for any employee that informs us that she is pregnant. An initial assessment will be recorded when we are informed. This will be reviewed monthly throughout the pregnancy and any period while she is breastfeeding after return to work
- not allow any work to start, on a CDM project where we are the Principal Contractor until we have approved risk assessments for the work
- obtain risk assessments from subcontractors engaged to work on our behalf and approve them before allowing work to commence
- obtain risk assessments from contractors engaged to work on our premises and approve them before allowing work to commence

Responsibilities for undertaking risk assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed. General and Specific Risk assessments, together with

Method Statements identified by them, shall form part of the Construction Phase Plan.

Managers/supervisors are responsible for bringing the significant findings of risk assessments to the attention of the persons concerned.

You are responsible for using the controls described in the risk assessments for tasks that you carry out.

SUBCONTRACT ARRANGEMENTS

Sub-contractors shall be required to provide their risk assessments (and/or method statements) covering their aspects of work. These assessments must be reviewed by site management teams before works begin. Elements of general and specific risk assessments which affect other contractors or subcontractors on a project shall be communicated to them via site inductions or some other suitable means.

Site Arrangements

1. All employees, subcontractors and visitors must sign in at the site office or with a supervisor at the start of each working day and sign out when leaving the site
2. All employees and subcontractors should receive an induction when commencing work on a site for the first time, highlighting any site-specific hazards, and where to find site documents, welfare facilities etc
3. All incidents (accidents, dangerous occurrences and near misses) should be reported immediately to the site manager verbally, and followed by the completion of an Incident Report Form. Copies of the form will be available from the site office
4. PPE must be worn at all times as specified in the Construction Phase Plan, Method Statements and directed by the Site Manager
5. All subcontractors and tradesmen on a site should be issued with any relevant documents, specifically method statements, and shown a copy of the Construction Phase Plan
6. First aid, fire and emergency procedures for the site will be included in the Construction Phase Plan for the project
7. Managers and Supervisors are responsible for the instruction of employees in safe working methods and for ensuring that these methods are used. They are also responsible for initiating any steps necessary to improve unsafe conditions
8. Good housekeeping is an essential part of our site safety procedures, and unless otherwise specified workers are expected to: (a) keep their working area tidy; (b) report any area of the site in poor housekeeping state to the site manager. Arrangements for storage of materials, plant and equipment, along with maintaining clean work areas, will be included in the Construction Phase Plan
9. On-site and formal training will be arranged where necessary for work to be carried out safely and to avoid work-related ill health
10. We are responsible for the maintenance of equipment, especially where there is a risk to health and/or safety. Defective equipment should be reported immediately to the site manager. All defective equipment will be withdrawn from use until faults are rectified; all maintenance work will be undertaken by competent persons

11. Risk Assessments will be carried out as required under the current edition of the Management of Health and Safety at Work Regulations. They will be monitored and reviewed as necessary, and included in the Construction Phase Plan
12. Responsibilities of employees (internal and external) are included within Section 2 – Responsibilities
13. Regular safety inspections will take place following an agreed timetable (see Section 9 – Monitoring). Where the need is identified for action to be taken to rectify unsafe conditions, this will be carried out, if it is reasonably practicable to do so.

SECURITY

An assessment will be carried out at an early stage to determine the security requirements for each project. As a principal contractor, we have a responsibility to restrict access to the site for authorised access only.

The following factors must be considered:

- Is it possible for members of the public to accidentally access the site? (lack of clear signage, barriers and fencing)
- Is the site hoarding stable, suitable and free from defects?
- Is the site appealing to trespassers? e.g. thieves, drunks, drug addicts, protesters, vandals, arsonists. (consider the site and the surrounding area)
- Is the site appealing to children? (close to a play area, or items on the site that may be tempting to children)
- Have sufficient measures been taken to prevent trespassers from accessing high levels? (restrict access to ladders, scaffolding etc)
- Have sufficient measures been taken to prevent trespassers from operating machinery? (keys removed, parked in a suitable location and locked up)
- Have sufficient measures been taken to prevent trespassers from falling into openings? (excavations, manholes etc)

Site security must be reviewed throughout the project to ensure the measures in place meet the changing needs of the site. Specific measures for projects will be included within the Construction Phase Plan.

Additional security measures will need to be implemented when prolonged absence from the site is anticipated, e.g. holiday shut down.

Site Rules

GENERAL

The issued PPE must be worn at all times as appropriate.

Horseplay is strictly forbidden.

The smoking policy must be adhered to.

You must follow any instructions from us concerning health and safety.

Concerns regarding health and safety are to be directed to the Site Manager.

Site welfare facilities must be maintained in a clean and tidy condition.

The site must be maintained in good order.

Equipment provided in the interests of health, safety and welfare must not be interfered

with or removed from the site.
Site rules must be complied with.

ABRASIVE WHEELS

Never operate machinery unless trained to do so and authorised.
Never operate a grinder with the guards removed or safety devices not working.
Always follow the operating and safety instructions posted near the machine.
Always wear the eye protection and protective clothing provided.
Keep the working area free from obstructions and clear up at the end of the shift.
Never attempt to clean or carry out maintenance until the machine is switched off and isolated.
Use the right wheel and machine for the job (including spin speed) – if in doubt ask!
Never grind on the sides of straight-sided wheels.
Lubricate spindles regularly.
Run new wheels for about a minute standing well clear.
Adjust work rests as close as possible to the wheel.
Check that sparks from the process will not ignite material or injure other personnel.
Never attempt to stop wheels by applying pressure to the wheel.
Never attempt to change and or dress an abrasive wheel unless properly trained to do so and authorised in writing.

ACCESS AND EGRESS

Keep material and other obstructions clear of roadways and passageways, in particular hoses and cables, which can cause trips and falls. If it is necessary to leave material in accesses for short periods, make sure there is alternative access and mark the obstruction to highlight the danger.
Always keep to the recognised walkway or pedestrian route.
Avoid straying into work areas or traffic routes unless necessary.

COMPRESSED AIR

Compressed air must only be used for its intended purpose.
Never direct compressed air at your skin or clothes, this practice can result in particles being forced beneath the skin causing infection. It is also possible to pierce eardrums.
When using portable pneumatic equipment, always keep a firm grip on the tool to avoid any possible whipping action.
Make sure the supply is properly isolated before attempting to change nozzles or tools.
Never kink air hoses to stop the supply, always close the valve.
Do not leave hoses lying around where they could become a tripping hazard.
Immediately report leaking hoses and faulty couplings so they can be repaired or replaced.

CONFINED SPACES

If you are required to work in a confined space always follow the correct procedure (this will be a permit to work operation) which will include verifying that the space has been:

- effectively isolated to prevent the ingress of dangerous fumes
- cleared of deposits liable to give off dangerous fumes
- vented and tested and has an adequate supply of fresh air

CONTRACTORS AND VISITORS

If contractors and visitors enter the site and seem uncertain about correct procedures, refer them to your supervisor.

If you see contractors or visitors acting unsafely, report it to the Managing Director.

Do not enter construction areas where barriers or warning signs have been erected.

CONSULTATION

You must follow the proper procedure when reporting unsafe or unhealthy conditions by reporting to your line manager. However, if the matter is not resolved within a reasonable period, discuss the issue with your safety representative or manager.

ELECTRICAL EQUIPMENT

Never tamper with electrical equipment or attempt to make repairs.

Report electrical faults to your line manager, so timely repairs can be carried out by a competent person.

Always ensure that covers and doors protecting electrical apparatus remain securely in place.

Keep trailing electrical cables to a minimum to avoid creating tripping hazards. If cables have to cross passageways or traffic routes, cover them with a cable ramp to avoid tripping.

Do not enter a switch room or substation unless authorised to do so. If you do have occasion to enter, read carefully the information displayed.

Always check equipment and cables for loose connections and exposed wiring before use and report any damage at the soonest opportunity.

Do not overload circuits – check that the supply can safely deliver the electrical load required.

EMERGENCY PROCEDURES

Familiarise yourself with the procedure for dealing with emergency services.

Always respond quickly to alarms and other emergency signals.

Keep escape routes clear.

If you evacuate the premises follow the correct procedure and assemble at the designated area.

ENVIRONMENT

Make sure chemicals and other harmful substances are not stored next to drains.

Always place chemicals and other harmful substances in the appropriate storage areas.

Do not discharge chemicals or other harmful substances down drains, sinks or toilets.

Always follow the correct disposal procedure.

Do not tamper with or open discharge valves on tanks or vessels containing harmful

substances unless you are authorised to conduct this task.

Where discharge valves have been locked in the closed position to avoid accidental discharge, make sure the locks remain in position.

FALLS FROM HEIGHT

Ladders:

- Check the ladder is in good condition before use. Look out for cracked or split stiles, and missing, loose, or broken rungs.
- Make sure the ladder is set on a firm base at an angle of 75 degrees. (1 in 4).
- Always check that the top of the ladder is resting on a firm surface. Get someone to foot the bottom of the ladder until you have secured the top.
- Make sure the ladder height above any landing is at least 1 metre.
- Check your footwear is in good condition and that the soles are clean and free from oil or grease.
- Use both hands as you climb – do not attempt to carry things in your hand. If you have to carry tools put them in a shoulder bag or tool belt.
- Do not attempt to do things from a ladder, which requires two hands.
- Do not overstretch – move the ladder to a new position.
- Do not allow more than one person on the ladder at a time.
- Do not use Aluminium ladders near live electrical equipment.

Stairs:

- Never run up or down stairs.
- Use the handrails provided.
- Do not carry things, which obstruct your line of vision.
- Never leave obstructions lying on stairs.
- Report any damaged or slippery surfaces to your supervisor.

Step ladders and Trestles:

- Check cords are of adequate length and in good condition.
- Open steps and trestles to their fullest extent.
- Position steps on a level surface facing the work whenever possible and avoid pulling or pushing sideways.
- Avoid standing on the top section.
- When using trestles to support a working platform make sure the span is not excessive, the platform is fully boarded and guardrails are fitted where necessary.

Scaffolds including towers:

- Do not erect or alter scaffolds unless you have been properly trained and authorized by your employer.
- Check the scaffold is on firm, level ground.
- Make sure the wheels on towers are locked in position before use.
- Do not climb scaffolds – use the ladder or stair provided.
- Do not remove any part of a scaffold unless you have been properly trained and authorised by your employer.
- Do not attempt to move a mobile tower with people on it.

- Check working platforms are fully boarded before use.
- Check platforms have suitable guardrails and toe boards around all four sides.

FIRE PROCEDURES

Read fire instructions displayed on the premises and follow the correct procedure in the event of a fire.

Get to know the location and types of extinguishers within your place of work.

Ensure that fire equipment, fire exit routes and doors are kept clear of material and other obstructions.

Clear or cover flammable or combustible material when carrying out any hot work e.g. grinding, welding or burning.

Make sure you are familiar with escape routes so that you know which route to follow in an emergency.

Never tamper with fire equipment – leave it in its designated location unless you need to extinguish a fire.

Ensure that you have a clear escape route when tackling a fire.

Remove combustible and flammable material regularly.

Only smoke in authorised places and make sure you extinguish matches, cigarettes, cigars or pipes in the receptacles provided.

FIRST AID

First aid equipment has been provided for treating injuries. Read the notices displayed.

Familiarise yourself with the location of first aid boxes and first aid personnel.

Never interfere with or remove first aid equipment.

Report all injuries no matter how slight so that proper treatment can be given. Ensure that details of injuries and treatment given are recorded in the Accident Book.

FLAMMABLE LIQUIDS

If you have to use a flammable liquid, keep it in the proper storage area provided, and only withdraw enough to carry out your immediate task.

Replace lids and caps as soon as possible as the liquid will evaporate at room temperature.

Keep clear of sources of ignition when working with flammable liquid.

Make sure there is adequate ventilation.

Keep the liquid in a safe place while in use.

FORKLIFT TRUCKS

Never attempt to operate a forklift truck unless properly trained and authorised by us.

At the beginning of every shift or whenever you take over a truck, check it is in a safe condition by using the checklist provided.

Never travel with insecure loads and never overload the truck.

Ensure the forks are spaced properly and fully engaged.

Always keep a clear view when operating.

Travel with loads near the ground and where appropriate tilt back the forks.

Never turn a truck on ramps or slopes.

Never exceed the speed limit and watch out for holes and slippery or uneven surfaces.

Slow down and sound the horn at blind spots.

Always stop and start the vehicle smoothly.

When parking, lower the forks fully, apply the parking brake and remove the key.

HAND TOOLS

Always use the correct hand tool for the job and inspect it before use.

Have suitable PPE available including hand, hearing and eye protection

Do not use a hammer with a loose head.

Do not use chisels with a mushroom head.

Never use worn spanners and screwdrivers.

Protect sharp-edged tools when not in use.

Always use suitable knives for cutting and keep your hands behind the cutting edge wherever possible.

Avoid cutting towards the body and wear cut resistant gloves or gauntlets if necessary.

Do not use a screwdriver whilst holding the workpiece in your hand.

Make sure files are fitted with the correct size handle.

When using power tools check the supply is compatible with the tool and check for defects before use.

HEALTH HAZARDS

Always read and follow the instructions on the container, hazard datasheet and assessment form.

Wear the appropriate PPE.

Never sniff containers to find out what is inside.

Ensure there is adequate ventilation or wear suitable respiratory protection when using substances, which give off harmful vapours or dust.

Never put harmful substances in unmarked containers.

Never mix substances unless you are positive it is safe to do so.

Always ensure lids, caps or bungs are replaced as soon as possible and place the container in its correct storage area.

After using harmful substances wash before eating, drinking or smoking.

In the case of spills, follow the emergency procedure detailed in the data or assessment sheet.

Never discharge harmful substances down drains or sinks.

HOUSEKEEPING

Keep your work area tidy by removing unwanted waste regularly.

Always stack material safely in storage areas provided.

Coil up cables and hoses when not in use.

Clean up spills immediately.

Store tools safely when not in use.

Never overload storage racks – always check the safe working load of the rack.
Keep walkways, passageways, fire exits and access to fire equipment clear at all times.

ISOLATION

Always properly isolate; by breaking the energy supply (e.g. electricity, gas, and compressed air) before attempting to work on dangerous equipment. Isolate in a secure manner that will prevent accidental reconnection. If you need to isolate plant follow these rules:

- ensure you know the location of the correct isolation points
- open the switch or close the valve fully
- apply your padlock
- keep hold of the key
- only remove the padlock once you are clear

If you need to isolate more than one switch:

- apply a personal padlock to each switch or valve
- always keep the keys with you
- use a multi-locking device if more than one person requires applying a padlock to the switch or valve

LIFTING AND CARRYING

Use mechanical means wherever possible to remove or reduce the need for manual handling.

Ensure your intended travel route is clear of obstructions.

Plan the lift – consider picking up, resting and putting down.

Ask for assistance if necessary.

If the load is within your capability remember the following points when manual handling:

- keep your feet slightly apart – about shoulder width, with one foot in front of the other
- keep your back straight and bend your knees
- ensure you have a firm grip, holding the item close to the body
- use your legs – not your back to straighten up
- if you need to change direction, turn your whole body, avoid twisting or stretching
- make sure you can see where you are going and be careful not to trap your fingers when lowering the load

LIFTING EQUIPMENT

Do not use a lifting accessory unless it is clearly marked with an identification number and Working Load Limit (WLL).

Always refer to the Safe Working Limit for various lifting configurations and ensure the accessory is in good condition before use. If in doubt ask your supervisor.

Never exceed the SWL of either the lifting equipment or accessory. If in doubt ask your supervisor.

Always inspect lifting accessories before use.

Never leave slings hanging from crane hooks when not in use.

Never crawl or stand under suspended loads.

Warn others to keep clear of lifting operations.

When lowering provide proper support beneath the load to avoid crushing slings.

Once the load has been lowered, check it is secure and stable before releasing the lifting equipment.

Take good care of lifting equipment and return lifting accessories to the proper storage areas when not in use.

LIQUEFIED PETROLEUM GASES AND OXYGEN

Always store cylinders in designated open-air compounds and check that valves are properly closed.

Keep full and empty cylinders separate and store Oxygen well away from LPG.

Never use cylinders as bearers, rollers or supports.

Secure cylinders upright at all times.

Use a cylinder trolley to transport LPG, whenever possible.

If you need to use a crane or forklift, make sure cylinders are properly positioned and secure.

Keep cylinders away from sources of heat, such as boilers, radiators and naked flame.

Always return cylinders to their proper storage area when not in use.

Always check cylinders for damage or leaks before use, particularly valves and gauges.

Report any faults immediately.

Never use damaged or faulty equipment.

Close valves tightly when not in use and coil up hoses.

Always follow the correct procedure when filling cylinders from LPG tanks.

OXYGEN

Never use Oxygen to 'sweeten the air'.

Never use Oxygen in place of compressed air.

Never use Oxygen to blow dust off clothing.

Never use oil or grease on Oxygen equipment.

MACHINERY

Ensure that all guards are in place, properly secured and, where necessary correctly adjusted, before operating machines.

Check that safety devices are working properly – if not report defects immediately.

Never use a machine if you suspect that safety devices are not working properly.

Do not wear loose clothing or items such as loose chains when working on near moving parts of machinery.

Keep away from moving parts - use push-sticks where appropriate.

Never make any adjustments to machinery unless properly trained and competent and authorised by us to do so.

NOISE

Take notice of noise warning and hearing protection signs and obey them.

Ensure that you wear hearing protection correctly.

Never use dirty or damaged hearing protection.

Never remove acoustic covers or panels from noisy equipment unless properly trained and competent and authorised by us to do so.

Take care of the hearing protection provided and ask your supervisor for replacements for lost or damaged items.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Ensure that you know what PPE to wear before starting work. If in doubt ask your supervisor.

Take notice of PPE signs in the workplace or on labels on containers and obey them.

Check datasheets and assessment forms for instructions regarding PPE and obey them.

Always wear the correct PPE required for the job.

Report defects to your supervisor.

Take care of the PPE provided and ask your supervisor for replacements for lost or damaged items.

PLANT AND LIFTING OPERATIONS

Trained, certificated and authorised personnel only may operate mobile machinery.

Passengers must not be carried on mobile machinery.

Drivers must ensure that their travel routes are safe and free from hazards, as far as is practicable.

A trained and competent banksman must be in attendance where machinery is operating in areas assessed as being hazardous.

Lifting operations must be planned and supervised by a competent person.

Lifting equipment and accessories must be subject to thorough examination and inspection following current legislation with records kept.

Lifting equipment must not be permitted to work unless safety devices are operating correctly.

A planned maintenance programme is to be established and followed for items of plant with records kept.

Persons under 18 years of age are not permitted to drive or operate any item of mechanically propelled plant or give signals to a crane or plant operator.

SCAFFOLDING

Scaffolding, other than system scaffolding or proprietary scaffold towers, must be erected under the supervision of a trained scaffolder.

System scaffolding and proprietary scaffold towers must be erected according to the manufacturer's instructions. These types of equipment must not exceed 5 metres high.

Scaffolding must be safe and adequate for its purpose and not overloaded beyond its design capacity.

Scaffolding material must be examined before installation and its adequacy is established.

Adequate base plates and sole plates must be correctly fitted under standards.

Braces and ties must not be omitted.

A safe means of access and egress must be provided to all working platforms.

Platforms must be fully boarded out at all times and kept free from loose or waste materials.

Guardrails and toe-boards must be fitted to all platform levels at 2m or more.

Each ladder stile must be tied and project 5 rungs above landing level.

A competent person must check the scaffold before use, at least every 7 days and after any event which may affect its stability. (Including very high winds) The inspections must be recorded.

SLIPS AND TRIPS

Pay attention to where you are going – people not looking out for obstruction cause many accidents.

Walk – Do not run.

Clear up as you go – put waste in the skips and bins provided.

Report all poor floor conditions.

Wear suitable footwear.

SAFE SYSTEMS OF WORK

If a Safe System of Work is imposed on an activity in which you are involved, ensure that you:

- read through the procedure and understand the system of working. If in doubt ask your supervisor
- always follow the procedure – do not take shortcuts or improvise
- inform your supervisor if you feel the system is out of date

TRANSPORT AND MATERIAL HANDLING

Do not operate mechanised transport or handling equipment unless properly trained and competent and authorised by us to do so.

Always be on the lookout for moving vehicles and equipment by watching and listening. Be Aware of blind spots. Always give way to vehicles and moving equipment.

Keep to pedestrian access routes.

Always observe audio and visual warnings.

Never ride on moving equipment or vehicles unless they are specifically designed to carry passengers.

Always leave unattended vehicles immobilised.

OVERHEAD POWER LINES

Where electrically charged overhead lines or apparatus are likely to create a hazard; advice must be sought from the utility provider before work starts.

Where the power cannot be switched off for the duration of the work, practicable precautions must be taken e.g. suitably placed barriers, warning signs and or 'goal posts'.

Wherever practicable such barriers must be erected a minimum distance of 6m from the nearest live conductor. The utility provider will normally determine the height of the 'goal post' crossbar.

Where items of machinery must pass under overhead power lines, an authorised passageway must be established and clearly identified.

The safe system of work for the passage of machinery under overhead power lines must be made known to all persons on site.

A trained competent banksman must be in attendance for the passage of plant under overhead power lines.

EXISTING UNDERGROUND SERVICES

Engineers, architects and statutory authorities must be consulted to establish the location of underground services within the site.

A plan must be prepared showing the location of underground services, where known.

Copies of the plan are to be displayed and made accessible to employees and sub-contractors at all times.

Before earthworks start, an electricity-location survey must be carried out by a competent person and the results plotted on the site plan.

Service locations must be boldly marked and clearly visible.

Operatives must be instructed and trained in safe methods of working.

Where a permit to dig system is established it is to be fully complied with.

Work must not start until a full survey has determined what lies beneath ground level.

Correct road signs and barriers must be established following current legislation.

A cable locator must be used in all instances to confirm the location of services, which must be clearly marked. (CAT)

Hand digging trials must be used where doubt arises, using a shovel not a fork.

Exposed plant services are to be identified and protected.

Any damage must be immediately reported to the utility provider.

Excavations must be back-filled with approved materials.

EXCAVATIONS

Before excavation work starts the location of underground services is to be established.

Before work starts a suitable trench support system must be available on site.

Excavations within unstable ground must have sides that are adequately supported or battered back to a suitable angle of repose for the type of material excavated.

Support work for excavations must be carried out under the supervision of a competent and authorised person. HSE information sheet 'CIS 18' shall be considered before deep excavation.

Open excavations must be fenced with a rigid physical barrier where persons could be injured from falling or where other hazards such as reinforcing bars are present.

During backfill operations, a banksman or stop block must be provided to aid the plant operator.

Excavations are to be inspected daily and thoroughly examined weekly by a trained, competent and authorised person with records kept following current legislation.

CONFINED SPACES

Before entering into a confined space a suitable and sufficient risk assessment must be carried out and recorded.

A safe system of work and a permit to enter system must be prepared, implemented and communicated to all concerned before entry.

Employees carrying out confined space entry must be passed fit to do so by a competent

person and have received adequate training and instruction.

The necessary safety equipment must be provided before entry and the equipment must be maintained and inspected by a competent person.

The condition of the atmosphere within the confined space must be determined before entry and monitored and recorded regularly during the work period.

In the event of an emergency, the confined space must be evacuated immediately and the emergency services contacted if applicable.

You must not enter a confined space without the express instruction and approval of site management.

TRANSPORT, STORAGE AND USE OF LPG AND OTHER GAS CYLINDERS

Cylinders not in use must be stored in a secure cage.

Cages must not be enclosed or below ground and must be marked with a sign stating "LPG HIGHLY FLAMMABLE – NO SMOKING OR NAKED FLAMES".

LPG cages must be a minimum of 3m away from the site boundary and any buildings.

Cylinders must be stored upright and must be moved carefully. Cylinders must not be rolled along the ground.

Empty cylinders must be appropriately marked and separated from full ones.

SITE CABINS

LPG cylinders and regulators must be fixed outside the cabin and protected from the weather. The gas supply must be taken in at low pressure through rigid copper or iron piping, with a flexible connection to the appliance.

Individual taps must be provided for each appliance.

All piping must be exposed and readily accessible to assist in the speedy detection of leaks.

Flexible hoses to appliances must be limited to a maximum of 2.5 m.

The ventilation provided must not be obstructed or blocked in any way.

WELDING AND CUTTING

You must not carry out welding or cutting operations unless you have been trained and authorised to do so.

The correct PPE must be worn when work is in progress.

Fire prevention measures and equipment must be used when work is in progress.

Welding and cutting equipment must be inspected visually before use and defects reported to site management.

Defective equipment must be removed from use immediately until repaired or replaced as appropriate.

VEHICLES

You must not:

- drive or operate any vehicle for which they do not hold an appropriate driving licence or permit
- carry unauthorised passengers
- use our vehicles for unauthorised purposes

- drive or operate vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability
- drive or operate any vehicle whilst under the influence of alcohol, intoxicants or non-prescribed drugs
- smoke in our vehicles

WELFARE FACILITIES

Keep welfare facilities and areas clean and tidy by wiping surfaces, hanging up clothes, rinsing basins, flushing toilets properly.

Report damaged or broken equipment.

Always wash your hands before eating and after using the toilet.

SMOKING

Our Smoking Policy must be followed at all times. No smoking within buildings, smoking in designated external areas only.

ALCOHOL AND DRUGS

The consumption of alcoholic drinks and unauthorised drugs on our premises is strictly prohibited.

ACCIDENTS / INCIDENTS

You must:

- seek first aid treatment for any injury you may receive, no matter how slight. Upon returning from the treatment you must report the accident to your line manager
- report all incidents as soon as it is practicable to your supervisor
- notify any incident in which damage is caused to property or equipment to your line manager

RULES COVERING GROSS MISCONDUCT

You will be liable to summary dismissal if you are found to have acted in any of the following ways:

- a gross breach of the preceding safety rules
- unauthorised removal of any item of first aid equipment
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work
- unauthorised removal or defacing of any label, sign or warning device
- misuse of chemicals, flammable or hazardous substances or toxic materials
- smoking in any designated 'No Smoking' area
- horseplay that could cause accidents
- false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- seriously overloading any item of lifting equipment
- non-compliance with any controls provided in the pursuit of safety

- failure to comply with risk assessment requirements

Subcontractor Selection

When necessary, we will sub-let parts of contracts for which we have been engaged. Where this is the case, we accept that we are responsible for ensuring that a subcontractor:

- is competent to carry out the work for which they may be engaged
- is provided with all the information they require to plan for the health, safety and welfare of their employees and anyone that could be affected by their work
- carries out any work in a manner that protects the health and safety of all who may be affected by the work

Subcontractors are selected as per our subcontractor requirements and questionnaire. We require relevant health and safety documentation including training certificates, policies and insurances, along with project-specific risk assessments and method statements for each contract awarded. The supplied documents will be reviewed to assess the competence of the subcontractor, along with ongoing monitoring processes.

Employees of subcontractors shall be trained and competent for any task that they are to undertake. Proof of their having received suitable safety training shall be provided to site management, before being allowed to start work.

The Director is responsible for approving subcontractors. A subcontractor may not sub-let part of the work for which they have been engaged without written permission.

Subcontractors are responsible for providing risk assessments and method statements for the work for which they are engaged. Where work involves the use of hazardous substances, COSHH assessments must be accompanied by suppliers' material safety data sheets (MSDS) and copies of any atmospheric monitoring carried out as required by any COSHH assessment must also be supplied.

Subcontractors are responsible for providing evidence that persons working for them are suitably qualified and have received health and safety training.

When required to do so, subcontractors must release their employees to attend the site induction and toolbox talks. The subcontractor is also responsible for ensuring that all persons under their control are aware of the following:

- Site Fire Procedures
- Site First Aid Arrangements
- Site Rules
- Welfare Arrangements

Subcontractors must ensure that all equipment used when working on behalf of the company is fit for the intended purpose and in a good state of repair and that persons that will use it have received suitable training. Where equipment is subject to statutory

inspection, copies of the most recent examination certificates must be provided. This applies to equipment owned by the subcontractor and equipment obtained on hire.

Mobile plant and ride-on equipment must be immobilised when not in use. Operators of such equipment must hold a current Plant Operator's Certificate.

We reserve the right to inspect equipment being used by subcontractors and will halt the use of equipment we consider unsafe until the equipment is made safe.

Where a subcontractor will be using highly flammable liquids, liquefied petroleum gasses (LPG) or compressed gas cylinders they are responsible for providing safe storage for these when they are not in use.

Subcontractors are responsible for providing, maintaining and enforcing the use of any personal protective equipment (PPE) needed by persons working for them. Where the use of specialist equipment such as harnesses, fall arrest equipment and self-contained breathing apparatus is required, the subcontractor is responsible for providing copies of training certificates for all persons that will use such equipment.

Unless agreed in writing beforehand, subcontractors are responsible for ensuring that persons working for them have access to suitable first-aid arrangements.

Unless agreed in writing beforehand, subcontractors are responsible for making arrangements for the safe disposal of any waste arising from their work, following current legislative requirements.

We reserve the right to remove from the site any subcontractor:

- not complying with the requirements of this Health and Safety Policy
- not complying with the risk assessments and method statements for the work
- not complying with Site Safety Rules
- not wearing the required personal protective equipment
- working in a manner considered to put the health and safety of any person at risk

All subcontractors engaged by us must comply with the policies and procedures contained in our Health and Safety Policy.

We reserve the right to submit copies of subcontractors' documents to external Health and Safety Advisors or our Clients for evaluation.

A post-contract assessment will also be carried out on completion of each project to review and improve our own, and subcontractor performance. Subcontractors performing badly on grounds of health and safety, quality, communication or delivery will be notified of a need for improvement. Recommendations for removing from our approved list may be made depending on the extent of the problem.

SUBCONTRACTOR VETTING PROCEDURE

All subcontractors must have completed the vetting procedure and be listed on the approved subcontractor database before being engaged to carry out specialist aspects of work on behalf of the Company.

Subcontractors must agree to comply with our health and safety policy and procedures, and complete the subcontractor questionnaire along with providing all relevant supporting documents such as their Health and Safety Policy, insurances, training documents, risk assessments and method statements.

Once registered on the approved database, subcontractors will be monitored throughout contracts and a subcontractor review will be carried out on completion of each contract. Any issues will be notified to the subcontractor and ongoing unresolved issues may result in removal from the database to ensure our high standards are maintained.

Traffic Management

All vehicle and plant movement on sites is controlled to reduce the risk to pedestrians. Where possible, the movement of vehicles will be segregated from pedestrians to eliminate the risk of serious injury resulting from a collision.

An assessment of the site will be carried out to determine the safest methods of access and movement within the site. Traffic routes and speed restrictions will be put in place along with access routes for vehicles and pedestrians; these will be included within the Construction Phase Plan for the project.

A suitable traffic Management plan will be prepared and enforced on all sites that have vehicular traffic access. This plan will include details of any traffic routes, one way systems, turn points, wash down areas, access for emergency vehicles etc. It will also show prescribed pedestrian walkways or out of bounds or restricted areas. This plan must be brought to the attention of all site operatives or site visitors during site induction training and displayed as appropriate. The plan must be amended as necessary to reflect any changes in site conditions.

HIGHWAYS

Where sites involve working on, or adjacent to the highway, all employees must be extremely vigilant at all times and be aware of the dangers from passing traffic. Operatives working on the highway should be trained and certificated in compliance with the New Roads and Street Works Act. All work areas on or adjacent to the highway shall be properly signed following Chapter 8 of the Road Traffic Signs Manual - Traffic Safety Measures for Road Works.

At the approach to every such work area, a "ROAD NARROWS AHEAD" sign, indicating the appropriate position of the obstruction shall be positioned midway between the roadworks ahead sign and the working area.

Where the road width is reduced by the working area to less than 5.5m, traffic shall be controlled with STOP/GO boards or temporary traffic lights as appropriate. Appropriate warning signs shall be provided at the approaches to these controls. In situations where pavements are obstructed by the works, pedestrians shall be diverted to an alternative route by pedestrian direction signs. Working areas on roads and pavements shall be protected by substantial barriers.

The working area on roads shall be protected with traffic cones and all plant, material and equipment shall be positioned inside the coned-off area. All barriers and signs shall be supplemented by lamps during the hours of darkness. All operatives on roadworks of any kind should wear distinctive high visibility protective clothing.

Consultation with the Traffic Police and Local Highway Authority will take place before traffic flow is restricted by any means.

Training

The Company aims to communicate all health and safety information to employees to ensure that they are aware of the hazards within the workplace and to maintain a safe working environment. Safety training will be provided where necessary to enable employees to carry out work safely. The Company will endeavour to:

- Identify the training needs of employees
- Provide employees with health and safety training where necessary
- Employ competent personnel and ensure to the best of its abilities that all work is carried out safely
- Ensure that all employees and subcontractors receive induction training before commencing work on site
- Ensure that all employees and subcontractors receive regular toolbox talks and health & safety briefings to communicate information and maintain focus on health and safety at work
- Maintain records of induction training and toolbox talks
- Review and monitor performance

We recognise that as well as being a legal requirement, the provision of suitable and sufficient training and instruction is an essential part of ensuring that you know how to work safely and avoid risks to your health.

The purpose of this procedure is to outline the arrangements we operate to ensure that you are provided with such training.

All new starters will receive a company induction on their first day. This will cover, but will not be limited to, the following:

- fire and emergency procedures
- first aid arrangements
- welfare arrangements

- arrangements for consulting employees on health and safety
- arrangements for raising health and safety concerns
- accident and incident reporting
- our Health and Safety Rules

Following Induction, you will receive instruction about the tasks that you will be required to perform. A skills evaluation will be carried out and, where appropriate, training needs identified. Where training needs are identified a training programme will be agreed upon.

Special training is provided for:

- manual handling
- first aid
- forklift truck operation
- scaffold
- use of ladders
- use of mobile access platforms
- use of specialist tools e.g. cartridge tools, pneumatic tools etc

Managers / Supervisors are responsible for ensuring that all persons under their control are suitably trained. Any training needs should be brought to their attention so that suitable training can be arranged.

The Managing Director is responsible for ensuring that suitable training records are kept.

Violence at Work

We operate a zero-tolerance approach to violence at work. Violence, both actual physical violence and verbal threats or behaving in a threatening manner are considered negative to the working environment and will result in disciplinary action. Repeat offences or serious incidents are considered gross misconduct which can result in dismissal.

All employees are encouraged to report any grievances, disputes or issues to either the site or contracts manager. The grievance procedure will then be followed to ensure a satisfactory resolution.

Visitors

The following rules are designed to control all visitors to our premises, including contractors engaged to work on the premises. For health, safety and security reasons it is important that visitors should not be permitted to wander freely around the premises. In the event of a fire, it is imperative that we know who was in the building at the time and that all persons can be accounted for. We will do this by maintaining a record of the name, time of arrival and departure and whereabouts of all visitors.

Our procedures for the control of visitors are outlined below.

Any person receiving a visitor should ensure that:

- the visitor enters their details in the 'Visitors' Record Book' on arrival and signs out on departure
- the visitor remains in the reception area until they are collected by their host
- any incident involving a visitor is reported to the Managing Director without delay. Injuries should be recorded in the Accident Book
- the visitor reads and complies with the Fire Procedures

VISITOR RULES

Please read these rules. By entering your details in the "Visitors Book" you are indicating that you understand your obligations. Please sign out on departure.

PARKING

- You must ensure that your vehicle is left in an approved parking area. Vehicles must not obstruct fire escape routes, private or public access and other vehicles

RECEPTION AREA

- Please remain in the reception area until you are collected by your host
- You will be accompanied while you are on the premises unless we authorise you to enter the premise unaccompanied

SECURITY

- You must not remove anything from the premises without permission

HEALTH AND SAFETY

- Do not enter any area until you have received the permission of an authorised representative
- You must report any accident, injury or dangerous occurrence to your host immediately. You will be required to enter the details of any injury in our Accident Book

FIRE

- Please follow the Fire Procedure and Instructions
- If you are working unaccompanied, please familiarise yourself with the locations of the fire exits and call points

SMOKING

- To comply with legal requirements, you are not allowed to smoke in any of our buildings

Welfare Provisions

The Company will ensure that adequate welfare facilities are provided to reflect the site, size, number of employees and nature of the work to be carried out. The importance of welfare facilities will be considered at the tender stage of the project, and facilities will be installed as close to the start date as possible and remain in place through the duration of the project, in compliance with the Construction (Design and Management) Regulations.

OFFICE ACCOMMODATION

There shall be provided on-site, where ever possible, a suitable office situated as near as is reasonably practicable to any area of operations, to keep site documents, drawings, works records, etc.

WASHING FACILITIES

We will provide or ensure the availability of suitable and sufficient units for employees to wash. Facilities shall include where practicable, warm running water and sufficient quantities of hand cleanser, soap and towels (or electric hand drier).

TOILETS

There shall be provided on every site suitable and sufficient toilet or toilets for the use of all employees, situated as near as is practicable from any area of operation. Portable toilets will only be used if mains water or drainage is unavailable or for very short duration works.

MESS UNITS

There shall be provided on every site a suitable unit for the use of employees to take breaks, refreshments, meals, and shelter from bad weather and for the deposit of clothing. The unit shall be adequate for the number of employees on the site as identified in the pre-start assessment of requirements.

FIRST AID

At least one first aid kit will be available at each workplace to suit the number of employees present. The First Aid box shall be kept in the Site Office and be prominently displayed. So far as is reasonably practicable, a suitably trained First Aider shall be available at each workplace.

CLEANLINESS OF ACCOMMODATION

All office accommodation, toilets, messing facilities, shall be kept clean and swept out and all rubbish, etc., removed at least once every day. Access to all site accommodation and units shall be kept clear of obstructions.

SUBCONTRACT ARRANGEMENTS

Sufficient welfare facilities shall be provided on the site for all contractors sharing the site. Where contractors provide facilities, or where we are sharing facilities provided by the main contractor, or if we are providing facilities for subcontractors, these arrangements shall be identified in the Construction Phase Plan.

Welfare arrangements for each project will be detailed within the Construction Phase Plan.

Work Equipment

For this procedure, work equipment includes all machines, equipment and tools used by employees in the course of their work, whether owned by us or obtained on loan or hire.

We accept our duties under the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and will take all reasonably practicable steps to ensure that the work equipment that you use is suitable for its intended purpose and will not put your health and safety at risk.

We will select work equipment taking into account the conditions under which it will be

used and the risks to which it may expose the operator of the equipment and anyone that may be affected by how it is used. The selection of work equipment will take account of the following:

- Work equipment to be suitable for the task and workplace conditions
- Work equipment to be adequately maintained
- Work equipment to be inspected at regular intervals
- Specific risks associated with certain activities to be identified and reduced
- Information and instructions to be given to the users
- Protection from dangerous parts of machinery
- Protection against specified hazards
- Protection against high or very low temperatures
- Safe starting and stop controls on machinery
- Isolation from sources of energy
- Stability of work equipment
- Adequate lighting
- Safe maintenance operations
- Any markings referring to health and safety must be visible
- Work equipment to have appropriate warnings or warning devices
- No employees are carried on work equipment unless it is suitable for carrying persons and incorporates features for reducing risks to persons
- Risks from overturning work equipment whilst riding are minimised e.g. Roll over protection and restraint belts
- Risk of overturning of forklifts to be specifically assessed and reduced
- Protection to employees from self-propelled and remote-controlled equipment
- Protection to employees from driveshafts

Where specific hazards are identified, the use of equipment will be restricted to those employees given the task of using it. You will be provided with any information, instruction and training that you need to use work equipment safely.

The Contracts Manager is responsible for ensuring that work equipment is inspected at suitable intervals and maintained and that suitable records are kept. This includes ensuring that any statutory examinations are completed on time. Where the need for maintenance is identified, the work will be subcontracted to an approved supplier.

The Site Manager is responsible for ensuring that machines and equipment are operated only by persons who have been authorised to do so and who are sufficiently trained and competent in the use of the equipment. We are also responsible for withdrawing damaged equipment from use until it has been repaired or replaced.

Users are responsible for using machines and equipment as per their training.

Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when they are running

unless the manufacturer has made specific provisions for such adjustment.

Specific requirements regarding the use of portable electrical appliances can be found in the arrangements for “Portable Electrical Equipment”.

On CDM projects where we are the Principal Contractor, we will make reasonable enquiries to ensure that all Contractors’ employees have received suitable training in the use of work equipment.

REQUIREMENTS

- Tools and equipment provided at the workplace shall be suitable for their intended use. They shall only be used to carry out tasks for which they have been designed.
- Equipment shall only be used by trained, competent persons.
- All plant, small tools and equipment shall be kept in a state of good repair and be serviced and maintained following the manufacturer’s schedules.
- All dangerous rotating parts, cooling fans, pulley belts, etc., shall be suitably guarded.
- Portable electrical tools and equipment shall operate off voltages not greater than 110 volts.
- All operators shall familiarise themselves with the controls of machinery before attempting to operate it.
- Fuel, oil and water levels shall be checked at the start of every shift and topped up as necessary.

OPERATED PLANT

- Persons operating machinery will be required to hold a current Certificate of Training Achievement applicable for the type of plant being utilised.
- Persons operating any kind of plant must be over 18 years of age.
- This procedure applies to all persons operating plant on the site, including sub-contractors.

HIRING EQUIPMENT

Obtain all relevant health and safety and operating instructions, e.g. installation instructions for tower scaffolds, noise and vibration information for handheld drills etc.

Do not assume the equipment has been provided complete - ensure all components are provided with the equipment. Carry out a check of the equipment before it is used. The equipment should have been inspected and tagged by the hire company but do not assume this to be the case and check for obvious defects.

Once on hire equipment (and users) are the responsibility of site management, carry out frequent checks to ensure the equipment is being used properly by competent persons.

Ensure that persons using the equipment are trained and competent and have been briefed on the importance of reporting defects to their supervisor immediately.

Ensure that the equipment is being stored in a safe and suitable location when not in use.

PURCHASING EQUIPMENT

Ensure that the equipment meets all current European Community and British Standards and is from a reputable source. Ensure that manufacturer data and user information is provided with the equipment, including specific requirements on inspections, testing and maintenance of the equipment.

USE OF EQUIPMENT BY SUBCONTRACTORS

Ensure that the equipment is suitable for the task to be carried out. Discuss with the subcontractor if you believe that alternative equipment would be more suitable.

Ensure that equipment is used following legislation requirements and best practices, for example, can tower scaffolds be used as an alternative to ladders?

A competent operator with experience and training in the equipment must be provided by the sub-contractor. The level of training and experience required will depend on the type of work equipment. This should be determined as part of the subcontractor's risk assessment.

Ensure that all relevant work equipment documentation is issued to site management before being used on site. In particular, thorough examination certificates for lifting equipment and insurance test certificates for plant such as dumpers and excavators.

When necessary, obtain information from the sub-contractors relating to specific hazards associated with the work equipment such as noise and vibration levels.

Ensure that appropriate checks have been carried out to determine if the user of the equipment is competent e.g. copies of operator certificates, scaffold erection certificates.

Ensure that a competent person on behalf of the sub-contractor carries out weekly inspections of all work equipment which if faulty could lead to significant risks to the operator. Ensure that details of these weekly inspections and any remedial actions are recorded by each subcontractor and evidence provided to site management.

REPORTING FAULTY OR DEFECTIVE EQUIPMENT

Operators and users of equipment must report faulty equipment to their supervisors, who will arrange for the necessary repairs or servicing to be carried out. You must not use damaged equipment. If you find damaged equipment do not use it and inform the Site Manager / Contracts Manager immediately.

Workplace Transport

Workplace transport-related accidents are the major cause of death and a significant cause of serious injuries.

Our industry sector uses a wide variety of vehicles such as forklift trucks, tankers, lorries and other vehicles which present a range of risks such as falling from forklift trucks, persons being struck by vehicles or where persons fall from vehicles.

It is our policy to:

- ensure that our employees who drive vehicles are instructed and trained and hold appropriate driving licences
- review site arrangements and procedures to ensure pedestrian safety and pedestrian/vehicle segregation where possible
- ensure arrangements are established for the safe reversing of vehicles
- review unloading and loading operations and have arrangements in place to prevent persons from falling from vehicles or any other loading areas within our control
- inform, instruct and train employees regarding the safe movement of transport on our site and provide safe procedures for the loading and unloading of vehicles

Anyone found to be in breach of site rules relating to health and safety will face appropriate disciplinary action.

Young Persons

It has been recognised that young people may be more at risk to their health and safety at work due to lack of experience, lack of awareness of existing risk or immaturity.

Definitions:

Young person – An employee or work placement student who has not attained the age of eighteen.

Child – Person who is not over the compulsory school leaving age (16)

The Health and Safety at Work etc Act 1974 requires employers to secure the health and safety of all employees at work and anyone else who may be adversely affected by the employer's undertaking, so far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 require employers to assess the work-related risk of all their employees and require a specific assessment of risks to young persons. Usually, the measures taken to protect the workforce as a whole should be sufficient to protect young persons. However, where this is not the case additional measures should be determined and implemented before the young person commences work. In extreme cases, this may mean prohibiting young persons from certain work activities.

The young person has the right to expect that the employer has undertaken a suitable risk assessment. Employers must also provide the young person or the parents or guardians of children in employment with comprehensive and relevant healthy and safety information on the risk assessment and associated preventative and protective measures.

Under the Health and Safety at Work etc Act 1974 employees have a responsibility for their health and safety and this needs to be significantly emphasised to young person's as they are potentially more likely to 'mess about' or play practical jokes, etc without being aware of the possible consequences.

The regulations require employers to take the following factors into account when undertaking a young person's risk assessment:

- their inexperience and immaturity
- their lack of awareness of risks to their health and safety
- the fitting out and layout of their workstation and workplace
- the nature, degree and duration of any exposure to biological, chemical or physical agents
- the form, range, use and handling of work equipment
- how processes and activities are organised
- any health and safety training given or intended to be given
- risks associated with certain specified agents, processes and work activities

First Aid

It is important that employees who suffer an accident or ill health at work receive immediate attention and that there are procedures in place for the emergency services to be notified in serious cases. Fast action can save lives.

We will:

- Complete a first aid assessment and provide the appropriate level of first aid provisions.
- Ensure there is a suitably stocked first aid box. This is to be checked by the First Aider regularly.
- Ensure there is an appointed First Aider to take charge of arrangements.
- Communicate the details of First Aiders, and the location of the first aid box is to all staff.
- Ensure details of the work premises, address and telephone numbers are provided to advise the emergency services if called.
- Have details available of local emergency services (telephone numbers, addresses).
- Ensure that all injuries (no matter how minor) are accurately recorded.

ASSESSING THE RISK

When completing a first aid assessment it is important to assess the risk to determine the level of first aid cover required. Adequate cover and provision should be considered for the specific workplace and activities being undertaken. There may be a requirement for additional cover due to a peak in the workforce or shift working. Consider:

- Are there specific risks such as hazardous substances, machinery or loads?
- Are there parts of the works with higher risks needing particular attention? - consider previous records of accidents
- How many people are employed at the workplace? - this may fluctuate
- Are there inexperienced persons, or those with a disability or specific health problems? - these must be ascertained at induction
- Are the works spread over a large area, where first aid provision may be time-dependent?
- Is shift work involved?
- Is the workplace remote from emergency services?
- Are there: work experience, visitors, maintenance personnel or the public at the workplace to consider?

ADVICE ON BLOOD-BORNE VIRUSES

There are many blood-borne viruses (BBV), all of which should be considered as risks to human health. However, they are a risk only if a virus enters the bloodstream of the recipient. BBVs are transmitted from one person to another via unprotected sexual intercourse; blood-to-blood contact (e.g. injecting drug use); mother-to-baby transmission. BBVs are not spread through the air or by touch, nor is there any danger from handling objects that have been used by an infected person, or from sharing an office or washroom.

AIDS (Acquired Immune Deficiency Syndrome) can occur in individuals following infection by a virus known as Human Immunodeficiency Virus (HIV). As a result of this infection, the

body's normal defences against illness may break down. Where this happens an individual is open to infections that otherwise would not have occurred. Not all individuals who become infected with the virus will necessarily develop AIDS.

Hepatitis B virus (HBV) and Hepatitis C (HBC) virus are BBVs. They cause liver disease. Symptoms range from flu-like in mild cases to severe liver damage.

BBVs can be transmitted where there is direct contact with blood or other bodily fluids (e.g. saliva, urine, stools, vomit, all of which have been visibly contaminated with blood) of infected individuals, particularly where the blood or bodily fluids can enter through an open wound.

The use by first aiders of the simple precautions listed below eliminates the risk of transmission:

- Cover all cuts, sores, chapped skin or other open wounds with a waterproof dressing.
- When giving first aid wear disposable sterile surgical gloves.
- Wear disposable gloves when cleaning up spillages of blood or other bodily fluids with paper towels.
- Do not use teeth when putting on/removing gloves.
- Pull off gloves so that they are inside out.
- Where practicable gloves and towels must be disposed of in a clinical waste bag and sent for incineration by a registered waste carrier.
- Hands must be washed with soap before and after applying dressings. Hands and other parts of the body must be washed immediately with soap and water after contact with blood, other bodily fluids and after removing gloves.

When spillage's of blood or other bodily fluids (except for urine) occur these must be cleaned up immediately using paper towels using a solution of one part bleach to ten parts water.

NB. DO NOT use bleach on urine spillages. Use soap and water.

If lips, eyes, mouth, tongue or broken skin are in contact with blood or other bodily fluids they must be washed with clean cold water and medical advice sought.

Office First Aid Procedures

We accept our duty under the current edition of the First Aid at Work Regulations to provide suitable arrangements to enable injured employees to obtain first aid. We recognise that prompt action can save lives or prevent the condition of an injured person from deteriorating. While office work is generally lower risk, adequate first aid cover is still required as accidents can happen at any time in any place.

The Managing Director is responsible for assessing first aid requirements within the office environment. The Managing Director is responsible for ensuring that sufficient trained First Aiders and/or Appointed Persons are employed.

Signs stating the names of the First Aiders/Appointed Persons and the locations of the first aid boxes will be displayed. The First Aiders/Appointed Persons are responsible for ensuring that the contents of first aid boxes are checked regularly and topped up as required.

In the event of an injury always obtain first aid.

FIRST AIDERS - See Notice Board for details

APPOINTED PERSONS - See Notice Board for details

FIRST AID BOX – See Notice Board for details

All injuries, however minor, should be recorded in the Accident Book and reported through an incident report form.

Site First Aid Procedures

AS PRINCIPAL / MAIN CONTRACTOR

When we are the Principal Contractor for a project or the only contractor on the project we will:

- assess the need for first aid at all stages of the project, taking into account the types of work to be conducted and any hazards requiring special first-aid arrangements
- ensure that first-aid arrangements are described in the Construction Phase Health and Safety Plan or method statement for the activity
- arrange for sufficient trained first aiders to be present whenever work is in progress or for any subcontractors to provide first aiders
- arrange for adequate first aid facilities to be available whenever persons are on site
- during site induction, inform people how they can obtain first aid while working on site
- display signs stating the names of first aiders and the locations of first aid facilities at suitable locations
- ensure that first aid facilities and equipment are maintained in a satisfactory condition

AS A SUBCONTRACTOR

Where we are working on a site controlled by another organisation we will:

- assess what types of first aid is needed, taking into account the work to be conducted and any hazards requiring special first-aid arrangements
- wherever possible, have access to first aiders and first aid facilities provided by the organisation controlling the site
- where it is not possible to have access to first aid arrangements provided by the organisation controlling a site, we will ensure that our team includes trained first aiders, with suitable equipment
- inform our workforce about the first arrangements on the site
- inform our workforce about the accident reporting arrangements

First aid arrangements are included within the method statement or construction phase plan for the project or activity.

Emergency Procedures

Office Fire and Emergency Procedures

We recognise that fire in our premises is a significant risk to the health and safety of anyone using the premises and to firefighters and others outside. We are committed to doing all that it is reasonably practicable to do to prevent fire. Suitable fire precautions will be provided and maintained and employees will be instructed in fire procedures, including the actions to be taken in the event of a fire.

We will:

- assess the risk of fire at our premises and implement appropriate control measures
- ensure that all visitors sign in on arrival, and again on departure
- ensure good housekeeping to minimise the risk of fire
- provide means of detection and warning in case of fire
- inspect and/or test fire safety equipment at appropriate intervals
- provide and maintain safe means of escape in the event of a fire
- maintain all fire detection, fire fighting equipment and installations
- implement a procedure for the action to be taken in the event of a fire
- train and instruct staff in fire safety, including the carrying out of fire drills
- keep records of all fire safety matters
- ensure that all visitors are made aware of the fire precautions and emergency arrangements
- identify people with any disability or impairment who may require assistance in the event of a fire
- where applicable, consult with other occupiers of the building on fire safety matters
- identify and control high fire risk activities
- appoint and train fire marshals
- assess any functions or special events for increased fire risk
- display the fire procedures in prominent positions
- designate a fire assembly point

Fire procedures will be displayed on the company notice board and within the reception area at the company premises.

Site Fire and Emergency Procedures

Before any project commences, potential emergencies must be considered. These might include fires or bomb threats, but dependent on the project might include things like working in confined spaces, or how to rescue persons hanging in a safety harness. All projects will be different, but in each case, emergency contingency plans should be considered at the planning stage.

Fire evacuation procedures will vary from site to site these will be communicated within the site induction. When working at some premises, a copy of the existing fire procedures will be provided. The fire procedures in place for the site will be included within the Construction Phase Plan and displayed. In all cases, employees must follow the instructions given.

Where such arrangements are in place, employees must sign in and out whenever they enter or leave a site. All employees must familiarise themselves with the site fire procedures and escape routes before commencing work.

AS A PRINCIPAL CONTRACTOR

When we act as a Principal Contractor we will ensure that the fire procedures relevant to the site are communicated to employees, visitors and sub-contractors. These procedures will be reviewed as the work progresses and any changes will be communicated to the relevant persons.

AS A CONTRACTOR

Fire evacuation procedures will vary from site to site. Where the Client or Principal Contractor provides Site Induction, you must attend this. When working at some premises, you will be provided with a copy of the fire procedures. In all cases where you have been informed about the fire procedures, you must follow the instructions given.

Where such arrangements are in place, employees must sign in and out whenever they enter or leave a site.

If you are not informed about the fire procedures on a site, you must try to familiarise yourself with the site fire procedures and escape routes before commencing work.

1. BE AWARE
2. SIGN IN/OUT WHENEVER YOU ENTER OR LEAVE THE SITE
3. KNOW HOW TO RAISE THE ALARM
4. KNOW WHO IS RESPONSIBLE FOR CALLING THE FIRE BRIGADE
5. KNOW WHERE THE ESCAPE ROUTES AND EXITS ARE
6. GO TO THE ASSEMBLY POINT
7. REPORT TO THE PERSON TAKING THE ROLL CALL
8. DO NOT LEAVE THE SITE WITHOUT OBTAINING AUTHORISATION

If you discover a fire and there is no set fire procedure in operation:

- Warn others by sounding the alarm or raise the alarm verbally by shouting "FIRE: GET OUT!"
- Telephone the Fire Service. Give the number of the phone that you are using and the name and address of the site. Do not hang up until this has been repeated back to you correctly.
- Proceed to the fire assembly point and give your name to the person taking the roll call.

Fire and Emergency Action

1. Each site or workplace shall be assessed for the potential for fire or emergencies. Where assessments identify high risks, procedures will be established at that site to deal with such situations.
2. Access provision shall be made at each workplace for emergency and rescue service vehicles.
3. In the event of an emergency, the most senior person on site shall summon by telephone all necessary emergency and rescue services.
4. Provision shall be made for the emergency services to be met at the site entrance and directed to the site of the emergency.
5. All persons not required to assist in any rescue operation shall be removed from the area

of the emergency.

6. Planned escape routes shall be identified at every temporary site accommodation, permanent building and any structure under construction. Appropriate signs shall be provided to ensure all persons are directed to a place of safety.
7. Instructions in case of fire or emergency shall be included in all induction training.

Fire Prevention

- Rubbish and combustible material shall be regularly cleared away to eliminate fire risks.
- Suitable fire extinguishers shall be positioned at workplaces to be used should fires break out.
- In partially built premises and premises being refurbished, arrangements shall be made to ensure that the building can be evacuated safely. Such arrangements shall include providing fire escape signs and means of raising the alarm.
- Where appropriate fire detection equipment shall be provided.
- Hot works will be controlled by the use of a "Hot works permit".

Working Procedures

Abrasive Wheels

The following regulations cover the provision and use of abrasive wheels or portable tools:

- The Provision and Use of Work Equipment Regulations
- The Personal Protective Equipment at Work Regulations
- The Management of Health and Safety at Work Regulations
- The Construction (Design and Management) Regulations
- The Control of Vibration at Work Regulations

The Contracts Manager will ensure that any abrasive wheel machine, hired or used by any operative, will be provided and maintained following the regulations. All operatives will be trained in the mounting of abrasive wheels and discs and the type of machine to be used. The names of all trained persons will be held on the site. Only certificated operatives will be employed to mount abrasive wheels or discs.

The Works Supervisor will ensure that any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed following the regulations. The Works Supervisor will ensure that the required statutory notices are prominently displayed.

Disc cutters shall only be used providing the appropriate blade for the material is fitted. Abrasive wheels shall not be operated at speeds above the maximum revolutions marked on their labels.

No person may mount an abrasive wheel unless:

- They have been suitably trained.
- They are competent to do the work.
- Have been authorised to do so.

All damaged and defective abrasive wheels shall be discarded, and under no circumstances continue to be used. Eye, hand, foot and ear protection, and any other PPE prescribed in the task-specific risk assessment shall be worn when abrasive cutters are used.

The Works Supervisor will ensure that suitable storage facilities are available for abrasive wheels and that a sufficient quantity of suitable eye protection, and other protective equipment, is available and issued when required. Supervisory staff will ensure that any abrasive wheel machine or tools being used with any defect, which could give rise to injury, are taken out of use immediately.

The main hazards associated with abrasive wheels are:

- Bursting of the wheel or disc
- Injuries from flying particles
- Cuts to hands, legs etc

- Dust inhaled from certain types of materials
- Loose clothing tangled in a disc
- Electric shock
- Noise, fire and explosion
- When there is any doubt as to the precautions required, or where unusual circumstances are to be encountered, advice must be sought.

Access and Egress

Safe access and egress shall be provided at all times. Walkways shall be kept clear of loose materials, tools, etc., and tripping hazards shall be eliminated. Trailing electrical cables, etc. shall be positioned so that they do not create tripping hazards. Appropriate action shall be taken to segregate pedestrian and vehicular traffic as identified in the site traffic management plan.

ACCESS TO SITE

Only authorised persons shall be allowed on construction sites. The means of authorisation and identification shall be assessed for each contract and rules relating to this will be incorporated into the Construction Phase Plan or Method Statement for the project.

All subcontractors shall be required to inform Site Managers of the numbers and names of all their personnel working on the site daily.

Records of all authorised persons working on or visiting the site shall be kept in site offices.

LADDERS AND STEPS

Where ladders are used to reach levels other than ground level, they shall be properly secured against movement. The securing method shall, where practicable, be at the uppermost resting point.

All ladders shall extend at least 1m above the stepping off position. Where ladders are used for access greater than 9m continuous height, a stepping off resting platform shall be provided.

Ladders should be used at an angle of 1:4 or 75%, should be in good condition, fit for purpose and free from defect.

Stepladders will only be used when all other forms of access have been considered in a written risk assessment and found to be unsuitable.

MEMBERS OF THE PUBLIC

Where work is carried out in areas to which members of the public have access, they shall, where practicable, be kept free of obstruction, etc. Holes in the walkway shall be covered with steel road plates or will be protected by solid barriers.

DANGEROUS AREAS

Barriers and warning signs shall be provided to prevent access to areas of danger.

Asbestos

GENERAL STATEMENT

Exposure to Asbestos represents one of the greatest health risks to face today's construction workers. This is primarily due to the widespread use of the material during the construction and refurbishment of buildings during the 1940-80s. Asbestos was also used both before and after these dates and wasn't banned in the UK until 1999. Asbestos may be present in a wide variety of products including ceiling/wallboards, suspended ceiling tiles, floor tiles, soffit boards, roof panels, fire insulation, pipe lagging, boiler lagging, bitumen adhesives, door panels etc.

If any worker suspects that a material they are working on or is about to work on may contain asbestos, they should stop work immediately and inform the supervisor so that further investigations may be carried out.

We acknowledge the health hazards arising from asbestos exposure. We will, so far as it is reasonably practicable to do so, prevent exposure to asbestos by the use of appropriate control measures and safe systems of work, supported by training. This Policy requires your full co-operation. The Policy Holder is responsible for the implementation of this Policy.

ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

No work where there is a risk of asbestos exposure will be allowed to commence until an assessment of the risks has been carried out and a written safe system of work prepared. A refurbishment and demolition asbestos survey must be made available by the client before work commencing where there is any risk of asbestos-containing materials being present or disturbed (As per the Control of Asbestos at Work regulations).

TRAINING

Before starting work where you are likely to be exposed to asbestos, you will be required to undergo training. Asbestos Awareness Training will cover the health hazards associated with asbestos, correct work methods, the use of control measures, the use of protective equipment and hygiene procedures. Refresher training (including new information, standards and techniques) will be provided regularly.

ENGINEERING CONTROL MEASURES

Adequate materials and control equipment will be provided and maintained in an effective condition to minimise, so far as is reasonably practicable, exposure of yourselves and others to asbestos. You should ensure that control equipment within your area is working properly (so far as you can ascertain); any defects found must be reported promptly to the person responsible for Equipment Maintenance and Inspection.

PERSONAL AND RESPIRATORY PROTECTIVE EQUIPMENT

Where appropriate personal protective equipment (PPE), and respiratory protective equipment (RPE) will be provided to those working with asbestos. You are responsible for using equipment as instructed and for carrying out routine maintenance, performance checks and RPE face fit checks.

HYGIENE PROCEDURES

Where appropriate, special hygiene facilities will be provided to enable you to maintain a satisfactory standard of cleanliness to protect yourself and others.

ASBESTOS POLICY

We recognise that breathing in air containing asbestos dust can lead to asbestos-related diseases. These are mainly cancers of the chest and lungs.

It is our policy to:

- take reasonable steps to locate materials that are likely to contain asbestos
- assume that any material contains asbestos unless there is evidence that it does not
- keep an up-to-date written record on the location of these materials
- identify materials containing asbestos by suitable means
- monitor the condition of these materials
- assess the risk of exposure from asbestos and presumed-asbestos materials
- prepare and implement a management plan to control these risks
- ensure the written record on the location of asbestos materials is brought to the attention of persons who need to know e.g. building maintenance workers, contractors etc
- only allow work on asbestos, including its removal to be carried out by suitably trained and equipped persons
- only allow work on asbestos insulation, asbestos coating and insulating board, including sealing and removal to be done only by a contractor licensed by HSE
- ensure that if asbestos is inadvertently disturbed, the offending work is immediately stopped, the affected area vacated and sealed off and urgent assessment is undertaken of the extent of the contamination and the potential exposure to employees, and appropriate corrective actions including decontamination, removal and if required health surveillance are taken

MEDICAL SURVEILLANCE

Anyone who will be working in areas where asbestos concentrations can be expected to be above the action levels will be provided with medical surveillance. Medical examinations will be carried out before commencement of work with asbestos (unless a suitable medical examination has been made in the last two years) and at further intervals of not more than two years.

We will maintain records of your medical examinations. You are entitled to inspect any health records that relate to yourself.

AIR MONITORING RECORDS

Routine air monitoring will be undertaken to assess asbestos exposure. Records of the results will be maintained and you are entitled to inspect the monitoring records of sampling relating to yourself.

Asbestos Removal

All work involving asbestos is covered by the Control of Asbestos Regulations and work involving asbestos should only be carried out by persons who have received the proper training and who have the necessary protective equipment and respirators.

Asbestos removal can only be carried out by suitably trained and competent personnel for the type of asbestos present. Licensed asbestos must be removed by operatives trained to deal with licensed asbestos and by a licensed contractor. Licensed asbestos removal is subject to a 14-day notification to the HSE except in some emergencies. Non-licensed work must be carried out by suitably trained operatives who are trained and experienced in non-licensed asbestos removal.

Any contaminated area must be cordoned off and screened with appropriate signs displayed. All requirements outlined in the latest Control of Asbestos at Work regulations must be complied with during the stripping and removal process.

The decontamination unit should be positioned as close to the removal areas as reasonably possible to prevent asbestos workers from contaminating clean areas with their overalls.

SAFE SYSTEM OF WORK

A method statement and risk assessment are to be in place for the removal of any asbestos-containing materials, describing how the risks are to be managed and what precautions and working practices need to be adopted. It should contain the following:

- The name(s) of the competent person(s) who will carry out the removal of asbestos materials and who the competent person(s) will be supervising the work. Proof of training via certification from an approved training organisation must be obtained for all persons undertaking work
- Reference to the 'refurbishment and demolition survey undertaken before asbestos removal
- Type of asbestos
- Other associated risk assessments e.g. work at height, manual handling etc
- Other associated COSHH assessments relating to the work
- Details of enclosure unit, enclosure materials and air extraction
- Details of vacuum equipment
- The type welfare facilities available, including a decontamination unit
- Details of PPE including a face mask, overalls etc.
- Boots without laces must be worn to avoid the collection of asbestos fibres
- Any additional hazards arising from the work e.g. will intrinsically safe equipment be required, manual handling issues, noise, dust and fumes from plant and work equipment, etc
- Details of any other safety controls that are to be adopted, e.g. disconnection of live services, no smoking, no mobile phones
- Waste removal and disposal details
- Emergency procedures

ASBESTOS SAMPLING

The following precautions **MUST** be taken when sampling asbestos or suspected asbestos materials:

- No other person should be in the immediate vicinity when a sample is being taken
- Whenever possible the area to be sampled, whether insulating board or lagging, should be thoroughly wetted before taking the sample
- The sample should be taken using a hand tool, e.g. knife, hand drill, cork borer. The sample should be placed in a small sealable container, e.g. a self-sealing polythene bag or stopper jar, which must be suitably labelled
- Care should be taken to ensure that taking the sample does not adversely affect the fire protection or structural integrity of the material. If reasonably practicable the hole or newly exposed surface should be treated immediately with a suitable sealant

NOTE: If in doubt treat all suspected material as if it contains asbestos unless proved otherwise.

ASBESTOS LICENCE

Working with the most dangerous asbestos-containing materials (which give off high fibre levels when disturbed), requires a licence from the Health and Safety Executive (HSE).

Working with most asbestos-containing materials requires a licence. A licence is required for virtually all work with loose packing, sprayed insulation, lagging and asbestos insulation board. Very minor work (which, in total, takes one person no more than one hour, or more people no more than two hours in any seven days) does not require a licence.

A licence is not required for work when a risk assessment confirms that the exposure (without a respirator) will not go above 0.6 fibres per millilitre in any ten-minute period or go over the control limit and the work involves certain materials. So, a licence will generally not be required for work involving asbestos cement, textured coatings and other materials where the fibres are firmly held in a matrix (e.g. vinyl floor tiles and bituminous products such as roofing felt).

NOTIFICATION OF WORK WITH ASBESTOS

The enforcing authority must be notified of any work on asbestos covered by the Control of Asbestos at Work Regulations. This includes work with Asbestos Insulation, Asbestos Coating and Asbestos Insulation Board.

The Notification required must be submitted with a Notification Form and a Method Statement containing the type of asbestos, amount, location, method of work and risk assessments. A waiver can be applied for if the works are in a threatening/damaged condition or if it is urgent work, the Method Statement must be accompanied by a letter from the Client.

DISPOSAL OF ASBESTOS WASTE

Asbestos waste must be properly disposed of following the Control of Asbestos Regulations. Asbestos waste must be treated as hazardous waste and transported by a licensed carrier for asbestos waste to a licensed hazardous waste disposal site. A copy of the hazardous waste

consignment note is to be issued to the client / principal contractor where applicable.

Compressed Air Power Tools

The following regulations apply to the use of compressed air equipment on site:

- Provision and Use of Work Equipment Regulations
- The Manual Handling Operations Regulations
- The Management of Health and Safety at Work Regulations
- The Construction (Design and Management) Regulations
- The Personal Protective Equipment at Work Regulations
- The Control of Vibration at Work Regulations

All work with compressed air equipment will be risk assessed planned to take the above regulations into account.

The Works Supervisor will ensure that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices, (jockey wheel, brake, engine cover stays, etc) and noise control measures; and that instructions have been given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc.

The Works Supervisor will ensure that all necessary safety equipment, eg eye protection, hearing protection, is available and provided and used as required. The Works Supervisor will ensure that all operatives wear suitable protective footwear when using compressed air equipment, breakers, rammers etc.

The Works Supervisor will ensure that any defects in the compressor, hoses or tools are reported immediately to the Contracts Manager or hire company.

Compressed air will not be used to blow down clothing etc.

When moving compressors care must be taken to ensure that the jockey wheel, or towing arm stand, are not damaged. When changing tools connected to compressed air lines not fitted with automatic cut off valves, air must be turned off at the source (lines must not just be folded and held or tied).

Confined Space Working

The term 'confined space' covers a great variety of workplaces that have limited access and/or inadequate ventilation. They are therefore potentially dangerous places in which to work because they may trap hazardous concentrations of toxic or flammable gases or vapours.

Confined spaces are also liable to become deficient in oxygen due to a build-up of a gas or vapour which is not itself toxic but which displaces the breathable air. Very often the dangerous atmosphere is a result of the work being done – for instance, welding, painting, flame-cutting, the use of adhesives and solvents.

The term 'confined space' refers to a place that is substantially, though not necessarily entirely, enclosed and where there is a reasonably foreseeable risk of injury from hazardous substances or conditions within the space or from nearby.

All confined space work is subject to a valid permit to work before access to the confined space is authorised.

At some time or another almost any place on a construction site may become a confined space. Some are quite obviously confined spaces – tanks, ducts, silos, manholes, furnaces, pipelines, sewers and underground chambers. But serious accidents can arise in other places that are not so obvious such as large rooms (e.g. plant rooms and basement areas). Careful consideration must therefore be given to the work tasks and the ventilation that is present.

EXAMPLES

Typical examples of a confined space might include;

- Live sewers
- Vessels
- Making connections into live sewers
- Chambers deeper than 3m
- Where there is a risk of persons drowning, losing consciousness or suffering asphyxiation from toxic gases.

The above list, while being indicative, is not exhaustive. All working situations must be assessed to establish if they are a confined space.

INDICATION

The following are indications of confined spaces:

- Access is limited or difficult
- There is limited mobility within an area
- Ventilation is inadequate
- There is inadequate natural light
- There is a likelihood of lack of oxygen or toxic or explosive atmosphere.

The presence of any of the above may lead to a working area being designated a confined space.

REQUIREMENTS

- identify activities where work in confined spaces may be required
- carry out work in confined spaces only when the task cannot be effectively carried out from outside the confined space
- carry out a risk assessment on all confined space working activities to determine the hazards that are currently present, could become present due to the work activity or the ingress of a hazardous substance from elsewhere
- identify in the risk assessment control measure that will effectively eliminate or control the risks and put them into place before allowing entry

- use a permit to work system and a method of work that will ensure that the work can be carried out safely
- ensure that all persons that are required to work in confined spaces are adequately trained and competent
- ensure that safe access and egress are provided and that the sizes of openings are taken into account when planning rescue arrangements
- supervise confined space working, commensurate with the risks involved, to ensure that the work is carried out safely as per the permit to work and with the control measures identified in the risk assessment in place
- prepare emergency procedures and equipment for dealing with rescue and resuscitation
- provide a means of communication to and from the worker(s) in the confined space

Minimum requirements for working in a confined space shall be:

- All operatives involved have experience of working in confined spaces and be suitably trained and certificated.
- Only operatives who are physically fit shall be employed.
- One operative from the gang shall always be on standby outside the confined space.
- A good system of communication shall be set up.
- While working in a confined space, a harness, which will allow a person to be lifted vertically, shall be worn at all times.
- The atmosphere shall be monitored for at least 15 minutes before any person enters a confined space, to establish levels of oxygen and toxic or explosive gases. The atmosphere shall be continuously monitored during operations.
- Mechanical means shall be provided on standby to enable an injured or unconscious person to be lifted to safety.
- At least one self-contained Breathing Apparatus Saver Set shall be provided at the workplace. (If appropriate)
- Suitable emergency procedures are in place.

ASSESSMENT OF RISK

A risk assessment should be carried out to determine whether the risk can be removed altogether by carrying out the works in a different way. Consideration must be given to avoiding the need for operatives to enter a confined space. Where entry cannot be avoided, the reasons should form part of the assessment.

The risk assessment must consider the tasks to be undertaken and the risks associated with those tasks, together with the working environment which is likely to be encountered. Consider also what has been or is in the confined space to assist in deciding on the most appropriate type of detection and monitoring equipment.

The risk assessment should also take into account the nature of the work to be undertaken and the type of person required to do the task. Only fit and suitable individuals should be selected to do the work.

SAFE SYSTEM OF WORK

A method statement or permit to work is to be in place for the activity, describing how the risks are to be managed and what precautions and working practices need to be adopted. It should contain the following:

- The name(s) of the competent person(s) who will enter the confined space and who the competent person(s) will be supervising the work. Proof of training via certification from an approved training organisation must be obtained for all persons undertaking work
- The nature of the gas/oxygen deficiency test to be done before entering and by whom
- The type of detection equipment to be used and its location to the work
- Details of any improvements in ventilation e.g. natural, forced, extract etc
- Means of communication between operatives in the confined space and the standby man
- Details of the nature of the work with particular consideration to the restrictions in space and potentially flammable atmosphere
- Any additional hazards arising from the work e.g. will intrinsically safe equipment be required, manual handling issues, noise, dust and fumes from plant and work equipment, etc
- COSHH assessments may be required
- Steps are taken to prevent egress of harmful substances into the confined space, chemicals, exhaust fumes, vapours etc
- Details of any other safety controls that are to be adopted, e.g. disconnection of live services, excavation supports, no smoking, no mobile phones, protection against leptospirosis etc
- Personnel Protective Equipment to be worn
- Safe means of access and egress to the confined space.

RESCUE PLAN

A rescue plan must be in place before the commencement of work within a confined space. Consideration must be given to appropriate controls for reducing the risk to those working within the confined space and those that will be involved in any potential rescue operation. A written procedure for getting people out of the confined space safely must be developed or incorporated into the method statement/permit to work.

The following should be considered:

- Adequate means of access and egress to allow conscious people to leave the confined space quickly, but to also allow an unconscious casualty to be removed without putting others at risk. For example, the use of a harness and winch and tripod operated by a standby man would be suitable in most situations where vertical access is required.
- The need for the standby man to have rescue breathing apparatus will depend on the nature of the confined space and the work which is to be carried out.
- The standby man and the operatives in the confined space must be fully trained in rescue procedures and must have read the rescue plan, method statement, risk assessment and permit to work.

Demolition

All regulations which apply to construction work also apply to demolition work. All demolition work will be completed following current legislation whilst complying with safe methods of work.

All preliminary procedures will be carried out by the Managing Director in conjunction with a specialist contractor, if used, who will draw up a Method Statement and a Programme of Works detailing the methods to be used, plant, safe systems of work, special requirements for dealing with health hazards, precautions and sequence of work etc. This Method Statement and Programme will be issued to the Supervisor responsible for the work on site.

The Works Supervisor (or another suitably qualified person) will be responsible for ensuring that the work is carried out following current standards and will be responsible for carrying out any inspections of scaffolding etc which may apply on the site.

The Managing Director will ensure that an appointed competent supervisor shall remain on the site at all times that demolition works are being carried out. The person appointed shall be experienced in the work and will receive full training to enable them to carry out any of the responsibilities required by this policy. The Managing Director will ensure that protective measures for the safety of the public or visitors on the site shall be provided and maintained. These measures must take into account the prevention of accidents, especially to children.

All operatives on demolition sites will be required to wear safety helmets and protective footwear. All plant and machinery used on demolition sites will be suitable for demolition work and will be provided with any necessary safeguards to protect the operator.

All services to be affected by the works will be located and disconnected before demolition commences. Confirmation of disconnection in writing must be required from the appropriate service authority.

The existence of any hazardous substances, eg asbestos, lead-painted steelwork etc on site must be determined from the documents provided and from a physical survey of the site, carrying out any sampling required. Where the building or structure to be demolished contains unusual, or possibly hazardous design features, or is in a dangerous structural condition, eg pre-stressed or post-tensioned concrete, fire-damaged building, cantilevered balcony etc, then advice must be obtained from a qualified consulting structural engineer.

On all sites where demolition work of any kind is to be carried out, a Method Statement and Risk Assessments must be prepared.

Electrical Safety

Electricity has the potential to kill. This danger is increased because it cannot be seen. Electrocution can also cause burns and shorting of conductors can cause fire or explosion.

We accept that we have duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in work activities. The following procedures, aimed at eliminating risk or reducing it to an acceptable level, will be adopted:

- All electrical equipment must be suitable for its purpose, i.e. the use to which it may be put and the environment it may be used in
- All electrical equipment shall have a satisfactory means to ensure the equipment can be isolated
- All electrical work must be done by trained and competent persons
- Every electrical system must be inspected and tested at regular intervals
- All electrical equipment must be regularly examined to make sure it is safe by the equipment user
- The exposed metalwork of all electrical equipment likely to become electrically charged must be earthed unless the equipment is: Supplied via an isolating transformer; or, Double insulated; or, Only supplied power at an extra-low voltage or safety extra-low voltage

To reduce risks from electricity during work activities, all tasks will be risk assessed and method statements prepared. All electrical power systems shall be designed and installed by a competent electrical contractor. The contractor shall provide a test certificate upon completion of the installation of the system.

COMPETENCE

Work on any electrical systems may only be undertaken by suitably trained and authorised persons. All works carried out and the methodologies used will comply with the Electricity at Work Regulations and any amendments thereto. It is important to ensure that these basic regulations are adhered to in all cases without exception. The Director will ensure that all employees are aware of the EAW regulations and that all requirements are built into work practices.

All electricians will be qualified and will be competent in the task they are undertaking. Any other person working on electrical installations will be competent in the task they are undertaking and be under the instruction of someone who has the appropriate training and qualification.

Trainee electricians, for instance, working towards an NVQ, carrying out any electrical work will be competent in the task they are undertaking and be under the instruction of someone who has the appropriate training and qualification.

All electrical contractors carrying out electrical work must be able to demonstrate that they are qualified and are competent to carry out the task they are undertaking. In addition to this, their employer must be affiliated with either the NICEIC or the ECA.

Contractors working on systems above 500 volts must hold an appropriate and current certificate showing competence on high voltage systems. Only persons who have received

specific training on high voltage systems may be authorised to work on systems above 500 volts.

ISOLATION

Work can only commence once adequate isolations of the power supply have been made. Where the point of isolation is not directly and continuously under the control and within the sight of the person carrying out the work steps should be taken to ensure the power supply is not inadvertently reconnected.

After any isolation is made the circuit will be tested with a voltage indicator. The tester will be tested on a known source to prove it is working correctly before and after the test is carried out on the isolated circuit.

Isolation rules for electrical systems:

- Inform the user of the electrical system of the action to be taken and verify as far as possible the correct circuit has been identified
- Obtain an Electrical Permit where necessary
- Padlock off isolator and apply a caution notice (either a completed yellow tag or a luggage label identifying:
 - The system being isolated
 - The reason for the isolation
 - The name of the person carrying out the isolation and their employer (EST or contractor company name)
 - The date and time the isolation was made
 - The padlock number
- Where it is not possible to padlock off the isolator, a luggage tag displaying all the information required above must be attached to the distribution board and the distribution board door must be locked following isolation. A caution notice should be clearly and securely attached to the door
- Where it is not possible to lock off the isolator or lock the distribution board door, suitable electrical tape should be firmly applied over the isolator and a luggage tag displaying all of the details required above is attached to the distribution board. A caution notice should be clearly and securely attached to the door
- If there is any concern that isolation cannot be left safe, a second worker must be positioned at the distribution board for the duration of the work until it is safe to re-energise
- Once isolated confirm by use of G38 approved tester or equivalent device that the circuit is dead proving the tester before and after on a live supply

Isolation of equipment fitted with plugs:

- Wherever possible equipment should be unplugged before removing covers or starting work – the on/off switch should not be relied upon to isolate the equipment.
- If isolation can only be obtained using a switch a test meter or approved voltage tester with insulated probes must be used to demonstrate that the switch has effectively isolated the equipment.

Isolation of equipment with an uninterrupted power supply:

- A test meter or approved voltage tester with insulated probes must be used to demonstrate that the equipment is effectively isolated

LIVE WORK

For this procedure, live-work is working on or near a live conductor other than one suitably covered with insulating material to prevent danger.

Live electrical systems can cause death. No person may work on or near live conductors unless:

- It is not reasonably practicable for it to be dead
- Suitable and sufficient precautions are in place to prevent injury
- An electrical permit to work has been issued

Except where necessary for diagnosis, testing and certification, live-work will be prohibited.

Where live work cannot be avoided the following will apply:

- only those employees who have been assessed as competent and authorised in writing will be allowed to work on live electrical systems
- no person working alone will be allowed to work on live electrical systems
- when working on a live electrical system the operator must use a rubber mat, rubber gloves and insulated tools
- a sign stating “Danger: Live Electrical Work” will be displayed whenever live electrical work is in progress
- a person trained to give resuscitation must be present whenever live work is being conducted

ELECTRICAL PERMIT TO WORK

The following work cannot be commenced until a valid Electrical Permit to Work has been issued:

- All isolations on a sub-mains
- All work within an HV switch room
- All work on an HV system
- All live work

Electrical Permits to Work may only be issued by a member of management who has been authorised to issue Electrical Permits.

Any person receiving and accepting an Electrical Permit to Work must abide by the conditions of the permit and by the rules printed on the reverse of the permit. Failure to do this will cause the work to be stopped and may result in disciplinary action.

ELECTRICAL LONE WORKING

In general and where the isolation procedures outlined above are followed, lone working does not increase the risk of harm. However, the following tasks are not permitted to be carried out alone and require electricians to work in pairs:

- Removing distribution board covers to expose live parts regardless of duration
- Work within a high voltage sub-station
- Live work

NEW INSTALLATIONS

Detailed standards about the installation of new systems, including handover, commission and test certificates, should be included in work specifications. Sufficient socket outlets, suitably placed to accommodate both present and future equipment requirements must be provided.

All works must be carried out following the current edition of BS7671 IEE Wiring Regulations and other relevant European standards.

On completion of works the installation shall be subjected to a full test as detailed in Guidance Note 3 of BS 7671 and the following test certificates issued:

Type of Work	Test Certificate
Small jobs on part of a system	Minor Works
Inspection of existing installation	Full Periodic Inspection and Test
New Installations	Electrical Installations Certificate

All test certificates shall be either NICEIC or ECA approved.

FIXED INSTALLATIONS WITHIN OUR PREMISES

Any modifications or extensions to the fixed electrical installations in our premises will be designed by a professionally qualified electrical engineer. To assist with this, persons purchasing equipment are responsible for obtaining from the manufacturer/supplier details of power requirements and for bringing these to the attention of the person designing the electrical system. All designs will comply with the current edition of the Institution of Electrical Engineers Regulations for Electrical Installation (IEE Regulations).

Any maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IEE Regulations. Persons carrying out electrical maintenance work will be required to provide risk assessments for the tasks they will be carrying out.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be inspected and tested at intervals of five years by a contractor approved by the National Inspection Council for Electrical Installation Contracting

(NICEIC) or the Electrical Contractors Association (ECA).

EXTENSION LEADS

Extension leads and multi-point adaptors are discouraged since their use introduces a safety hazard. Such expansion devices should never be used in conjunction with each other, i.e. only one expansion device may be used between the socket outlet and the equipment.

PURCHASING AND SELECTING ELECTRICAL EQUIPMENT

All tools purchased, whether new or second hand, for use on sites, must be 110 volts or less with power supplied through an isolating centre tapped to earth if available. It is prohibited to introduce new 240-volt equipment unless there is no safer alternative available.

The safest available tool should always be selected for the task – it may be possible to eliminate the risk of electric shock from the equipment by selecting a battery-operated tool, and where this is not possible by using the lowest voltage equipment available.

USER CHECKS

Users must check their electrical equipment for obvious defects before each use, including general computer equipment and portable electric tools.

The check should include:

- Checking cables to ensure there are no defects in the insulation
- Checking any extension leads and multi-point adaptors are in good condition
- Checking the plug to ensure there are no loose parts and the join between plug and flex is in good condition

ELECTRICALLY DRIVEN EQUIPMENT

Equipment manufacturer's maintenance and usage instructions must be followed where appropriate. Such documents should be recorded and held by the company.

Where practical, maintenance must be avoided when the equipment is running – where this is not practicable an Electrical or Mechanical Permit to Work may be required.

PORTABLE ELECTRICAL EQUIPMENT

Full details of our requirements for portable electrical equipment and regarding PAT testing is included within the relevant section of this policy.

CONTRACTORS EQUIPMENT

Contractors must apply the same principles to their electrical equipment, ensuring all the safest type of electrical equipment is chosen and that all equipment is appropriate for the task it is used for and the environment it is used in.

All external supplies must be approved by the site manager and must be protected by the use of an RCD protected supply of no more than 30mA tripping current.

All portable equipment belonging to contractors used on sites must display a current PAT test pass label.

REPORTING DEFECTS

All defects must be reported immediately to the user's supervisor or the site manager who will take appropriate action.

INSPECTIONS, TESTING AND MAINTENANCE

All systems and appliances must be inspected, tested and commissioned before being made available for use and regular and routine maintenance thereafter are essential. Site conditions demand that reduced voltages are used. A 110-volt supply shall be used for all portable tools, but lower voltages may be required in certain circumstances such as confined spaces.

INSPECTION AND TESTING PERIODS

All equipment and systems shall be tested and inspected at regular intervals.

PROTECTION

All systems, cables and equipment shall be sufficiently insulated and provided with adequate earth. All systems shall be provided with means for protecting against excess current.

Excavations

All excavation work is controlled by permits to work, and subject to suitable and sufficient risk assessments before commencement.

EXCAVATION SUPPORT

When an excavation is present on any site, the excavation will be assessed for stability and suitable methods shall be employed to prevent collapse and persons being struck by dislodgement of soil, or being trapped or buried.

Suitable methods might include, but are not restricted to:

- Battering sides to a safe angle of repose.
- Stepped excavations provided the vertical height of the step does not exceed 1m and the horizontal steps exceed 0.5m.
- The use of trench sheets and adjustable trench struts, or drag boxes.

Where excavations are of a size that trench sheets and struts are not suitable, the support system should be individually designed for the particular case.

DEWATERING

Excavations shall be kept free from water increase by the use of pumps or other means. Consideration of the environmental impacts of dewatering shall be taken into account. Prevention of pollution from discharge and settlement will be paramount when deciding where to place the discharge hose.

BARRIERS

All excavations shall be protected by suitable barriers. Such barriers shall be strong enough

to prevent a person from falling into the excavation.

ACCESS

Suitable and safe means of access and egress shall be provided for all excavations.

CONTAMINATED GROUND

Where it is necessary to excavate contaminated ground the soil shall be analysed to ascertain the type and degree of contamination. As a result of the analysis, an appropriate assessment shall be prepared and suitable working methods devised. Personal protective equipment identified by the assessment shall be provided as necessary.

During periods of dry weather, the contaminated ground shall be dampened down to prevent the creation of dust. Waste shall be removed by a licensed carrier to a licensed tip.

A waste transfer note will be given to the site Manager by the licensed carrier for all loads.

INSPECTIONS AND EXAMINATIONS

All excavations and support systems shall be inspected by a competent person at the start of every shift.

Gas Safety

Only competent persons will be authorised to undertake gas works on behalf of, or for the company. Persons or organisations undertaking work on any gas fitting, system, flue or appliance must be a member of the Gas Safe Register and this will apply to in-house staff and contractors. The Gas Safe registration must be valid for the specific type of work being undertaken and be date valid. Contract managing staff will ensure that all competency accreditations are viewed and documented before any work starts.

COMPANY GAS INSTALLATIONS

The company recognises its responsibilities for safety applicable to all gas systems, appropriate fittings and appliances within company premises and will ensure suitable arrangements are in place for the annual maintenance of all gas appliances/equipment and effective systems exist for the reporting of breakdowns and or a gas leak.

All company premises where there is a gas supply are subject to annual gas safety checks and these must be undertaken by a competent and properly registered person, contractors engaged to carry out these checks must be registered with the Gas Safe Register, the engineers' Gas Safe registration will detail the systems that they are approved to work on. The same level of competence is required of all contractors who provide servicing, maintenance or repairs.

A copy of the Safety Check Certificate must be kept by the responsible person at the premises for our records; it is good practice to display a copy of the certificate on sites in an appropriate place for public viewing.

Arrangements for gas safety must be made by responsible persons for all gas systems, appropriate appliances and fittings, whether they are newly installed or already in place. All employees and persons using gas services should be encouraged to report any damage, where suspected leaks of gas, to the gas supplier.

GAS ESCAPE

In all cases of suspected escape of gas, the mains gas pipeline/supply company must be contacted. Advice given must be followed but general safety actions are as follows:

- Turn off the gas supply at the meter
- Open all windows to allow gas to dissipate
- Do not switch electrical appliances on or off
- Do not use any appliance or item with a naked flame
- Do not smoke
- Identify a safe method of escape
- If gas escape is from a service main, warn adjoining premises

Gas Work

Only competent persons will be authorised to undertake gas works on behalf of, or for the company. Persons or organisations undertaking work on any gas fitting, system, flue or appliance must be a member of the Gas Safe Register and this will apply to in-house staff and contractors. The Gas Safe registration must be valid for the specific type of work being undertaken and be date valid. Contract managing staff will ensure that all competency accreditations are viewed and documented before any work starts.

When work has to be carried out on gas pipes, the gas supply should be turned off, a sign displayed on the isolating cock and the gas expelled from the pipe. "OUT OF ORDER" signs should be placed on the appliances affected. When the repair has been completed, it should be ensured that all gas taps on appliances are shut; the isolating cock opened and the air from each appliance vented, before putting back into normal use. All signs should then be removed.

Where required, operatives will test the soundness of gas installations to ensure the gas tightness of pipework and all ancillary equipment, including valves, emergency controls and appliances.

NOT TO CURRENT STANDARD

This terminology applies to sub-standard installations; whilst there is no legal requirement to advise responsible persons it is good practice to do so. Where installation was made before current legislation, landlords (or their representatives) should be advised that regulations have been updated and upgrading of the installation should be considered. The following are examples of an installation 'not to current standards' but the list is not exhaustive:

- Undersized pipework
- Pipework inadequately supported

- Pipework not sleeved when passing through walls or corrosion on the pipework
- Undersized or incorrectly installed compartment ventilation
- Flues with 90-degree bends
- Undersized flues where appliances are operating correctly

UNSAFE SITUATIONS

Unsafe situations comprise two categories: 'immediately dangerous' and 'at risk'. It is important to document all such situations and annotate documentation when the unsafe situation is resolved. Safety certificates issued should be attached to the document bundle. As a general emergency measure, the gas supply should be turned off or disconnected at the meter and any defective appliance labelled.

Immediately Dangerous - The engineer must seek to disconnect any faulty appliance from the gas supply and affix a warning label to the faulty appliance. If the tenant, lessee or user refuses to allow disconnection, the appliance must be turned off at the isolation point and a warning label affixed. The engineer must advise the tenant, user or lessee of the action taken and warn that the use of such equipment is dangerous and contravenes legislation. A warning/advice note must be completed and given to the person on the site or landlord as appropriate.

At-Risk - This category relates to any appliance that if left in its current state may lead to a situation resulting in loss of life or damage to property, but there is no legal requirement to disconnect the appliance. Landlord, tenant or user permission must be sought to rectify the defect or turn the appliance/installation off, and an 'at risk' label be attached. Engineers must advise tenants, lessees or users of any action taken and complete a warning/advice note. The form should be given to the responsible person on the site or Landlord as appropriate.

GAS TESTING

Testing of gas systems, fittings, flues and appliances must only be carried out by competent persons (Gas Safe registered) who must ensure there is no danger to any person or property. Installations must meet current regulations, standards and manufacturers recommendations, and once connected to the gas supply must be commissioned for use. The following list gives the legal minimum requirement (checks) for testing:

- Test for soundness
- Installation pipework and appliances to be purged of air
- Meter outlet working pressure
- Appliance gas rate and rated heat output
- Flame supervision shutdown
- Flue
- Ventilation
- Appliance condition
- Conformity of installation to current standards
- Customer/user understands how to use the appliance, and relevant written instructions

to be left with the customer

Good Housekeeping

We strongly adhere to the belief that a safe site is a tidy site. In this respect, every effort shall be taken to keep sites clean and tidy at all times. Waste materials and rubbish will be cleared from the working area and placed in designated areas for disposal off-site.

Several regulations deal with the need for workplaces and accesses to be kept clean and clear of debris and other materials, some examples are:

- Lifting Operations and Lifting Equipment Regulations
- Construction (Design and Management) Regulations
- Management of Health and Safety at Work Regulations
- Electricity at Work Regulations
- The Health and Safety at Work etc Act

In addition to the statutory requirements, some of which are outlined above, a tidy site and workplace results in increased efficiency and better public relations, therefore tidiness is to receive priority on the company sites.

The Managing Director will ensure that, before the site commences, access routes are planned, deliveries are programmed, excess material is not stored on the site, storage areas are defined, compounds are planned and sub-contractors are made aware of the company requirements about storage, clearing up, tidiness etc.

The Site Supervisor will ensure that all operatives are made aware of the need to maintain the site in a tidy condition throughout the contract. Every operative must ensure that their workspace and that of those around them are kept in a clean and tidy state.

Particular emphasis is to be placed on instructions to all employees and sub-contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to the site. Similar requirements will be placed on cables, ropes and other materials that have the potential to cause trip hazards and become entangled around machinery, materials or even site operatives.

The Site Supervisor will ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site. The Site Supervisor will ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to the site will be stored safely, ensuring that accesses are not obstructed.

All openings in floors must be marked and securely covered/barricaded to show that there is an opening below.

Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided, or other suitable safe methods are used.

The Site Supervisor will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc to be carried out.

Ladders

It is our policy that only employees trained in the use of ladders and steps are allowed to use them and that all ladders and steps are regularly inspected. All ladders and steps in use or belonging to the business will be inspected for safety on an annual basis. Any equipment that does not meet the standard required to maintain safety is to be either repaired and tested or discarded.

TRAINING AND USE

Training and supervision will be given by Managers/Supervisors and records of this training and supervision will be maintained. Only steps and ladders that have the current year's colour band are to be used. Ladders and steps without the correct colour band are to be quarantined until they can be examined for safety and colour coded correctly.

TRAINING

The training will include a demonstration of correct use of ladders and steps and cover the following points:

- use of the correct type and height of ladder or steps
- colour banded and rejection/reporting of unsafe or incorrectly banded ladders and steps
- placement of the ladder or steps on a safe, non-slip and level base and for ladders with the upper part of the ladder resting against a firm surface
- rungs/steps should be in good condition, clean and strong enough to bear the weight
- type of suitable footwear, which should be worn
- when to ask for assistance to 'foot' or hold the ladder or steps
- storage and handling: ladders and steps should be stored securely to avoid them falling on people or obstructing walkways or exits

EMPLOYEES

Before you use steps or ladders you must inform us if you have:

- any problems or worries that you may have about using either steps or ladders
- any medical problems or conditions that may affect your safe use of steps or ladders
- any history of accidents when using steps or ladders
- any doubts that you have regarding the condition or use of steps or ladders

Lifting Operations

We acknowledge our duties under the current edition of the Lifting Operations and Lifting Equipment Regulations to ensure that our lifting equipment is safe and that lifting operations are planned to prevent injuries to employees and others.

LIFTING APPLIANCES

All lifting appliances, including cranes, forklift trucks, HIABs and excavators shall be used in accordance with the Lifting Operations and Lifting Equipment Regulations. They will be visually inspected before every shift and inspected at least once every seven days by a “competent person” with a record of that inspection being kept.

Lifting appliances shall be plainly marked with their safe working load and shall not be used to lift loads greater than the specified safe working loads.

All operators of lifting appliances shall be suitably trained and competent for the appliance they are to use. Banks men will be used where necessary as identified in task-specific risk assessment or “lift plan”.

LIFTING EQUIPMENT

All ropes, chains, slings, hooks, shackles, etc., used for raising and lowering loads shall be marked with their safe working load and means of identification. They shall have been tested and thoroughly examined at the time of manufacture and certificates of tests, etc., shall be kept.

All lifting gear shall be visually inspected at each use for signs of damage or wear. All damaged items shall be taken out of use.

Lifting gear shall only be used for raising, lowering or suspending loads and shall not be loaded above the certified safe working loads. Hooks used for lifting shall have safety catches fitted to be of such design that slings cannot accidentally slip off.

CONTROL OF LIFTING OPERATIONS

A person other than the crane driver must be appointed to take the responsibility for the organisation and control of any lifting operation. This person must be adequately trained and have the necessary experience to be deemed competent.

The appointed person must assess any proposed lift to provide for planning, selection of equipment, instruction and supervision to enable the work to be carried out safely. They must also ensure that all tests, inspections, examinations and maintenance have been carried out and that there is a procedure for reporting defects and taking corrective actions as necessary. They have the authority to stop the operations if they consider them to be unsafe.

Where there are more than one cranes used on the same project, a suitably competent crane coordinator should be appointed.

ALL LIFTS MUST BE PLANNED with suitable lifting plans and schedules being used as appropriate.

SLINGING

All loads shall be slung by competent persons. A banksman shall be used to control all lifting operations, and communication with the operator of the lifting appliance shall be by nationally accepted hand signals.

HOISTS

Hoists are included under the Lifting Appliances Regulations, and these include provisions for hoists to be fully enclosed; they should carry a notice showing the safe working load and should be examined every six months. Weekly inspections shall be carried out by the hoist operator and entered into the Inspection Register.

CRANE OPERATIONS

All crane lifting operations must be carried out in accordance with current regulations and standards. A trained and experienced 'Appointed Person' must be appointed to assess and plan the lifting operations.

As part of the assessment by the Appointed Person, a lifting plan must be prepared in advance of the works. This should include:

- A site-specific risk assessment for the operations, taking into account site conditions and the loads to be lifted.
- Crane specification, dimensions and sketch showing crane setting up position.
- Crane and lifting tackle thorough examination certificates, test certificates and weekly inspection registers.
- A method statement outlining the sequence of lifts, slinging methods, etc.
- Names of the 'Appointed Person', the Slinger/Signaller and the Crane Driver.
- Training certificates/competency cards as proof of competence for the aforementioned.

On placing an order for a mobile crane a Contract Lift must be stipulated. The Crane Hire Company will then provide the services of an 'Appointed Person' as part of the hire conditions.

Sub-contractors using mobile cranes must provide a Lifting Plan and evidence of trained and experienced Appointed Persons, Slinger/Signaller and Crane Driver. Should the sub-contractor not have an adequately qualified Appointed Person, then the lift must be carried out under 'Contract Lift' Hire conditions.

The erection or dismantling of tower cranes must have all method statements, risk assessments and associated documentation reviewed before any works commence.

POLICY ON LIFTING OPERATIONS

All lifting equipment must be:

- Thoroughly examined: 6 Monthly for lifting tackle, e.g. chains and for equipment lifting persons e.g. MEWPs, riding cradles etc; 12 Monthly for cranes that are not lifting persons.
- Tested: Although testing is not a specific requirement of LOLER, specific guidance such as BS7121 requires lifting equipment such as cranes to be tested at intervals deemed appropriate by the competent person.
- Marked with a unique identity (e.g. serial number) which corresponds with the identification stated on the Thorough Examination Certificate.
- Marked with the SWL Safe Working Load must be marked on the equipment.
- Visually Checked: The user should check the equipment is fit for use prior to each lifting operation.
- Inspected Weekly: A more thorough inspection should be carried out by a competent person on a weekly basis and recorded.
- Fit for purpose: Any defects should be reported immediately to a Supervisor and the

equipment should be marked up to prevent further use until it can be fixed by a competent person or destroyed.

- Used correctly: The equipment should be used in the way in which it was designed and should be suitable for the task at hand. It should be used by a competent person who has suitable training and experience.

Lone Working

We will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. Our intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

ASSESSMENT FOR LONE WORK

Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations will confirm whether the work can be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario

INFORMATION AND TRAINING

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Lone workers will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. Lone workers are required to co-operate with these efforts to ensure a safe working and to report any concerns to management.

SAFE SYSTEMS OF WORK

Lone workers shall be informed of the hazards identified and shall be instructed in any special requirements including means of communication. Rules and instructions will be developed, if necessary in writing, to cover the following:

The required ability of employees, e.g.:

- professional training
- qualifications and experience

- medical fitness

Suitability of equipment, e.g.:-

- quality of hand tools
- level of personal protective equipment supplied by us
- insulation of portable lighting and other electrical appliances

Means of communication, e.g.:

- two-way radio
- telephone
- remote manual or automatic alarm system
- regular visits by a competent person

Provision for treatment of injuries, e.g.:

- portable first aid kit
- availability of first-aider

Emergency and accident procedures, e.g.:

- means of summoning help
- means of raising alarm
- rescue plans and equipment
- fire fighting equipment

Training, e.g.:

- for safe use of specialised equipment and processes, etc

Supervision, e.g.:

- for trainees, young people or new recruits, who must be confirmed as competent to work alone before supervision is relaxed to the level of occasional visits

COMMUNICATION

Where employees work alone, arrangements shall be made for them to contact their supervisors at regular intervals. This contact shall be at intervals specified on the permit to work form.

When employees fail to make contact at the specified interval their supervisor shall instigate an investigation into the reasons.

The means of communication shall be specified on the permit to work.

DEFINED WORKING LIMITS

We will establish clear procedures to set limits on what can and cannot be done while working alone.

PERMITS TO WORK

Lone working is subject to a permit to work. Copies of permits will normally be issued to everyone directly involved with the activity, e.g. the solitary worker, the closest supervisor and the relevant manager.

Where time limits are a consideration, e.g. to control exposure to heat, fatigue or to ensure

essential supplies such as breathing gases are not exhausted, the permit would state the required starting and finishing times or maximum duration of the task.

Manual Handling

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. We recognise that such tasks have the potential to cause injuries. As a general rule, the need for operatives to lift and carry shall be reduced to the lowest level practicable by good planning and design and the selection of the most appropriate materials or equipment.

Wherever possible, we will eliminate manual handling tasks by arranging for loads to be lifted and moved by mechanical means. Where manual handling cannot be avoided by the use of mechanical or other means, the lifting operation shall be assessed and methods devised which will reduce the likelihood of injury.

All employees who as part of their duties are required to lift or move loads, which as a result may injure them, shall be instructed in safe lifting techniques.

Responsibilities for undertaking manual handling assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of the staff concerned.

Where manual handling assessments are carried out, safe-lifting methods shall be devised after consideration of the following:

- The weight of the material or object and its centre of gravity
- The correct use of any lifting aid or appliance to be used
- The number of operatives to be used
- Necessary personal protective equipment
- Sequence of operation

Employees are responsible for using equipment provided to reduce risks from manual handling tasks. Employees will not be required to carry out a manual handling task that you consider is beyond your capability.

Any person who considers that a manual handling task is beyond their capacity should bring this to the attention of their supervisor.

Persons engaging contractors to work on our premises are responsible for obtaining from them copies of risk assessments for any manual handling tasks.

Portable Electrical Equipment

PAT testing must be carried out for all equipment within our offices or sites that can be connected via a plug and socket to a source of electricity, whether the company owns the

equipment or not:

- Equipment should not be used if it does not display a current testing label. This is usually, but not always, displayed on the plug
- User checks must be carried out before use
- Equipment manufacturers maintenance and usage instructions must be followed
- Battery-powered or 110 voltage tools with power supplied through an isolating centre tapped to earth should be used if practicable
- An RCD or ELCB must be used with existing 240-volt equipment where there is no safer alternative. Such devices must be tested by operating the in-built test button every 3 months and inspected by a portable electrical tester every year as a minimum
- The supply voltage to portable electric tools must be within the operating range marked on the tool

PORTABLE ELECTRICAL APPLIANCES USED IN INSTALLATION AND MAINTENANCE WORK

A portable or transportable electrical appliance is defined as any item powered electrically and supplied via a lead and plug.

- portable and transportable electrical appliances provided for use during site work will be battery operated or operate at 110 volts, supplied through a centre-tapped transformer
- where battery-powered or 110-volt equipment is not available, 240 volts equipment will be used with a residual current device (RCD) operating at 30 mA/30mS
- all persons using hand-held power tools are responsible for inspecting plugs and leads before use
- any person finding an item of damaged equipment should bring this to the attention of their Supervisor immediately
- portable and transportable electrical appliances owned by us will be tested by a competent person
- any person hiring a portable or transportable electrical appliance must obtain a current test certificate from the hire company
- the use of personal electrical equipment, including radios or tape players, is not permitted

PORTABLE ELECTRICAL APPLIANCES USED ON OUR PREMISES

A portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug.

All persons using handheld electrical appliances are responsible for inspecting plugs and lead before use.

Any person finding an item of damaged equipment should bring this to the attention of the Managing Director or Site Manager immediately.

Portable electrical appliances will be inspected and tested (PAT Tested) at the appropriate frequency for the level of risk.

DAILY VISUAL INSPECTIONS

All users must look critically at the electrical equipment they use frequently, this needs to be done daily in the case of handheld and hand-operated appliances to check that the equipment is in sound condition (remember to unplug and switch off first!!).

Checks must be made for:

1. damage, eg cuts, abrasion (apart from light scuffing) to the cable covering
2. damage to the plug, eg the casing is cracked or the pins are bent
3. non-standard joints including taped joints in the cable
4. the outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. (Look to see if the coloured insulation of the internal wires is showing)
5. equipment that has been used in conditions where it is not suitable, eg a wet or dusty workplace
6. damage to the outer cover of the equipment or obvious loose parts or screws
7. signs of overheating (burn marks or staining)

The checks also apply to extension leads, associated plugs and sockets. Any faults must be reported to 'the Contracts Manager and the equipment taken out of use immediately and labelled as faulty (and why). It must not be used again until repaired.

Note: Equipment that exhibits intermittent faults e.g. working infrequently must be taken out of service and not used again until thoroughly checked out by a competent person and the source of the fault identified and rectified.

TESTING OF PORTABLE ELECTRICAL EQUIPMENT

Electrical testing of portable electrical equipment for earth/insulation integrity using a portable appliance tester will be carried out by a competent person in addition to the user visual inspections:

1. whenever there is a reason to suppose the equipment may be defective, (but this cannot be confirmed by visual inspection)
2. after any repair, modification or similar work
3. at regular intervals following current regulations / best practice

Combined inspection and testing should be carried out by someone with a wider degree of competence than that required for visual inspection alone. This is because the results of the tests may require interpretation and appropriate electrical knowledge.

FREQUENCY OF INSPECTION

Recommendations for initial frequency for inspection/testing are published by the Health and Safety Executive. This frequency can be shortened or lengthened in the light of practical experience i.e. the number of faults that appear. As a minimum, testing should be carried out annually for equipment with light use.

In high-risk environments such as construction sites portable electrical equipment should have formal visual checks every 3 months with combined inspection and electrical tests every 6-12 months.

Pressure Systems

Pressure systems have the potential to cause significant injury or damage to property in the event of an unexpected release of stored energy as a result of system or component failure. The correct installation, maintenance, examination, testing and use of pressure systems is vital.

Employees engaged to work in electrical and gas installation and maintenance will be required to provide evidence of City and Guilds, NVQ or Gas safe Register approved training.

It is our policy to:

- ensure that pressure systems are installed by a competent person
- install new pressure systems in positions that would minimise injury and damage in the event of unexpected releases of stored energy
- establish safe operating limits of pressure systems before use and ensure that they are marked on the system
- have a competent person draw up a written scheme of examination for systems where steam or fluid is stored, including its pipework, at above 0.5 bar
- ensure that a competent person carries out all such maintenance, thorough examinations and tests as prescribed in the written scheme of examination
- ensure that all systems not subject to a written scheme of examination are maintained following the manufacturer's recommendations
- carry out without undue delay any repairs identified by any reports on the condition of the systems or from any fault reporting system
- provide operators with adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures
- retain all relevant records i.e. manufacturer's safety information, written schemes, examinations reports, modifications and examination postponements at the location of the pressure system to which it refers

Scaffolding and Towers

Scaffolds and Tower Scaffolds for use on a project will conform to the requirements of current regulations and standards, and be signed off by a competent person complete with a handover certificate before use.

Local Authority approval must be granted before scaffolds are installed in public areas. All operatives erecting or altering scaffolds must be competent and where necessary hold a certificate of training achievement.

Scaffold operatives must wear a safety harness whilst erecting/ dismantling scaffolds. Where reasonably practicable, scaffold operatives must work within a protective zone benefiting from a minimum single handrail and 600mm working platform. Whilst working in unprotected areas, scaffold operatives must attach their harness to a suitable anchorage point.

A method statement identifying loading capacities, erection sequence, methods of gaining access to steelwork or remote places and handover arrangements must be produced before the erection of scaffolds.

The contractor must provide details of all design loadings and proof tests for at least 5% of any drilled anchor ties when handing over scaffolds.

All scaffolds must be inspected by a competent person at least once every seven days, after inclement weather that may affect its stability, and after significant alterations.

Records of these inspections, including any remedial works, must be kept on site until the end of the project.

All working platforms must be subject to a risk assessment and where necessary provided with suitable edge protection. Where appropriate working platforms should be fitted with a double guard rail (including intermediate rails) and a toe board.

All working platforms must have suitable means of access and egress.

The erection or alteration of tower scaffolding must be carried out by a suitably trained (PASMA) competent operative. Tower scaffolds must be visually inspected at the start of each shift and any defects notified to the supervisor in charge.

SETTING OUT FOR FIXED SCAFFOLDING

- Only competent authorised scaffold operatives are to be involved with scaffold erection, dismantle or alterations.
- Physical borders and safety signs to be set up around the work area if required.
- The delivery of all scaffolding materials to be situated as close to the scaffold area as possible.

SCAFFOLD INSTALLATION

- The scaffolding equipment and materials are to be removed from the delivery area and strategically placed on the floor around the perimeter of the elevation(s) to be scaffolded.
- The scaffold will be erected by a minimum of 2 operatives.
- The scaffold will be erected by trained, competent, authorised operatives only. At no time shall the scaffold be left in an unstable condition during erection, dismantle or alterations.
- Base pads and plates will be placed on even and stable ground surfaces at a distance appropriate to the standard centres for the weight capacity of the scaffold.
- Braces will be attached to each end of the structure and checks made to ensure the structure is plumb and level.
- All scaffold lifts and platforms will be designed and erected to provide the required safe working load for the planned use.
- Ties will be fixed as necessary to give adequate stability to the structure.

COMPLETION AND HANDOVER

On completion of the scaffold installation, a final inspection will be undertaken to ensure the scaffold structure complies with the relevant standards and codes of practice.

A certificate of completion shall be issued after the inspection (if satisfactory).

SCAFFOLD MAINTENANCE

Once the scaffold has been handed over and accepted by the customer/contractor routine checks must be made.

Each night ladders should be boarded up to prevent unauthorised access to the scaffold. Lights (if applicable) should be placed so that the public or other contractors are protected from accidentally making contact with the scaffold. Daily checks should be made to ensure warning signs remain in place.

Each morning checks should be made to make sure the scaffold has not been interfered with in any way.

Weekly statutory inspections must be made by a competent person every 7 days and following any adverse weather, storms or any event which is likely to affect the stability of the structure. Inspections must be recorded and a record kept on site.

DISMANTLING

Only competent authorised scaffold operatives are to be involved with scaffold erection, dismantle or alterations.

Before dismantling the scaffold operatives will ensure that the scaffold is structurally sound and free from defects. Once the scaffold operatives are satisfied that the scaffold is safe they will commence dismantling the scaffold in an organised and safe manner, lift by lift.

The materials will be passed or lowered to the ground and loaded onto the vehicle ready for removal from the site. At no time during this procedure will the scaffold be left in an unstable condition.

Sewage Work

There are several health risks associated with working with sewage. These include gastro-enteritis, Weil's disease / Leptospirosis, hepatitis, occupational asthma or infection of the skin or eyes.

The most common way in which microorganisms enter the body are by:

- Hand to mouth contact during eating, drinking and smoking, or by wiping the face with contaminated hands or gloves, or by licking splashes from the skin
- By skin contact through cuts and grazes
- By penetrating injuries from contaminated sharp objects
- By breathing them in as either dust, aerosol or mist

All persons who are required to work with sewage should be aware of the health hazards and should be given appropriate guidance.

SEWER CONNECTIONS

If a connection is required to live sewers, the excavations must be properly shored or battered back, a safe means of access provided, and consideration given to the health and hygiene of the operatives.

A risk assessment will be carried out before the works to establish the control measures and welfare facilities required.

If it is necessary to enter an existing sewer or manhole, a method statement must be produced stating what entry checks will be made, who by, and what rescue facilities are to be on site. A confined space permit to work will be required.

Storage

SECURITY

Materials, equipment, etc, shall be stored securely. Where possible, they shall be kept within a secure compound. Small, valuable items shall be stored in a secure steel storage unit.

Mechanically propelled vehicles when left overnight shall be immobilised and kept, if practicable, within a secure compound.

STORAGE (General)

Materials shall be stored safely. Highly flammable materials shall be stored in fireproof containers. All material stocks and storage areas shall be kept tidy with loose items re-stacked as required. Materials used to bind items together shall be cleared away regularly and not allowed to accumulate.

STORAGE (LPG)

LPG cylinders shall be stored following HSE guidance for "The Storage and Use of LPG on Construction Sites". All cylinders shall be stored in an upright position in the open air within a secure mesh enclosure. The storage area shall be marked "HIGHLY FLAMMABLE LPG - NO SMOKING, NO NAKED FLAMES".

No other combustible material shall be kept within the enclosure, and empty and full cylinders shall be segregated. The enclosure shall only be used to store LPG. All other materials such as oxygen cylinders, oxidising and corrosive materials shall be excluded.

Underground and Overhead Services

UNDERGROUND SERVICES

Before any excavations take place, existing underground services shall be located by the following means:

- Drawings and other information on the location of buried cables, pipes etc. shall be obtained from the public utilities and other owners of services. Contact statutory

authorities for further details if necessary

- The area of the excavation shall be surveyed using a CAT scan or similar
- Services identified shall be marked out on the road or other surfaces to be excavated and the employee who will be excavating will be informed of their presence
- A cable and pipe locator must be used to trace electric cables and metal pipes
- Cable locators should be used in conjunction with service drawings NOT as a substitute
- Look for signs of service connection, cables or pipes by a gas meter etc.

A Permit to Work for excavation works must be issued to the person in charge of the excavation works. Confirmation that a scan has been carried out and that the service drawings have been consulted must be recorded on the permit.

Electric cables, telecommunications (including fibre optic) cables, and gas pipes can exist anywhere – under paths, roads, gardens, driveways etc. Always assume they are present.

TREAT ANY SERVICES AS LIVE UNTIL PROVED DEAD TO AVOID INJURIES.

Services should be, where possible, isolated before work commences. If the services cannot be isolated; then:

- The services should be exposed by care using hand tools – not picks or forks
- No power tools/excavators etc.. to be used within 0.5m of services and never on them
- Operatives to be competent and instructed on hazards. Check to ensure that they have read their company's method statement before commencing work.

The Permit to Excavate is not a substitute for a risk assessment and method statement.

Excavations after breaking through the top road surface, etc. shall be carried out using hand tools only. Underground services, etc., shall be exposed with great care by trained and competent persons. Where services, etc., are exposed and uncovered in excavations they shall be protected against damage and adequately supported against collapse.

All damage to services, etc. shall be reported to the service provider immediately. Stop all work in the immediate area, report any damage to a cable, pipe or pipe coating, even if there is no immediate danger. Damage could lead to danger in the future. Where electricity cables and gas services are damaged, work shall cease in the immediate area until they are made safe. All persons likely to be affected shall be warned of the dangers both verbally and by the use of appropriate signs.

OVERHEAD SERVICES

Overhead services are a major hazard on construction sites - construction machinery and vehicles or scaffold tubes accidentally touching live overhead lines is a frequent cause of serious and fatal accidents. Due to the distance in which electric currents can arc (particularly in damp weather conditions) strict controls must be established on a site where there are overhead power lines.

Overhead power lines are bare conductors supported via insulators on wooden poles or metal structures. It is easy to mistake a power line for a telephone wire, particularly those on wooden poles, which are typically 230v cables.

Contact with any overhead power line can be fatal whatever voltage it is carrying. Work near any overhead power line must only be undertaken where there is a horizontal safe distance of 15 metres from wires on metal structures and 6 metres from wires on wooden structures. The safe distance must be measured in addition to the length of any equipment being used.

Where work is carried out close to overhead cables and where there is a probability of a discharge of current through plant or equipment, a safe system of work shall be devised and followed. The safe system of work shall consist of a combination of one or more of the following:

- Identify all overhead cables crossing the site.
- Contact the local Electricity Company and ascertain in writing whether the service will be made dead or not. If it cannot be made dead, the Electricity Company must give reasons why it is unreasonable to have the power cut off. Whether or not the cables are made dead, suitable barriers, goalposts and signs shall be erected. The height of any goalposts must be specified by the Electricity Company.
- Where no work has to be carried out or plant to pass under the overhead lines, barriers should be erected parallel to the overhead line and not less than 6 m distance from it. The possibility of mobile cranes etc. encroaching on the minimum distance must be considered and where necessary the 6m distance increased. The barriers should be easily seen with coloured bunting.
- Where cables remain charged with electricity and the provision of goalposts are not possible because of the nature of the site, or where work requires to be done beneath the cable, measures must be taken to limit the reach of excavators etc. using suitable proximity devices.
- If any plant or machinery does accidentally come into contact with live overhead electric cables, the site supervisor will be immediately notified, who will notify the HSE of the dangerous occurrence.

If the site plant must travel beneath the overhead lines, then the safe system of work shall, in addition to the controls above, consist of a combination of one or more of the following:

- The area where they may pass should be as small as possible and not more than 10 m wide. This should be clearly defined by the use of fencing barriers, and goal posts should be in position across the width of the passageway. The goalposts should be of rigid construction and a non-conducting material and distinctly marked so that they can be identified.
- Warning notices should be provided on each side of the passageway advising of the hazard and giving the crossbar clearance. It is good practice to display additional clearance height signs in advance of the goalposts to allow plant drivers sufficient time to lower their jibs.
- Where it is not possible to limit the passage of machinery to a given point, goalposts may consist of tensioned steel plastic-covered rope and should be erected on both sides of

the line at a distance of 12m from the conductor. The increased distance allows for the possibility of ropes being stretched by cranes.

Where work has to be carried out beneath the overhead line and the line cannot be made dead, then the HSE and the electricity supplier must first be contacted for advice on additional precautions.

Welding Operations

The main hazards likely to be encountered with welding operations are:

- High temperature, causing burns and fires
- Directly or indirectly evolved fumes, liable to cause injury to health
- Radiation causing burns and “arc eye” can also produce noxious gases, and
- Lack of oxygen causing asphyxia

These hazards are likely to be encountered in the following processes:

- MMA (Manual metal arc) using flux covered stick electrodes.
- TIG (tungsten inert gas), a gas shielded non-consumable electrode process.
- MIG (metal inert gas)
- Flame brazing e.g. silver soldering.
- Cutting processes such as air/arc and plasma (electric) and oxy/fuel gas burning.

The first three use an electric arc to provide the heat, and the fourth uses an oxygen/fuel gas flame.

WELDING ACTIVITIES

The welding transformers must be connected to the supply (at mains voltage) by heavy-duty cables, and an efficient isolating switch, together with protective fuses or circuit breaker should be located in an accessible position, usually on the transformer tank. Fixed transformers should be permanently wired in conduit or armoured cable, but moveable or transportable items require heavy-duty flexible cables, preferably armoured.

Insulated flexible cables will be provided for the welding cables to the electrode holder and care should be taken to provide an effective return lead from the workplace to the transformer. The welding transformer will be efficiently earthed, this will automatically provide an earth connection for the welding return lead.

The insulated handle will be so arranged that accidental contact with live parts cannot be made. The holder will be well balanced and easy to handle. Although the welder will be equipped with suitable clothing and gloves, the latter cannot, and should not, be relied upon as insulation.

Provision should be made for accommodating the holder when not in use, and the operator should have a means at hand for isolating the holder from the supply. Plugs and sockets are available for this purpose.

Although electric arcs for welding do not normally exceed 100 volts AC or DC, all electrical

equipment, auxiliary cables and connections should be checked frequently. Special low voltage devices are available and should be used in hazardous conditions e.g. where the welder is standing on or surrounded by earthed metal.

Air-cooled transformers and rectifiers should be protected from moisture (rain etc.) and dust. Regular maintenance will ensure that any accumulation of dirt will be removed. Short circuits and loose or dirty connections can start fires.

MMA torches should be insulated to avoid accidental arcing. The other electric arc processes incorporate a conductor in the circuit to isolate the torch when it is not being used.

Preparation and repairing of welds usually involve grinding and chipping. Eye protection will be provided for these operations. Protection must also be worn when de-slagging arc welds. With some types of weld hot slag can fly off because of contraction as the metal cools, so eye protection should also be used if it is necessary to inspect a weld before it is cold.

HEAT, FUMES AND LACK OF OXYGEN

All welding will involve high temperatures. Components retain burning heat for long periods after welding. Such components should be chalk marked HOT if liable to be touched by unsuspecting people (wipe off chalk marks when cooled).

Fires can be started by sparks, hot slag etc., at a distance from the point of welding or cutting. Remove flammable materials from the vicinity of, and below, the operations, or use protective sheeting as appropriate.

Take particular care when penetrating bulkheads, etc., that the "blind" side is safe.

All welding and cutting operations produce fumes. Adequate ventilation at all times is essential. When working in confined spaces extra precautions are required.

General welding fume can easily be measured and if the exposure levels of an 8-hour time-weighted average are not exceeded the situation is considered relatively safe. However toxic fume hazards may arise in some cases and extra precautions will then be needed:

- Coated (primed or plated) base metal
- Alloys containing toxic elements
- Radiated heat forming noxious gases
- Flame heating heavy sections forming nitrogen dioxide
- Flame processes burning atmosphere oxygen and adding large quantities of asphyxiating gas into the atmosphere
- Gas shielded processes add inert gases to the atmosphere and displace oxygen, which can also lead to asphyxia in confined spaces.

Operatives are to request specialist advice in these circumstances

CARE OF WELDING EQUIPMENT

Gas Flame Equipment - the gases commonly used are:

- Oxygen enriched air is very dangerous, as in such an atmosphere materials are normally combustible and can ignite quickly and an instant fire can take place. Accordingly, confined spaces where oxygen enrichment may occur should be regularly checked. Where there is a risk, no work should be permitted in the area until it has been cleared as safe for work.
- Acetylene is dissolved in acetone and stored in cylinders containing absorbent materials. The pressure in any pipeline must be controlled. Copper pipes must not be used for acetylene, since copper and acetylene together can form copper acetylides, which are sensitive explosives.
- Propane is subject to the Dangerous Substances and Explosive Atmosphere Regulations, which contain strict rules for its use and storage e.g. all cylinders not in use must be kept in a suitable store with adequate ventilation. Propane is heavier than air and will collect in ducts and drains etc., causing a potential flame/explosion situation.

All cylinders in use must be secured, either in a cylinder trolley or lashed to a suitable support. Cylinders should be readily removable in case of fire. Note: if a cylinder falls and its valve is broken, it can behave like a rocket and travel far and fast. Cylinder valves should be closed when the equipment is not being used.

HANDLING CYLINDERS

Shut the valve before moving a cylinder. Make sure the cylinder is properly secured before moving by any form of transport including crane and sling. Never move cylinders with magnets or chain slings. Never transport cylinders with the regulator and hose attached unless on a purpose-designed trolley or carrier. Never lubricate spindles or connection with oil or grease, as these will ignite violently in the presence of oxygen. If the latter is under pressure, an explosion may result.

Cylinders and fittings must be kept well away from sources of contamination such as oil leaks from overhead equipment. Pressure regulators, gauges, hoses and torches must be maintained in good condition and connections checked regularly to ensure gas tightness. Spark lighters should be used in preference to matches, smouldering rags etc.

Flashback arrestors and hose check valves should be fitted to both oxygen and fuel gas regulators and manifolds. Acetylene manifolds must be fitted with an effective flashback arrestor. Arrestor's will:

- Stop and extinguish a flashback.
- Prevent reverse flow of gases.
- Shut off the supply of gas following a flashback.

Non-return valves are also fitted in the hose connectors at the torch end to resist flashback.

Manufacturers of equipment provide booklets giving further details of safety in use. These will be made available to all concerned.

ELECTRONIC ARC EQUIPMENT

Mobile generators are frequently used for site welding. Care must be taken that the exhaust

is adequately vented. Fuel drums or bulk supply tanks must be kept in a suitable storage area. The power source should be switched off whilst refuelling is in operation.

Mobile generators should be sited with care to ensure that the cables do not constitute a trip hazard. Checks should be made during the progress of the work and, if appropriate, the mobile generators relocated rather than the cable runs extended.

Welding transformers and rectifiers are connected to the mains supply, usually at 440Volts. Switching equipment and cables will conform to the Electricity Regulations and must be installed and maintained by a competent electrician usually supplied by the Client.

Electric arcs radiate both infra-red (heat) and ultra-violet as well as light rays. Ultra-violet radiation (UV) is invisible but can be hazardous in several ways, even when reflected:

- UV can affect the skin like a bad sunburn. The rays will also pass through some materials such as nylon, so the right kind of protective clothing etc is necessary.
- UV causes “arc eye” a painful but temporary form of conjunctivitis, even if exposure is very short.
- UV decomposes some chlorinated hydrocarbon degreasing agents and may form the poison gas Phosgene, even at a distance from the arc. Make sure degreased items are thoroughly dried before welding and do not use such chemicals anywhere near welding operations.

Work at Height

We recognise that falls are one of the major causes of deaths and serious injuries at work /on construction work. We accept our duty to eliminate or, where this is not reasonably practicable, reduce to the lowest reasonably practicable level risks from work at height.

To reduce the risks to employees that need to work at heights, the following arrangements will be followed:

- Whenever it is reasonably practicable to do so, the need to work at height will be eliminated by arranging for tasks to be carried out from floor level.
- Where it is not reasonably practicable to eliminate work at height, risks will be assessed (see Risk Assessment Procedure) and controls introduced to reduce them to the lowest reasonably practicable level. The use of controls will take into account the hierarchy contained in the Work at Height Regulations.
- Work at height will not be permitted in areas where there is a risk of contact with overhead cables.
- Working at height outside will not be permitted during high winds, lightning, extreme temperatures, heavy rain, snow and hail.
- Wherever it is reasonably practicable to do so, work at height will be carried out from scaffolds or mobile elevating work platforms (MEWPs).
- Edge protection will be provided when working on roofs.
- Where a scaffold is to be provided as a safe place of work, we will arrange for it to be erected, maintained and inspected weekly by an approved scaffolding company.

- Where mobile tower scaffolds and MEWPs are used, we will arrange for employees to be trained in their use.
- The use of ladders and stepladders will be restricted to tasks of short duration (i.e. less than 10 minutes); employees will be instructed in the use of ladders and stepladders.
- Each item of access equipment owned by us will be marked with a unique identification number, listed in a register and inspected monthly by a competent person.
- Where access equipment is obtained on hire, the person hiring the equipment is responsible for ensuring that a certificate of inspection is obtained and that the equipment is inspected monthly.
- Where necessary to ensure that access equipment is not struck by vehicles or mobile plant, display suitable warning signs and erect barriers.
- Where fall arrest equipment is provided as a means of reducing risks to an acceptable level we will ensure that employees are trained to use it and that it is inspected regularly (including where necessary statutory examinations) and maintained in good working order.
- Where fall arrest equipment is used we will ensure that a rescue procedure is prepared and that employees are suitably trained.

RESPONSIBILITIES

Responsibilities for risk assessments, method statements and training are described in the relevant arrangements. Subcontractors must comply with the requirements of this procedure. Site Managers/ Supervisors are responsible for ensuring that employees and subcontractors comply with this procedure.

Work on, near, or over Water

Working over, on, or near water presents several problems, in particular:

- The ever-present risk of persons falling into the water
- The complexity of the legal obligations, which can vary from district to district
- There are different requirements when on inland water, rivers and coastal areas

PLANNING WORK ON WATER

Obtain information on local by-laws. Local exceptions and peculiarities in the application of the law may give rise to a multitude of variations in the requirements. The nearest Marine Office of the MCA (Maritime and Coastguard Agency) or the HSE should be consulted in case they have enforcement interests in the work.

Based on the above, we develop detailed safe working procedures for each project in the light of prevailing conditions. We ensure that these procedures are incorporated into method statements and subcontractor method statements where applicable.

We will monitor the procedures during the project and ensure that changes in local and environmental conditions do not jeopardise the safety of those on site e.g. winter working may be more hazardous than in summer due to less illumination, stronger currents, inclement weather, colder water, slippery surfaces etc.

GENERAL PRECAUTIONS

The following must be considered when developing procedures for working near water:

- Platforms/gangways – must be suitable for work activity and prevailing conditions
- Warning Notices – to be displayed in prominent locations
- Ladders – to be sound, sufficient length and strength and correct type. They must be secure to prevent slipping. Permanently fitted ladders should have safety hoops
- Fall arrest – Safety nets should be considered. As a last resort consider harnesses
- Site tidiness – Ensure materials, fuel and debris are managed to reduce trip and slip hazards. Consider slip hazards such as oily substances, ice, mud, bird droppings, weeds etc
- Illumination – general access and task lighting levels must be considered, particularly during work at night. Searchlights and navigation lights may be needed in some situations
- Weather Conditions – local weather forecasts will be checked daily. Tidal forecasts may also be needed in some areas
- First Aid Equipment – carry out a specific assessment on the equipment needed
- PPE – Helmets and hi-viz at all times. Footwear with non-slip soles to be worn. Rubber and thigh boots should not be worn unless shallow water, as once filled with water, they act as a deadweight
- Personal Buoyancy Equipment – Buoyancy aids or life jackets must be worn where there is a risk of drowning when working on or near water and at all times whilst working on boats
- Rescue Equipment – lifebuoys or rescue lines should be provided at regular intervals. Daily checks should be carried out of the equipment and people instructed on the safe use
- Grab lines – grab lines, attached to the working place, or at other places downstream, and long enough to allow for the normal rise and fall in the tide, can be supplied to give a person something to grab in an emergency. They should be a buoyant type with a marker float at the free end. Excess length should be avoided so there is no risk of boats being fouled. Daily checks should be made to ensure they are in good condition and are still in the correct position
- Rescue Boat – the rescue boat should be suitable, of sufficient size to afford reasonable stability and the engine size should be appropriate for river flow or tidal conditions. Inflatable crafts could be considered as they provide a better chance of getting a person aboard without injury. For work in tidal or fast-flowing water, a power-driven craft is essential. The engines on boats not patrolling should be run each day to ensure full efficiency

RESCUE BOATS

All rescue boats should carry three oars or paddles to cater for losing one overboard.

Rowlocks should be removable and on retaining lines so that they can hang from the side without being lost.

Boats must be fitted with grab lines and carry at least one MCA approved lifebuoy. Boathook,

baler, anchor and line should be standard equipment.
Two-way communication between boat and shore is advisable.

If nightwork is to take place, a powerful spotlight should be fitted.
The suitability of the boat and its equipment will be checked and advice will be obtained from a competent person and if applicable, an MCA Marine Surveyor.

The rescue boat(s) may need to be manned continuously – and on patrol whilst work is in progress – by an experienced boatman who is a qualified first aider. They should wear a buoyancy aid at all times whilst in the boat. Whether first aid treatment can be given on the boat will depend on the size of the boat and the state of the rescued person. Boats should at least carry sterile wound dressings and some bandages, a sucker for clearing a person's airway, and blankets. All first aid equipment on board should have waterproof protection.

RESCUE PROCEDURE

A specific rescue plan must be developed by the site management team and guidance from a health and safety advisor where required.

The number of persons at work must be periodically checked to ensure no one is missing. Operatives must work in pairs so that there is always one to raise the alarm, and each person is trained in what to do in the event of an emergency.

The rescue procedure should consist of a set routine for raising the alarm, a set drill to provide rescue facilities, a routine for getting persons to the hospital, whether for check-up through immersion in water (possibly polluted), or for the treatment as the result of injury.

Rescue procedures should be practised at regular intervals involving all persons who would be required to participate in a rescue.

Work on Roofs

Any work on a roof shall be considered as high risk. A high standard of safety is essential irrespective of the duration of the work. The nature of the precautions needed to prevent falls from height will vary from project to project. Each project will be risk assessed considering the following factors:

BARRIERS

The perimeter of all roofs where work is carried out shall be surrounded with suitable edge protection or be provided with effective working platforms provided by scaffolding. Additional barriers as required shall be installed to prevent persons or materials from falling.

LADDER ANGLES

Where ladders are used for access, they shall be set an angle of about 75 degrees to the horizontal, i.e. about 1m out for every 4m in height, and must extend to at least 1m above the landing place. All ladders shall be secured against movement.

RISK ASSESSMENT / PERMIT TO WORK

A detailed written risk assessment including methods of work and control measures shall be prepared for operations that involve working at height, and in all instances, consideration should be given not only to the safety of persons working on the roof but also to the prevention of equipment and materials falling off the roof and protection of others affected by the works. All roofing work is subject to a valid permit to work.

SAFETY EQUIPMENT

If identified as an aid to safe working in a task-specific risk assessment, collective measures such as safety nets, installed by a competent person, may be installed to prevent significant falls from height.

Where a safe place of work cannot be provided by other means, safety harnesses shall be used as a last resort. They shall be secured to a suitable anchorage point to restrain a person should they fall. If safety harnesses are used a suitable emergency plan must be established to rescue someone should they fall and be stranded hanging in the harness.

WASTE MATERIALS

Waste materials should be lowered in skips or baskets or disposed of through enclosed chutes. No material or rubbish, etc, shall be thrown from roofs or other situations where persons are likely to be struck.

FRAGILE ROOFS AND MATERIALS

A system, complete with guardrails, shall be provided to prevent falls. No person shall be allowed to venture onto an unsupported fragile roof. Warning notices shall be provided to give warning of areas where there is a risk of falling through fragile material.

WORKING AT HEIGHT REGULATIONS

Any working at height must be compliant with the Working at Height Regulations with particular attention being paid to the hierarchy of controls.

- Avoid working at height
- Prevent persons falling – by way of suitable edge protection or working platforms
- Restrain persons who have fallen - by use of nets or harnesses

Emergency procedures must always be considered before works commence.

Health Issues

Asbestos

It is our policy that employees will not work with, or so far as is practicable be exposed to, asbestos. We recognise that breathing in air containing asbestos dust can lead to asbestos-related diseases. These are mainly cancers of the chest and lungs.

It is our policy to:

- take reasonable steps to locate materials that are likely to contain asbestos
- assume that any material contains asbestos unless there is evidence that it does not
- keep an up-to-date written record on the location of these materials
- provide annual Asbestos Awareness training for our employees that may be exposed to ACM's
- identify materials containing asbestos by suitable means
- monitor the condition of these materials
- assess the risk of exposure from asbestos and presumed-asbestos materials
- prepare and implement a management plan to control these risks
- ensure the written record on the location of asbestos materials is brought to the attention of persons who need to know e.g. building maintenance workers, contractors etc
- only allow work on asbestos, including its removal to be carried out by suitably trained and equipped persons
- only allow work on asbestos insulation, asbestos coating and insulating board, including sealing and removal to be done only by a contractor licensed by HSE
- ensure that if asbestos is inadvertently disturbed, the offending work is immediately stopped, the affected area vacated and sealed off and urgent assessment is undertaken of the extent of the contamination and the potential exposure to employees, and appropriate corrective actions including decontamination, removal and if required health surveillance are taken

SITE PROCEDURE

Before work is carried out on materials that may contain asbestos, details will be obtained from the client, existing asbestos survey, or any other practical source, as to the location and type of any asbestos that may be present. If asbestos is identified before works commence, and the asbestos is likely to be affected by the works, then that asbestos must be removed in a controlled manner, by an approved and licensed contractor before any works commence.

DISCOVERING ASBESTOS

If during the work, asbestos, or material that may contain asbestos is discovered, then works in that area must be immediately stopped, and access to the area prohibited. The client, contract manager and supervisor must all be informed at once.

The suspect material must not be disturbed. An analysis will be carried out by a licensed

asbestos surveyor. If the suspect material is found to contain asbestos, it must be removed by a licensed contractor, under controlled conditions.

It will be the duty of the appointed contractor to notify the HSE and obtain necessary approvals before works commence. When all asbestos-containing materials have been removed from the site, the area must be analysed by an independent contractor and a clearance certificate issued before any works recommence.

COSHH

A hazardous substance is any substance, natural or manmade, in solid, liquid, powder, dust, gas, fume or vapour form that can cause injury or ill health. Many substances used at work are potentially hazardous to health. All substances hazardous to health must be properly assessed. If workers use or are exposed to hazardous substances as a result of their work, the Control of Substances Hazardous to Work Regulations (COSHH) make it a legal duty to assess the health risks involved and to prevent exposure or else adequately control it.

To ensure that the requirements of the COSHH Regulations are being met, contractors shall be required to produce copies of assessments made and the measures they will undertake for the controls to prevent exposure to any substance that may be hazardous to health. These assessments must be provided to site management for evaluation before use on a project.

For substances used by employees, a health and safety data sheet must be obtained and a formal assessment of the substance undertaken before use. We accept that we have a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to eliminate or, so far as is reasonably practicable, control the risks to the health of any person from hazardous substances used in or arising from our work activities.

We will:

- maintain an up-to-date inventory of substances purchased for use by employees
- obtain and maintain a library of suppliers' material safety data sheets (MSDS) for all substances listed in the inventory
- identify work activities that produce hazardous substances
- assess the likelihood, type and severity of the health risks associated with the substances identified above, before any person is exposed to them (i.e. record COSHH assessments)
- review our COSHH assessments every 2 years, or sooner if substances or activities change significantly
- provide suitable precautions to eliminate or reduce the risks to exposed persons
- provide employees with suitable personal protective equipment (PPE) and train them in its use, where risks from exposure to hazardous substances cannot be reduced to acceptable levels by other means
- give adequate information, instruction and training to employees likely to be exposed to hazardous substances to enable them to use any controls (including PPE) correctly and use substances safely

Responsibilities for undertaking COSHH assessments are identified in the organisation and responsibilities section of this Policy.

Designers should eliminate hazardous materials from their designs, where this is not possible they should specify the least hazardous product that performs satisfactorily.

Arrangements must be made for the safe storage and disposal of any substance used. Details of any precautions needed, PPE to be used, or other specific instructions for the use, storage, disposal, or emergency and First Aid procedures must be passed on to operatives who are to use, or who may be affected by any substances being used.

Only operatives suitably trained, competent and supervised will be allowed to use any substance that may have the potential to be hazardous to health. Employees are responsible for using the controls identified in the COSHH assessments for substances they use or are exposed to. If you consider that the controls identified in a COSHH assessment are not sufficient to reduce the risks to your health you should inform us immediately.

Hand Arm Vibration

The use of various types of handheld tools, in particular, those which are of a rotary or percussive nature, for prolonged periods can cause the users to suffer various forms of damage collectively referred to as "hand-arm vibration syndrome" (HAVS). The most common form of HAVS is "Vibration white finger" or Raynaud's Syndrome though other names are sometimes used including 'dead finger', 'dead hand' or 'white finger'. This arrangement also covers Whole Body Vibration (WBV) – Vibration that is transmitted to the body through the seat of the plant or the feet of the operative.

The purpose of the arrangements described below is to outline the actions we will take to reduce risks from the use of vibrating equipment to the lowest level reasonably practicable and to comply with the current edition of the Control of Vibration at Work Regulations.

Where it is reasonably practicable to do so, tasks will be planned to avoid the need to hold vibrating equipment. Where the use of vibrating equipment cannot be avoided but there is a choice of equipment available for the task, the equipment that produces the lowest vibration levels will be chosen. When buying tools and equipment that produce vibration, we will obtain information from the supplier about expected vibration levels and the controls built into the equipment to reduce risks.

Risks from the use of vibrating equipment will be assessed as part of our risk assessment process. Individuals daily exposure will be compared with the exposure action value (EAV) of the current edition of the Control of Vibration at Work Regulations and controls will be introduced to ensure that exposure does not exceed the exposure limit value (ELV).

Tasks will be arranged to avoid uninterrupted use of vibrating equipment for long periods. Work with vibrating equipment will be interspersed with tasks where vibrating equipment is not used.

Employees will be informed of the risks to their health from the use of vibrating equipment and will be instructed in the use of work methods that will reduce the risks.

Where there is a risk of injury from exposure to HAV you will be trained and provided information on:

- the nature of the risk and the signs of injury
- how and why any signs of injury should be reported and who they should be reported to
- actions you can take to minimise risk
- the importance of maintaining good blood circulation
- making sure tools are properly maintained
- reporting defects and problems with equipment and obtaining replacements where necessary

Keeping the hands and body warm helps to maintain good blood flow to the fingers and reduces the risk of injury. When you work in cold areas, we will:

- provide gloves
- make arrangements for you to warm up before starting work and to keep warm during work breaks
- provide warm, weatherproof clothing

You can reduce risks by avoiding or cutting down smoking and massaging and exercising fingers during work breaks to help blood circulation.

Any employee experiencing any of the symptoms described below should bring this to the attention of their Site Manager or Supervisor immediately:

- whitening of the fingers after the use of vibrating equipment
- whitening of the fingers on exposure to cold
- tingling or numbness of the fingers after use of vibrating equipment
- problems with muscles or joints in the hands and arms
- difficulties picking up small objects

CONTROLLING THE RISK

The risk of permanent damage depends on several factors.

For HAVS, consideration should be given to:

- How high the vibration levels are
- How long equipment is used for
- How awkward the equipment is to use
- How tightly the equipment is gripped
- How cold or wet the operative gets using the equipment

For Whole Body Vibration (WBV) consideration should also be given to:

- Operatives posture
- The design of the controls

- The driver visibility
- Handling and lifting operations associated with machine's operation
- Personal factors i.e. level of fitness, etc.

The risk assessment should consider the following hierarchy:

1. Elimination – Seeking alternative ways of carrying out the task without using high vibration tools i.e. hand scabbling of concrete construction joints can be eliminated by using concrete retarders sprayed or painted onto the joint. Once the concrete has cured, jet washing can then expose the top surface of the joint.
2. Reduction – several methods should be employed, including:
 - make sure that all new tools have vibration control built-in
 - modifying existing tools to reduce vibration levels or the grip force needed
 - use of the right tools for the job
 - limiting the usage time to those recommended by the manufacturer or supplier
 - keeping all tools and machines in good working order
 - not using more force than necessary when using tools and machines
 - personal factors like cutting down on smoking (smoking affects blood flow)
 - exercising hands and fingers to improve blood flow
3. Isolation – Job rotation.
4. Control – methods include:
 - information, instruction and training in the correct use of tools and equipment
 - method statement and safe systems of work briefings
 - recognition of early symptoms of injury
 - arranging advice and routine health checks if the use of high vibration tools is unavoidable
 - assessing exposure levels, keeping warm and dry, use of anti-vibration PPE

Lead

All work involving lead will be undertaken following the Control of Lead at Work Regulations. Where possible the exposure to lead by operatives will be prevented and in situations whereby this is not reasonably practicable adequate controls will be put in place to reduce the exposure to the lead.

All operatives will receive an induction and regular toolbox talks to raise awareness of the hazard.

Old lead piping and flashing etc. will not be worked on in any way, which may produce poisonous dust and fumes. The aim will be to prevent the liberation of fumes and dust therefore operations will be performed using safe systems of work and PPE when necessary.

Where highlighted by the assessment protective clothing will be supplied by the company. Welfare facilities supplied will be appropriate for the work being completed and the amounts of contamination present. Hands must be washed before the toilet is used and before eating and smoking to prevent ingestion and absorption of lead.

Should employees be liable to be exposed to lead they will be placed under suitable medical surveillance by a doctor where the exposure of the employee to lead is, or is liable to be significant; or if the blood lead concentration or urinary lead concentration of the employee exceeds the amounts outlined in The Control of Lead at Work Regulations or if a relevant doctor certifies that the employee should be under such medical surveillance.

Any requirement for health surveillance will be identified in the Risk Assessment for the operation concerned. Where it has been identified that health surveillance is necessary information will be retained for use by the company only. (Note: Such information would not include any medical information that could be identified as belonging to an individual) Where it is considered necessary details of controls will be outlined in risk assessments.

Manual Handling

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. We recognise that such tasks have the potential to cause injuries. Therefore, wherever possible we will eliminate manual handling tasks by arranging for loads to be lifted and moved by mechanical means.

Where it is not reasonably practicable to lift or move loads by mechanical means, tasks will be assessed, equipment such as sack trucks, trolleys and wheelbarrows will be provided to reduce risks and employees will be provided with training in handling techniques.

Responsibilities for undertaking manual handling assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of the staff concerned.

Employees are responsible for using equipment provided to reduce risks from manual handling tasks and will not be required to carry out a manual handling task that they consider beyond their capability. Any person who considers that a manual handling task is beyond their capacity should bring this to the attention of their manager/supervisor.

Persons engaging contractors to work on our premises are responsible for obtaining from them copies of risk assessments for any manual handling tasks.

Noise at Work

GENERAL

Exposure to high levels of noise over long periods harms the hearing of operatives. Noise levels shall be assessed on each site and machinery, equipment and activities emitting noise levels of 80dB or greater shall be identified, and steps shall be taken to reduce noise to the lowest level reasonably practicable.

Where activities will expose operatives to levels of noise above 80dB all operatives shall have the dangers of high levels of noise explained to them. Hearing protection shall be available

on each site for employees at their request or where a risk assessment recommends ear defenders.

We accept our duty under the current edition of the Control of Noise at Work Regulations to reduce risks to the hearing of our employees, and anyone else affected by our work activities, from noise arising from work activities. The following procedures will be followed:

- we will ensure that risks of damage to the hearing of our employees and others exposed to noise resulting from work activities are reduced to the lowest reasonably practicable levels - (1st Action Level 80dB(A) & 2nd Action Level 85dB(A)
- when buying or hiring work equipment we will ask the supplier for information about the noise produced by the equipment. Where alternative models are available, we will, where it is reasonably practicable to do so, select the equipment with the lowest noise level
- when tendering for contracts, we will ask the organisation in control of the premises where the work will take place for information on noise arising from their activities
- the risk assessments of all operations carried out by us will identify tasks and areas where noise is a hazard
- subcontractors are responsible for identifying in their risk assessments and method statements any work that will expose people to noise levels that could cause damage to hearing
- contractors engaged to work on our premises are responsible for identifying in their risk assessments and method statements any work that will expose people to noise levels that could cause damage to hearing
- where the reduction of high noise levels is not possible by other means we will provide our employees with appropriate hearing protection and train them in its use

RESPONSIBILITIES

Responsibilities for undertaking noise assessments are identified in the organisation and responsibilities section of this Policy.

Supervisors are responsible for bringing the findings of noise assessments to the attention of persons that need to know. Method Statements will contain information on the use of hearing protection.

Subcontractors working on our behalf and contractors engaged to work on our premises are responsible for providing their employees with appropriate hearing protection when this is required.

All employees and subcontractors are responsible for using ear protection as identified in risk assessments and method statements or when instructed to do so by a Supervisor.

Supervisors are responsible for ensuring that employees and subcontractors use hearing protection as instructed.

EXAMPLE ACTIVITIES

The following items of plant and equipment have been identified as being particularly noisy,

and operatives shall wear hearing protection when using or working adjacent to the equipment:

- Jackhammers and compressors
- Tractors and dumpers
- Compactors and rammers
- Winches
- Abrasive disc cutters
- Excavators
- Pile driving equipment

DATA ON NOISE EMISSIONS

Data on noise emissions from plant and equipment shall be made available from manufacturer literature or through on-site assessment.

NOISE FROM OTHER CONTRACTORS

Where operations are undertaken by other contractors on sites and these operations expose employees to noise levels above 85dB(a), site rules shall be drawn up which will reduce employees' exposure to noise to a safe level. These rules shall form part of the Construction Phase Plan or Method Statement.

ENVIRONMENTAL IMPACT

Where noise levels produced by work activities are likely to cause a nuisance to persons living close to, or passing by the site, a noise assessment shall be undertaken to predict the noise level at the nearest dwelling.

Noise levels shall be reduced to the lowest level reasonably practicable by using alternative plant or equipment, or the provision of noise zones, earth mounds or similar temporary arrangements.

Complaints of excessive noise received from site operatives, or members of the public shall be dealt with by site management as a matter of urgency.

Smoking

This policy is intended to:

- protect everyone against the effects of second-hand tobacco smoke
- promote health in the workforce
- support those people who would like to quit smoking

Research has shown that exposure to tobacco smoke either directly, as a smoker, or indirectly due to passive smoking can cause cancer, heart disease and respiratory problems as well as many other illnesses and minor conditions. Ventilation or merely separating smokers and non-smokers within the same airspace does not prevent harmful exposure effectively. In the UK smoking is prohibited in virtually all enclosed or substantially enclosed workplaces, public places and company vehicles.

This policy is our means of ensuring that all employees, guests, visitors, contractors and members of the public have the right to a smoke-free environment, and so are protected from the dangerous effects of tobacco smoke.

All areas of the premises are designated as non-smoking. This includes offices, reception areas, sites, any other buildings and company vehicles. Any member of staff wanting to smoke must use the designated area. Smokers are requested not to smoke immediately outside the premises. This applies to staff, visitors and contractors.

This policy is intended to benefit all persons that use our premises, whether employed by us or not. All employees are responsible for its continued implementation. Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with the Policy Holder who will ensure that all employees, visitors and contractors will be aware of this policy and their role in its implementation.

Information on the policy will be:

- circulated to all staff
- issued to all new employees
- included in the Health and Safety Policy

Appropriate No Smoking signs are displayed at the entrances to and within the premises, and in all smoke-free vehicles. There will be no ashtrays or cigarette litter inside the building.

ENFORCEMENT OF THE POLICY

This policy will be enforced by all members of the management team and any employee found smoking on the premises may be liable to the company's disciplinary procedures. Any guest, member of the public, visitor or contractor found smoking in a no-smoking area will be asked to stop or leave the premises. Those failing to protect others in this smoke-free environment may also face on-the-spot fines and/or possible criminal prosecution.

HELP FOR THOSE WISHING TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. You can access these services via the NHS website, or you can call the NHS Smoking Helpline.

Stress at Work

We recognise that, whilst a degree of stress can be a positive force at work, excessive pressures can harm health and performance at work. We are committed to promoting good health at work and are therefore concerned to recognise any negative effects that stress may have on individual members of staff.

We will provide suitable support mechanisms for members of staff suffering from the negative effects of stress. Through the risk assessment process, we will continue to identify hazards and assess all mental and physical risks to health and safety to reduce them, as far

as is reasonably practicable.

We acknowledge that stress in the workplace can be caused by any combination of many quite diverse factors, such as:

- job design and lack of control of workload
- working environment
- relationships with others at work
- communication arrangements

We also recognise that there may be problems outside the workplace that will cause an individual member of staff to suffer from the negative effects of stress and that these may affect an individual's health and performance within work. In this situation, undue negative stress may occur as a result of work-related and non-work-related factors. We will:

- ensure, so far as is reasonably practicable, that excessive stress is eliminated from the work environment, and that the necessary risk assessments are completed and acted upon in the case of workplace stressors
- provide suitable support mechanisms for members of staff suffering from the negative effects of stress
- encourage a working environment where members of staff who feel they are suffering from the negative effects of stress can approach their Line Managers in confidence so that necessary support mechanisms can be put in place
- encourage a culture where stress is not seen as a sign of weakness or incompetence
- ensure adequate rehabilitation of employees returning to work after periods of absence
- provide suitable training and guidance for Line Managers to enable them to recognise symptoms of negative stress in their staff and themselves
- provide suitable training and guidance to line managers to enable them to undertake the necessary risk assessments concerning stress in the workplace, and to arrange for implementation of effective control measures where appropriate
- provide information and training for staff in general on the effects of stress at work, effective communication, handling difficult situations, time management and employee relations
- undertake general health promotion activities within the workplace

Where members of staff are suffering from excessive stress, we will provide the necessary mechanisms to promote a return to full health as quickly as possible. Members of staff are encouraged to refer themselves to any one of the following, where appropriate:

- line manager
- senior manager
- occupational health service
- the independent Employee Counselling Service

All referrals will be dealt with in complete confidence. Members of staff will be offered any relevant counselling, help with stress reduction techniques and a full appraisal of their work situation.

SECTION 4:

MONITORING

Monitoring Statement

Successful Health and Safety Management depends on the implementation of an effective monitoring system to ensure that all necessary measures are being taken and that they are working effectively.

Our procedures involve the monitoring of day to day activities of The Company and that of our sub-contractors. This is achieved using a variety of different means such as inspections, checklists, meetings, appraisals, audits, reviews, permit to work procedures, employee consultation etc. The Company will continually assess and review the health and safety information, instruction and training needs of employees and our findings will be kept on record.

All levels of staff are encouraged to become involved in the supervision of safety, and it is the policy of the company to provide adequate and appropriate safety training to empower employees to take an active part in any such monitoring. Any member of a site team, visiting members of staff or senior management form part of the overall strategy of making people take ownership of their health and safety responsibilities.

Site supervision will generally be the responsibility of the particular site team. They will monitor and control the day-to-day activities of both sub-contract and direct labour to ensure compliance to approved method statements or risk assessments, statutory duty and company policy.

Before the commencement of any project, the Site Manager will be issued with the necessary Health and Safety Forms for the project. It is the responsibility of the Managing Director and Site Manager to ensure that all the Health and Safety documentation is completed and up to date. Audits will be carried out at quarterly intervals to ensure that this is being done.

Monitoring checklists and reports will be completed for monitoring procedures such as site inspections, office inspections and document inspections, to record performance and allow areas for improvement or additional training needs to be highlighted.

Monitoring Procedures

This policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

We recognise the need for regular safety inspections and will ensure that these are

undertaken and recorded. The Health and Safety at Work etc Act requires that the Company Health and Safety Policy and its implementation be monitored and reviewed as necessary. Monitoring and review of arrangements are in place to achieve progressive improvement. All employees are encouraged, and expected, to bring to the notice of the Director any areas where the Company Policy on Health, Safety and Welfare appears to be inadequate or requires clarification. All accidents will be investigated to enable the company to learn from these experiences and put effective controls in place to prevent a reoccurrence.

Where external assistance is required, the Managing Director shall liaise with external Health and Safety Advisors, the Health and Safety Executive, and other professional bodies, and actively seek advice and information regarding changes in Health, Safety and Welfare legislation and new or revised working practices. Expert advice will be sought and taken as and when necessary, through a full and thorough yearly audit and regular safety inspections carried out to examine, develop, and improve, health and safety controls, techniques and applications already in place. Monitoring shall be carried out daily by the management team on regular site visits and formally by an external Safety Advisor at regular intervals, depending on the complexity of the project.

External Health and Safety Support

The current edition of the Health and Safety at Work Act requires us to provide systems of work that are, so far as is reasonably practicable, safe and without health risks. These systems must take account of:

- our organisation for safety
- the co-ordination of the work of those involved
- training, instruction and supervision
- the layout of plant and appliances
- methods to be used
- general conditions of work

This duty is expanded by the current edition of the Management of Health and Safety at Work Regulations, which require us to carry out risk assessments to identify hazards, evaluate risks and implement suitable control measures.

With health and safety legislation, guidance and best practice constantly evolving to meet the advancing requirements of the industry, we recognise we may sometimes need to consult external sources to ensure company knowledge remains up to date and company practices remain as safe as possible. The company is competent to carry out its activities safely using the experience and qualifications of the management in place. Where any additional knowledge or understanding is needed, or if health and safety queries arise that cannot be resolved in house, the company will seek competent health and safety advice before proceeding with the activity in question.