



# Health and Safety Policy

## 2014

### Reviewing Procedure

This Policy will be formally reviewed every 12 months by the Company's Board of Directors.

The Directors will consider alterations and amendments, which become essential between review dates.

Policy review		
Date	Name	Signature
1 <sup>st</sup> July 2014	Kevin Pullen	<i>K Pullen</i>
3/07/14	Tracey Ruckley	<i>T Ruckley</i>

# Part A: General Health and Safety Policy

## General Statement

It is the policy of Invek Services to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. The organisation will take steps to ensure that its statutory duties are met at all times.

## The Organisation's Responsibilities

The organisation will ensure that:

- all processes and systems of work are designed to take account of health and safety and are properly supervised at all times
- a member of senior management maintains specific responsibility for health and safety
- competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the organisation
- Sufficient financial resources are allocated for the proper and complete implementation of the organisations health & safety policies.
- all employees are consulted on matters relating to health, safety and welfare
- adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety
- each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities
- all arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.
- Health & safety procedures are continually and regularly monitored for compliance.
- Health & safety procedures are reviewed and updated on a regular basis in line with the operational practices of the organisation.

## Employees' Responsibilities

Employees must ensure that they:

- Fully co-operate with management on health & safety matters to enable all statutory duties to be complied with.
- take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Familiarise themselves with the health and safety arrangements that apply to them and their work functions.

Full details of the organisation and arrangements for health and safety will be set out in the remainder of this document.

Signed on behalf of ***Invek Services Limited***

A handwritten signature in black ink, appearing to read 'K Pullen', written over a light blue rectangular background.

***Kevin Pullen***

**Health and Safety Director**

**Date: 01/07/2014**

# Part B: Responsibilities and Duties

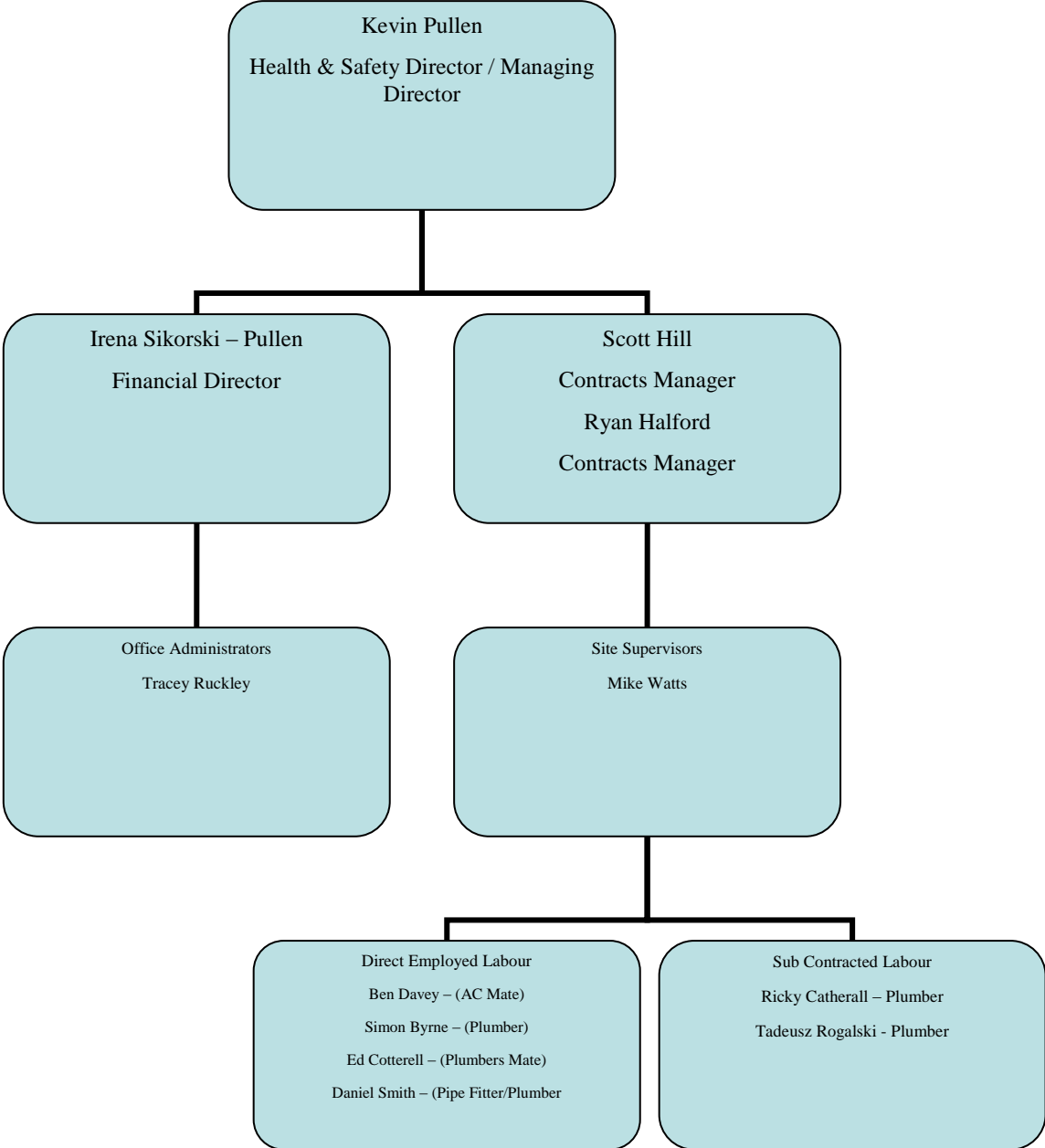
- Chain of Responsibility
- Schematic company health and safety structure
- The Company's Duties
- The Safety Director's Duties
- Contract Manager's Duties
- Site Manager's and Foreman's Duties
- Operative's Duties
- The Building Safety Group: Health and Advisers' Duties
- Contractors' Duties and Declaration
- Declaration – Employees

## **Chain of Responsibility**

The chain of responsibility will, 'So far as is reasonably practicable', be:

- The overall responsibility for health and safety lies with the Board of Directors;
- The Safety Director will keep the Board of Directors advised as to their health and safety responsibilities and those of the company;
- The company's health safety and environment adviser, the Building Safety Group Limited, will advise on health, safety and environmental matters, and carry out obligatory monitoring of registered sites and facilities;
- Managers will be responsible for the organisation of health, safety and environmental obligations on their site/facility and within their departments;
- Site/facility managers and foremen are responsible for implementing this policy and the requirements of all health and safety legislation; and
- Contractors will sign a declaration that they understand the parts of this policy relevant to them, site emergency procedures, etc., and are conversant with the Health and Safety at Work etc. Act 1974 and other relevant legislation.

**Company Health and Safety Structure –**



## The Company's duties

The Company's duties will, 'so far as is reasonably practicable', be:

- To observe the requirements of the Health and Safety at Work etc Act 1974;
- To provide and maintain working environments, machinery, equipment and systems of work that are safe and without risks to health;
- Arranging safe systems of use, handling, storage and transport of machinery, materials and equipment, etc.;
- To carry out risk and COSHH assessments in respect of all activities, bringing them to the attention of operatives involved in those activities and preparing method statements as required;
- To ensure that appropriate personal protective equipment (PPE) is provided;
- To provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees etc.;
- To consult with the company's employees on health and safety matters;
- To promote co-ordination and co-operation of all 'duty holders' involved in construction projects;
- To liaise closely with the Building Safety Group Ltd;
- Provide adequate first aid and welfare arrangements for employees whilst at work;
- To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR);
- To ensure that all contractors comply with this policy, the construction phase plan, and method statements and risk assessments that are relevant to their work;
- To ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with;
- To prevent any person working whilst under the influence of alcohol or drugs; and
- To provide satisfactory levels of finance, human resources, time etc to ensure health and safety at all times.

## The Safety Director's Duties

The Safety Director's duties will, 'so far as is reasonably practicable', be:

- To keep the Board of Directors advised as to their responsibilities;
- To ensure adequate financial arrangements are made to meet statutory requirements;
- To ensure that an effective management system is in place for the management of health and safety within the company and the system is periodically audited;
- To ensure that all senior managers are both competent and fully committed to ensuring the effectiveness of the health and safety management system;
- To ensure all employees receive adequate and relevant training;
- To provide a visible management commitment to higher standards of health and safety;
- To ensure all Company employees and all persons having an interest, are made aware of this Policy and understand their individual duties and responsibilities;
- To monitor the effectiveness of this Policy and to make revisions as necessary;
- To analyse the safety advisers' site inspection reports and any accident or dangerous occurrence / near miss reports and to ensure that corrective action is taken; and
- To ensure that documentation, registers and certificates are maintained and that notification and reporting procedures are carried out.
- When the company is acting as Principal Contractor, the Safety Director is responsible for ensuring a system of management to effectively control and co-ordinate the activities of contractors.



# The Contract Managers Duties

The Contract Manager's duties will, 'so far as is reasonably practicable', be:

- To monitor the implementation of this policy, the client's safety requirements and statutory responsibilities;
- To ensure adequate financial provision is made for health and safety;
- To ensure that the Building Safety Group Limited is notified of our sites;
- To assess the risks to health and safety of all operations and ensure adequate control measures are in force to pre-plan safe methods of work;
- To ensure co-ordination and co-operation between all parties involved in construction;
- To encourage good health and safety practises;
- To ensure site supervisors are competent;
- To ensure sites are adequately protected and signed;
- To ensure that members of the public, affected by the Company's operations are adequately protected;
- To ensure that statutory notices are displayed;
- To ensure provision of adequate welfare facilities;
- To set a good personal example by wearing the appropriate personal protective equipment;
- To ensure that relevant information, instruction, supervision and training is provided, monitored and recorded;
- To ensure that incidents, accidents, dangerous occurrences and near misses are thoroughly investigated and reported to the relevant statutory authorities; and
- To monitor the maintenance of all relevant site safety records.
- When the company is acting as principal contractor, the Contracts Manager is responsible for ensuring:
  1. Co-operation between contractors;
  2. The development of the Health and Safety Plan and the provision of information and direction to contractors;
  3. The provision of information to the CDM Co-ordinator for inclusion in the Health AND Safety File; and
  4. The laying down of site rules, where appropriate.

## Duties of Site Foreman:

The Site Foreman's duties will, 'so far as is reasonably practicable', be:

- To comply with this policy and enforce it on site;
- To organise and co-ordinate site work with minimum risk to health and safety;
- To ensure that all operatives are competent;
- To ensure agreed methods of work, codes of practice, risk assessments, method statements are adhered to and all registers and records are kept up to date;
- To ensure that operatives are given precise instructions in respect of health and safety;
- To ensure that the storage of materials and substances are safe and, comply with statutory requirements;
- To maintain site accommodation and welfare facilities in a clean and hygienic state to maintain a tidy organised site;
- Produce and maintain a traffic management plan to separate pedestrians from site traffic and to provide safe access to and egress from, working areas;
- To ensure that all work equipment whether company owned or hired in, is used for the purpose designed, properly maintained and safe to use;
- To ensure First Aid provision is adequate and all first aid equipment is adequately stocked and replenished on a regular basis;
- To ensure the site rules with regard to personal protective equipment are observed and to set a good personal example;
- To implement reporting procedures for all accident and dangerous occurrences and record all injuries in the accident book;
- To meet and liaise with visitors to the site and co-operate with statutory authorities;
- To appoint a competent person to take charge during his temporary absence;
- To rectify defects notified by the BSG Safety Adviser, HSE Inspector or clients representatives;
- To ensure that adequate induction training is given;
- To closely supervise young persons and ensure risk assessments in respect of them have been produced and available; and
- Ensure that a fire risk assessment is completed; a fire plan produced and complied with.

## **All Operatives are required:**

To comply with this Policy, in particular to:

- Co-operate with management to enable all statutory duties to be complied with;
- Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions;
- Familiarise themselves with the health and safety arrangements that apply to them and their work functions;
- To work in compliance with risk assessments and method statements appropriate to their work;
- To comply with all safety signs regarding site safety and personal behaviour;
- To only use suitable work equipment for which they are trained and authorised to operate or use providing such proof as required;
- To immediately report defects in equipment and machinery to their Site Supervisor;
- To wear PPE as appropriate or directed. To wear it correctly and not misuse or abuse it;
- To report any accident, dangerous occurrence or near miss to their Site Supervisor;
- To avoid improvised arrangements and suggest safe ways of eliminating hazards;
- Not to travel as a passenger on plant or vehicles unless it has been designed for such purpose;
- To ensure that suitable guards are in position whilst plant and equipment are in use;
- To make unattended plant safe and secure, to switch off and remove keys etc.;
- To inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work.

## **Building Safety Group Limited Health and Safety Advisers' Duties:**

BSGs Safety Adviser's duties will, 'so far as is reasonably practicable', be:

- To advise member companies, when required, on health and safety matters in advance of construction operations;
- To carry out regular site inspections in the company with the member's Site Supervisor;
- To discuss and advise on matters affecting health, safety and welfare;
- To notify the member's Site Supervisor of all defects found and provide a written report;
- To notify the company Safety Director if serious defects are continually not remedied;
- To immediately contact the Safety Director if situations are found that, in the opinion of the Safety Adviser, are dangerous enough to warrant the stopping of any operation;
- To advise of safety training requirements for new entrants and all employees;
- In accordance with the agreed criteria, to carry out investigations into and report on, accidents, dangerous occurrences and near misses;
- To check site documentation is being completed correctly and where necessary to ensure that risk assessments and method statements are available; and
- To carry out inspections of offices, workshops and joinery shops as required by the company.

## Contractors and the Self Employed

Contractors and the self employed who are working for this company, will be required to signify that:

- They are conversant with the Health and Safety at Work Etc. Act 1974 and Approved Codes of Practice.
- They will conduct their activities in accordance with the requirements of this Safety Policy.
- They will observe the special requirements relating to young persons.
- They will submit risk assessments, COSHH assessments and where necessary, method statements as required at pre-contract meetings, two weeks before their intended start date on site.
- They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training and certificates of competence, as required.
- No hazardous product or substance will be used, unless it is subject of a COSHH assessment, correctly labelled in approved containers or packages, and suitable storage arrangements.
- Before work commences on hazardous operations a Permit to Work procedure will be obtained from the Principal Contractor.
- They acknowledge that the Principal Contractor has the duty and responsibility to ensure that all employees comply and co-operate with, this Safety Policy.

### Contractor Declaration

I hereby declare:-

- All my employees are conversant with the requirements of the Health and Safety at Work. Act 1974, all codes of practice and other statutory regulations and requirements,
- That we will conduct our operations and activities in accordance with the provisions therein, and the Principal Contractors Safety Policy.
- Risk assessments, method statements, etc. will be prepared and submitted two weeks before our intended start date on site, for inspection and assessment of their relevance.
- Risk assessments, etc. will be available to and within the knowledge of, my employees.

Company:

Signed:

Position in company:

Date:

# Employees Declaration

I (print name in full)

Employed by (name and address of employer)

Declare that I have received a copy of the above mentioned health and safety policy: and:

- I have read it;
- I understand it;
- I agree to work according to those conditions and provisions.

Signed:

Witnessed:

Date:

Or:

- I have had the above health and safety policy read to me.
- I have had its contents explained to me.
- I agree to work according to those conditions and provisions.

Signed:

Signature of person reading and explaining policy:

Date:

# Part C: Arrangements for health and safety

- A. The Construction (Design and Management) Regulations 2007 – Duties
- B. Information, Training, Consultation, Welfare, Working Time and Lone Working
- C. Safe systems of Work - Risk Assessment – Method Statement
- D. Safe Access, Traffic Management, Safety Signs and Signals
- E. Work at Height, Scaffolds, Towers, Ladders, Roof Work
- F. Excavations, Earthworks and Confined Spaces
- G. Environmental Protection
- H. Work Equipment, Portable Electrical Equipment and Lifting Operations and Equipment
- I. Driving Motor Vehicles on Company Business, Plant Safety
- J. Personal Protection Equipment
- K. COSHH
- L. Health Surveillance: Noise; Dermatitis; Respiratory disorders; Vibration, Management of Stress
- M. Asbestos in the Workplace
- N. First Aid
- O. Fire Safety: Site Emergency Procedures, Site Safety – clients and other persons, Fire Procedures
- P. DSEAR: Storage and Use of Highly Flammable Liquids (HFL) and Liquefied Petroleum Gases (LPG)
- Q. Office Health and Safety, Visual Display Screens,
- R. Electrical Work
- S. Manual Handling
- T. Protection of Young Persons
- U. Migrant Workers
- V. Accidents/Dangerous Occurrence Procedures – Monitoring procedures
- W. Smoking Policy, Drugs and Alcohol Policy
- X. Misconduct Subject of Disciplinary Procedures

# Appendix A

## The Construction (Design and Management) Regulations 2007 – Duties

Good management of health and safety on site is crucial to the successful delivery of a construction project. Depending on the size and nature of a project, either the company or individual managers may hold duties as a Client; CDM coordinator; Designer; Principal Contractor; Contractor; and/or Worker. The person responsible for the implementation of this policy is the Safety Director, and the co-operation of all members of management and staff is required.

### Duty holders under the Regulations

The following groups (which contain almost everyone involved in construction work) have duties under these regulations, either for all construction projects, or only for notifiable projects.

- Clients (all projects): anyone having construction work carried out on their behalf.
- CDM coordinators (notifiable projects only): must be appointed to advise the client during the design and construction phases of notifiable projects.
- What CDM co-ordinators don't have to do
- CDM co-ordinators don't have to:
  - Approve the appointment of designers, principal contractors or contractors, although they normally advise clients about competence and resources;
  - Approve or check designs, although they have to be satisfied that the design process addresses the need to eliminate hazards and control risks;
  - Approve the principal contractor's construction phase plan, although they have to be able to advise clients on its adequacy at the start of construction;
  - Supervise the principal contractor's implementation of the construction phase plan - this is the responsibility of the principal contractor; or
  - Supervise or monitor construction work - this is the responsibility of the principal contractor.
- Designers (all projects): those who, as part of their work, prepare design drawings, specifications and bills of quantities, and those who specify articles and substances. Note that this relates to the function performed and not to a job title.
- Principal contractors (notifiable projects only): must be appointed for notifiable projects. Principal contractors are usually the main or managing contractor and their role is to plan, manage, and coordinate health and safety while construction work takes place.
- Contractors (all projects): businesses involved in construction, alteration, maintenance, or demolition work (e.g. building, civil engineering, mechanical, electrical, demolition and maintenance companies, as well as partnerships and the self employed).
- Workers (all projects): all those who carry out work during construction, alteration, maintenance, or demolition (e.g. bricklayers, scaffolders, plumbers, electricians, and painters).



## Designers Duties:

Designers are in a unique position to reduce the risks that arise during construction work, and have a key role to play in CDM2007. Designs develop from initial concepts through to a detailed specification, often involving different teams and people at various stages. At each stage, designers from all disciplines can make a significant contribution by identifying and eliminating hazards, and reducing likely risks from hazards where elimination is not possible.

Designers' earliest decisions fundamentally affect the health and safety of construction work. These decisions influence later design choices, and considerable work may be required if it is necessary to unravel earlier decisions. It is therefore vital to address health and safety from the very start.

If we occupy the position of CDM Designer, we will ensure that the requirements of the Construction (Design and Management) Regulations 2007 are complied with. In particular:

Designers should:

- Make sure that they are competent and adequately resourced to address the health and safety issues likely to be involved in the design;
- Check that clients are aware of their duties;
- When carrying out design work, avoid foreseeable risks to those involved in the construction and future use of the structure, and in doing so, they should eliminate hazards (so far as is reasonably practicable, taking account of other design considerations) and reduce risk associated with those hazards which remain;
- Provide adequate information about any significant risks associated with the design;
- Co-ordinate their work with that of others in order to improve the way in which risks are managed and controlled.

In carrying out these duties, designers need to consider the hazards and risks to those who:

- Carry out construction work including demolition;
- Clean any window or transparent or translucent wall, ceiling or roof in or on a structure or maintain the permanent fixtures and fittings;
- Use a structure designed as a place of work;
- May be affected by such work, for example customers or the general public.

## Principal Contractor Duties:

Good management of health and safety on site is crucial to the successful delivery of a construction project. The key duty of Principal Contractors is to properly plan, manage and co-ordinate work during the construction phase in order to ensure that the risks are properly controlled. Principal Contractors must also comply with the duties placed on all contractors under the Regulations.

Principal Contractors are usually the main or managing contractor. This allows the management of health and safety to be incorporated into the wider management of project delivery. This is good business practice as well as being helpful for health and safety purposes.

Although written plans are only legally required for notifiable projects, all projects must be properly planned and managed, and the principles set out in this section may be relevant to those who plan for non-notifiable projects.

If we occupy the position of Principal Contractor, we will ensure that the requirements of the Construction (Design and Management) Regulations 2007 are complied with. In particular:

As Principal Contractors we must:

- Satisfy ourselves that clients are aware of their duties, that a CDM Co-ordinator has been appointed and HSE notified before they start work;
- Make sure that they are competent to address the health and safety issues likely to be involved in the management of the construction phase by writing to them and formally requesting written confirmation that they are aware of those duties;
- Request details of the appointed CDM Co-ordinator;
- Ensure the Health and Safety Executive (HSE) has been informed of the project via form F10 by requesting a copy of the notification from the CDM Co-ordinator, with a covering letter confirming it has been sent to the HSE.
- Ensure that a suitable construction phase plan ('the plan') is:
  1. prepared before construction work begins, and issued to the CDM Co-ordinator for comment;
  2. developed in discussion with, and communicated to, contractors affected by it;
  3. implemented; and kept up to date as the project progresses;
- Ensure the construction phase is properly planned, managed and monitored, we will plot a project programme detailing each phase of the project and the time scale allotted. A Construction Phase Plan will be developed, which will outline the duties of Site Managers and set Key Performance Indicators against which the site will be measured. The plan will be kept up to date by the Site Manager as the project progresses.
- Ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site by arranging a pre-start meeting with each contractor as soon as is practicable after the awarding of the contract;

- Ensure contractors receive adequate information about the project by ensuring that the tender documentation sent to each prospective contractor contains all the information available at the time of invitation to tender and forward any information that becomes available afterward;
- Ensure safe working and co-ordination and co-operation between contractors by holding weekly coordination meetings, which will include all contract Supervisors;
- Satisfy ourselves that designers and contractors are competent by carrying out due diligence checks using our questionnaire procedure;
- Ensure suitable and sufficient welfare facilities are provided from the start of the construction phase by considering the type of work to be undertaken, the amount of personnel expected to be on site at any one time and the current legislation governing the provision of welfare facilities (currently CDM2007)
- Ensure that only authorised persons have access to the construction site and that effective measures are taken to prevent unauthorised entry at all times either by site security fencing with a lockable gate and adequate signage to inform members of the public, visitors and any other party that unauthorised access is forbidden;
- Prepare and enforce site rules by informing all site personnel, via site induction, of the site rules, prominently displaying the rules on site and monitoring compliance.
- Provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work;
- Inform all contractors of those parts of the safety plan that effect their operations via site inductions and update briefings to be part of the agenda for site meetings.
- Liaise with the CDM Co-ordinator on design carried out during the construction phase by issuing all updated and amended drawings to the CDM Co-ordinator;
- Provide the CDM Co-ordinator with any information that is required for inclusion in the Health and Safety File by compiling relevant information throughout the project and forwarding to the CDM Co-ordinator upon request.
- Ensure that the workforce have been adequately inducted onto site by developing a formal induction procedure and maintain up to date induction records;
- Ensure that the workforce is consulted about health and safety matters. This can be achieved by adopting an open door policy and by instigating a feedback forum to be held after each regular Toolbox Talk;
- Display in a prominent position on site, the F.10, Health & Safety at Work Law poster and a copy of the employer's liability insurance;
- Ensure that all injuries, diseases, dangerous occurrences and near misses are recorded and reported to the HSE, where necessary, by diligently investigating each incident to avoid reoccurrence and to identify if it is reportable under RIDDOR
- Provide methods of ensuring workers are adequately trained and supervised by obtaining proof of training (CPCS, IPAF etc.) prior to the work commencing.

## **Contractors and Self Employed Duties:**

Contractors and those actually doing the construction work are most at risk of injury and ill health. They have a key role to play, in co-operation with the principal contractor, in planning and managing the work to ensure that risks are properly controlled.

All contractors (including utilities, specialist contractors, contractors nominated by the client and the self-employed) have a part to play in ensuring that the site is a safe and healthy place to work. The key to this is the proper co-ordination of the work, underpinned by good communication and co-operation between all those involved.

Anyone who directly employs, engages construction workers or controls or manages construction work is a contractor for the purposes of these Regulations. This includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether the workers are employees or self-employed and to agency workers without distinction.

If we occupy the position of Contractor, we will ensure that the requirements of the Construction (Design and Management) Regulations 2007 are complied with. For all projects we shall:

- Check clients are aware of their duties, by requesting a copy of the F10 where applicable and by discussion with the client at a pre start meeting.
- Satisfy ourselves that we and anyone they employ or engage are competent and adequately resourced, by fully investigating the scope of works to be undertaken by ourselves and by including competency of other contractors as an agenda item at the pre start meeting held with the client and/or principal contractor
- Plan, manage and monitor our own work to make sure that workers under our control are safe from the start of their work on site, by setting out a safe system of work, utilising programmes, risk assessments, method statements prior to any work commencing. Site supervisors will monitor activities to ensure the effectiveness of the control measures put in place and operatives compliance.
- Ensure that any contractor who we appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site, by timely awarding of appointments and discussions with appointees prior to work commencing
- Provide workers under our control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency, by conducting site inductions which will include emergency procedures, when not provided by the principal contractor, communicating the information contained in risk assessments and method statements via task briefings which will include information on the activities of other contractors on site.

- Ensure that any design work we do complies with regulation 11 of the CDM2007 Regulations by carrying out an audit of the design using regulation 11 as the audit criteria.
- Co-operate with others and co-ordinate our work with others working on the project;
- Ensure the workforce is properly consulted on matters affecting their health and safety; and obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work — for example alterations that could result in structural collapse or work on contaminated land;
- Provide the Principal Contractor with evidence of all training our employees have received;
- Promptly provide the Principal Contractor with any information that is required for inclusion in the Health and Safety File;
- Assist the Principal Contractor to ensure that only authorised persons have access to the construction site where the company's operations are taking place;
- Ensure that our workforce is properly consulted on health and safety matters; and
- Ensure that all near misses, injuries, diseases and dangerous occurrences, that are reportable under RIDDOR 1995, are promptly reported to the Principal Contractor's site management.

## **Sub-Contractors**

All contractors and where necessary designers will be assessed to ensure they are competent to undertake any given task by completing and submitting the relevant Pre-Qualification Questionnaire. The Contractor / Designer Approval/ Rejection Form will be completed to assess the information submitted. This will be implemented by the (project/contract manager) prior to the letting of any contracts or work being carried out on our behalf. Additional references may be requested by the (contract manager).

### **Sub Contractor Non-conformity**

The site manager is responsible for ensuring all contractors comply with the requirements of the construction phase plan. Any non conformity will be subject to the following:

- Verbal (may be followed up with a formal letter)
- Written
- Removal from site

### **Sub Contractor Evaluation**

On completion of works by sub-contractors the debrief form will be completed and returned to the Site Manager.

# APPENDIX B

## Information; Training, Cooperation, Consultation; Welfare; Working Time and Lone Working

### Health & Safety Information

Copies of this policy shall be available to all company employees and other interested parties.

Additional information is contained in the CITB Construction Safety Notes Manual (GE700), which is available to all managers with site safety management responsibilities.

We are advised by The Building Safety Group Ltd, which provides us with health and safety guidance, advice, support and information including training, site inspections, incident investigations and assistance with guidelines and procedures for the implementation of work place health and safety.

### Training

Suitable and sufficient training will be provided to ensure that employees at all levels are:

- Aware of their health and safety duties and responsibilities;
- Competent to operate specialist tools, plant and work equipment;
- Adequately inducted.

Training needs will be identified and provided as necessary. The training plan and programme of competency training will be maintained and implemented by the (*safety director*) throughout the company. A training matrix format is maintained.

### Cooperation

Cooperation between parties and coordination of the work are key to the successful management of construction health and safety. The Company will arrange regular site meetings to ensure the construction phase is properly planned, managed and monitored. Minutes of meetings will be circulated to all interested parties.

### Consultation

Arrangements are in place for consultation on health and safety matters with employees as required by legislation. Safety committee meetings are held quarterly and initiatives from employees for enhancing health and safety in the workplace are encouraged, and made through normal management channels. Suggested items for discussion:

- Review of site inspection reports (Available from the BSG database)
- Accidents/Incidents
- HSE Enforcement action
- Current issues
- Legislative changes
- Review of systems
- Training and Competency
- Review of statistics (Available from the BSG database)

The safety committee will comprise of representatives from all tiers of the company. Minutes from these meetings will be communicated to all personnel with details of any action taken. In general the company operate an open door policy which encourages all staff to raise any concerns or issues with management.

### **Contractors**

All workers on site working directly or indirectly under the control of this Company will be required to signify their intention to work to the standards laid down in this Policy. Failure to conform to the practices described may result in disciplinary action being taken or contracts terminated by us.

### **Welfare - Principal Contractor**

The Company will provide suitable and sufficient welfare facilities adequate for the number of operatives expected to be on site, that conform to Schedule 2 of the *Construction (Design and Management) Regulations 2007* are provided at accessible places and that they are kept clean and in a sanitary condition.

These facilities will include as a minimum:-

- Clean and working toilets;
- Washbasins with hot and cold running water;
- Soap and towels;
- Sinks large enough to wash face, hands and forearms;
- Somewhere to change, dry and store clothing (where applicable);
- Drinking water, and cups if needed;
- A rest area to sit, make hot drinks and eat food.
- Welfare facilities must be kept warm and well ventilated, with lighting if necessary.

### **Welfare - Sub Contractor**

We will ensure that the Principal Contractor provides suitable and sufficient welfare facilities adequate for the number of operatives expected to be on site, that conform to Schedule 2 of the *Construction (Design and Management) Regulations 2007* are provided at accessible places and that they are kept clean and in a sanitary condition.

These facilities will include as a minimum:-

- Clean and working toilets;
- Washbasins with hot and cold running water;
- Soap and towels;
- Sinks large enough to wash face, hands and forearms;
- Somewhere to change, dry and store clothing (where applicable);
- Drinking water, and cups if needed;
- A rest area to sit, make hot drinks and eat food.
- Welfare facilities must be kept warm and well ventilated, with lighting if necessary.



### **Working Time Regulations 1998**

The company recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore, procedures will be instigated to ensure that these regulations are fully complied with.

### **Lone Working**

The Company recognises that those working on the Company's business may face additional occupational risks related to lone working and will ensure lone workers are provided with effective supervision and support.

### **Arrangements for Securing the Health and Safety of Workers**

- Ensuring that all staff are aware of the policy;
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees.
- Ensuring that risk assessments are carried out and reviewed regularly;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary;
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents;
- Ensuring that appropriate support is given to staff involved in any incident;
- Providing personal safety equipment, a mobile phone etc where this is felt to be desirable.
- During their working hours, all staff leaving the workplace (or working from home) should complete a 'Weekly Whereabouts' sheet.
- If, in the course of a trip away from the office, plans change significantly, this should be communicated back to the office.
- Telephone contact between the lone worker and a colleague, may also be advisable.
- Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries.
- Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary.
- Occasionally risk assessment may indicate that lone workers need training in first aid.

### **Duties of Employees**

Employees will:

- Taking reasonable care of themselves and others affected by their actions;
- Following guidance and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;

- Taking part in training designed to meet the requirements of the policy; and
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

# **APPENDIX C**

## **Safe Systems of Work, Risk Assessment and Method Statements**

### **Safe Systems of Work**

A safe system of work is a procedure that results from a systematic examination of a working process that identifies hazards and specifies work methods designed either to eliminate the hazards or controls or minimise the relevant risks. Safe systems of work should be developed by a competent person i.e. a person with sufficient training and experience or knowledge and other qualities to assist with key aspects of safety management and compliance.

### **Risk Assessment**

Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the organisation as well as satisfying legal requirements.

This policy is intended to reduce risks to the health and safety of employees and others who may be affected by the way in which we conduct our business.

Those involved in carrying out the task will be involved in the risk assessment process will receive appropriate training.

### **Arrangements for Securing the Health and Safety of Workers**

#### **Elimination of Hazards**

The organisation will ensure all hazards will be eliminated, so far as is reasonably practicable. If this is not possible, the remaining risks will either be avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.

#### **Assessment of Risk**

If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent persons. The following factors will be considered during the assessment.

#### **Likelihood**

Whether the likelihood of the harm arising from the hazard is:

1. Unlikely;
2. Likely;
3. Highly likely.

#### **Severity**

Consideration will be made of whether the severity of harm from the hazard is likely to be:

1. Slightly harmful;
2. Harmful;
3. Very harmful.

Reference will be made to accident book records, *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* forms, sickness and ill-health records, first-aid records and incident (near miss) records when reaching this decision.

### **Those at Risk**

Individuals or groups at risk due to the hazard will be considered. This will include employees, the self-employed and any other persons. If vulnerable persons, such as young people, pregnant women, nursing mothers, those with disabilities, lone workers and those working out-of-hours or at remote locations, etc are likely to be exposed, additional consideration will be given.

### **Managers' and Supervisors' Duties**

Managers or supervisors must ensure:

1. Assessments are carried out where relevant and records are kept;
2. Control measures introduced as a result of assessments are implemented and followed;
3. Employees are informed of the relevant results and provided with necessary training;
4. Any injuries or incidents lead to a review of relevant assessments;
5. Employees adhere to safe systems of work;
6. Safety arrangements are regularly monitored and reviewed;
7. Employees identified by the assessment as being at risk are subjected to appropriate health surveillance;
8. Special arrangements are made, where necessary, for vulnerable persons.

### **Employees' Duties**

Employees must ensure:

1. They report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities;
2. They comply with all instruction and training;
3. Their own health and safety is not put at risk when carrying out work activities;
4. They use equipment and machinery in accordance with instruction and training;
5. Any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them.
6. If an employee (individual) believes that a task or condition will endanger either themselves or others, they should cease work and the situation be immediately reported to the person in charge on site.
7. The situation will then be reviewed by the person in charge on site. Consideration will be given to the risk assessment and method statement and the safety impact on the individual and other.
8. The method statement and risk assessment will be updated for the findings and the system of work will either be confirmed as safe or superseded. If the individual is satisfied with this outcome, they will resume work.
9. If the individual remains dissatisfied, the person in charge will contact the safety Manager providing all the relevant details/ background to the situation who will review the working

practice / situation and wherever possible implement appropriate action to resolve the situation.

10. Should the individual still be dissatisfied with the system of work, we will provide independent arbitration from an external source the Building Safety Group who will review against all legislative standards and industry best practice to determine the safety impact of the task or condition.
11. The Building Safety Group consultant will liaise with the individual and the safety manager to consider the disputed working arrangements, making any necessary changes and advise the Safety Director accordingly.
12. Changes to working arrangements will be documented and implemented by the Safety Director / Safety Manager. This may include amendments to internal procedures, work instructions, processes, Risk / COSHH Assessments.
13. Additional levels of training and competence may be required by individuals or further briefings as appropriate.
14. Full details of the eventual, agreed outcome will be forwarded to the individual and suitable records will be maintained.
15. Should the arbitrator uphold our safe system of work and the individual still refuse to work we retain the right to implement the disciplinary procedure.
16. The arrangements in place to implement this policy form part of the company's day to day operational procedures and as such are reviewed on a continuous basis.
17. Where opportunities for improvement in safety standards or safety problems are identified they will be tackled promptly to ensure that they are adequately dealt with, implemented and briefed to all employees

### **Information and Training**

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

Any specific information, instruction and training needs identified will be provided. A responsible person will also regularly review training needs and refresher training will be provided at reasonable intervals.

### **Method Statement**

The requirement for a written method statement will be dictated by the level of residual risk identified by the risk assessment.

# APPENDIX D

## Safe Access; Traffic Management; Safety Signs and Signals

### Safe Access

So far as is reasonably practicable, we will ensure that:-

- Safe and suitable access to and egress from every place of work will be provided and properly maintained to enable all personnel to reach their places of work safely;
- Every place of work shall be made and kept safe for anyone at work there;
- No person shall be permitted to access or egress from a place of work that does not comply with these requirements;
- Every place of work shall have sufficient working space and so arranged that it is suitable for any person working there;
- The worksite will be organised so that pedestrians and vehicles are segregated and can move about the site safely;
- Traffic routes will be suitable for purpose and the vehicles authorised to use them;
- Traffic routes will be indicated by suitable signs regularly checked and properly maintained.

### Traffic Management

Construction sites will be organised, so far as is reasonably practicable, that pedestrians and vehicles can move safely and without risks to health – *Construction (Design and Management) Regulations 2007*. The following arrangements will be considered when planning and designing the site set-up and logistics:

- Separation of pedestrian and construction vehicle traffic at or before the site entrance;
- Providing 'construction vehicle-only' areas, where only designated personnel can enter;
- Providing safe pedestrian routes to and from work locations;
- Providing safe construction vehicle routes around the site; and
- Planning and designing routes to reduce the need for reversing manoeuvres.
- Consider the need for wheel washing prior to vehicles entering public roads.
- Where it is not reasonably practicable to segregate pedestrians and vehicles, safe systems of work, which include the provision of a 'banks man' should be considered.
- Site management will produce a site traffic route plan.

### Safety Signs and Signals

Where risk assessments have identified a risk, which cannot be removed, part of the control measure to reduce the risk shall be the use of safety signs that comply with *The Health & Safety (Safety Signs and Signals) Regulations 1996*. They consist of:-

Warning signs	- Yellow triangular signs	e.g. "Overhead Power Lines", "Fragile Roof"
Prohibition signs	- Red round signs	e.g. "No Smoking", "No Entry"
Mandatory signs	- Round blue signs	e.g. "Eye Protection", "Safety Gloves"
Emergency signs	- Green rectangular signs	e.g. "First Aid", "Fire Escape Route"
Fire signs	- Red rectangular signs	e.g. "Fire Extinguisher"

# APPENDIX E

## Work at Height; Scaffolding and Towers; Ladders; Roof Work; Falsework

### Working at Height

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. The company will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The company shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent fall of persons or materials from the workplace. We will require employees and any other persons involved in the work activity to co-operate in the implementation of this policy.

When we are required to work at height we will ensure that the *Work at Height Regulations 2005* are conformed with and ensure that:

- All work activities that involve work at height are identified;
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so;
- Risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them;
- All the necessary equipment to allow safe access to and egress from the place of work is provided;
- All the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided;
- Suitable plant is provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary;
- Any working platform and its supporting structures are selected and/or designed in accordance with current standards;
- Regular inspections of all equipment required for working at height are undertaken;
- Competent persons are appointed to be responsible for the supervision of all work at height and associated activities; and
- Planning for emergencies and rescue are made.

### Scaffolding and Towers

All scaffolding and towers installed and used by the company shall be constructed of materials and components which have been inspected and proven. All work involved in the installation, use and dismantling of scaffolding and towers shall be undertaken by suitably qualified and experienced staff.

Where we are required to use scaffolding or towers we shall ensure that:

- They are erected to recognised standards or manufacturers' instructions by trained, competent and authorised operatives;
- A competent person will inspect them before use and after adaptation, alteration or the effects of adverse weather conditions etc. and in any case every 7 days;
- The results of the inspection will be recorded in a prescribed format;
- 'Scaffold incomplete notices' will be displayed as required;
- Ladders will be removed or secured to prevent unauthorised access after working hours;
- Special scaffolds are subject of design or calculations;

- Design drawings and calculations for special scaffolds shall be available on site for the information of the person carrying out inspections etc.;
- Scaffolding will be secured against bad weather conditions and short boards secured down;
- Edge protection measures will not be removed unless authorised and will be replaced as soon as the need to remove it has expired;
- No persons will be permitted to remain on tower scaffolds during the moving and repositioning of them;
- When moving tower scaffolds they are pushed via the narrowest side at the bottom of the tower brakes will be set when used;
- The safe working load of scaffolds, loading-bays and working platforms will be established, displayed and not exceeded;
- Materials will not be stored on working platforms so as to exceed the edge protection;
- All scaffold structures will be properly earthed where a risk of lightning strikes exists.

**Ladders: including step-ladders, podium steps and hop ups:**

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment carried out under the *Working at Height Regulations 2005* has demonstrated alternative methods are unsuitable.

When ladders are used we shall ensure that they are:-

- Used by trained and competent operatives only;
- Subject of an inspection regime with records of inspections maintained;
- Visually inspected by operatives before use;
- Marked with a means of identifying them;
- Class 1 'Industrial' or EN131 ladders or stepladders for use at work and they are a suitable size for the work;
- In good condition and free from defects;
- Secured against movement;
- Pitched out to a 75° angle (4-1) with the reinforcement under the rungs;
- Rise at least 1 metre above a landing place;
- Free from obstruction at their base area;
- Used by only one person at a time;
- Overhead cables will be identified and made safe when working at height.

Operatives will:-

- Maintain three points of contact at all times;
- Not use the top 3 rungs when used as a work platform;
- Not 'over reach';
- Not carry materials or tools when ascending or descending ladders.

**When step ladders, podium steps and hop ups are used they will be:-**

- Suitable and sufficient for purpose;
- Used on safe, level ground;
- Used for short duration and light work;
- Properly 'set up' and not inclined against walls etc.;



- Operative not to use top 2 steps on step ladders or to over reach on any equipment.

### **Roofing**

The company shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventative and protective measures to prevent falls of persons or materials through or from roofs.

Operatives engaged in roof work shall be trained and competent, and be aware of the HSE document *HSG 33 'Health and Safety in Roof Work'*. Method statements will be prepared for the work and adhered to.

We shall ensure:-

- That all work at height is properly assessed and planned by a competent person;
- Work at height will only be carried out by trained and competent operatives;
- That a safe system of access and egress will be provided with materials and equipment hoisted to height by mechanical means;
- A safe place of work will be provided with edge protection that conforms to the Regulations;
- The risks associated with fragile surfaces and falling objects are controlled;
- Areas where fragile roofs are present will be cordoned off or securely covered and warning notices fixed;
- LPG cylinders will be located at least 3m away from the sources of heat;
- Fire extinguishers will be available where tar boilers or hot work takes place;
- Work at height will be only carried out if weather conditions permit it; and
- Precautions will be taken during inclement weather and high winds, to prevent equipment or materials falling from roofs.

# APPENDIX F

## Excavations and Earthworks; Confined Spaces Operations

### Excavations and Earthworks

This organisation recognises that excavation is a hazardous operation.

‘Excavation includes any earthwork, trench, well, shaft, tunnel or underground working’

We will ensure that all practicable steps shall be taken where necessary to prevent danger to any person, including where necessary, the provision of supports or battering etc to ensure:-

- Any excavation or part does not collapse;
- No material from the side, roof or adjacent to any excavation is dislodged or falls;
- No person is buried or trapped in an excavation by dislodged or falling materials;
- No part of an excavation or ground adjacent to it, shall be overloaded with materials or equipment;
- Construction work will not be carried out in an excavation that has supports or battering provided unless the excavation, equipment and materials that affect its safety has been inspected by a competent person:-
- At the start of the shift;
- After any event likely to affect its strength or stability;
- After any material unintentionally falls into the excavation;
- The person carrying out the inspection is satisfied work in the excavation can continue safely;
- Tests will be carried out on landfill sites for gases and other contaminants with appropriate action taken if found;
- Safety helmets will be worn in and near excavations;
- Information, instruction and training on the use of laser devices will be given;
- Underground services shall be traced and steps taken to protect them;
- Suitable precautions must be taken to prevent undermining or weakening of nearby structures;
- Overhead power lines will be protected against accidental contact by machine;
- Underground services will be located and digging carried out by hand within 500mm.

### Confined Spaces Operations

A confined space can be described ‘as a place that is substantially enclosed and there is a foreseeable specified risk’.

A specified risk means ‘a risk of serious injury to a person arising out of fire and explosion and, without prejudice to this risk, the loss of consciousness of a person due to an increase in body temperature, asphyxiation by gases or oxygen deficiency. It also includes drowning due to an increase in the level of a liquid, asphyxiation by solid materials which can flow or entrapment by such substances, so as to render the person unable to reach safety unaided’.

It is the policy of the company to take all reasonable steps to secure the health and safety of employees, or contractors, who are required to enter into confined spaces.

The company acknowledges that health and safety hazards may arise when entry into confined spaces is required. It is the intention of the organisation to ensure that any risks are reduced to a minimum.

Supervisors authorised to issue permits to work in confined spaces are responsible for the correct implementation of the safety arrangements of the system.

All those involved in working in confined spaces are responsible for their own duties in relation to the Permit to Work and for ensuring that their activities do not harm the health and safety of others.

The company will comply with the Confined Spaces Regulations 1997 and Approved Code of Practice, by ensuring that:

- A risk assessment of the work will be completed;
- Method statements will be compiled and available on site;
- Permit to work and permit to enter schemes will apply;
- No entry into a confined space shall be permitted until we are satisfied that entry is safe;
- Atmosphere testing will be continuous during the work within a confined space;
- Appropriate protective clothing and safety equipment will be provided and available on site before work commences, according to need;
- We maintain sufficient serviceable sets of appropriate breathing apparatus or respiratory protective equipment, and other safety equipment, to ensure safe entry where there is danger from gases, fumes, vapours, etc or where there could be a deficiency of oxygen
- We provide training in the use of breathing apparatus, or other safety equipment, for those employees who may be required to use such equipment when working in confined spaces.
- Only suitably fit and trained personnel will be used in these operations; and
- Constant and competent supervision will be provided at the scene of operations.

# **APPENDIX G**

## **Protection of the Environment**

### **Environmental Policy**

In recognition that our activities have an impact on the environment and our commitment to improve our environmental performance and minimise harmful effects on the environment we have prepared a separate Environmental Policy and an Environmental Management System. Employees will be informed on all environmental aspects and issues as they affect our undertaking and the implementation of procedures detailed in our environmental management system.

### **Site Waste Management Plans**

Site waste management plans (SWMPs) aim to reduce the amount of waste produced on construction sites and to prevent fly-tipping. They do this by setting out how building materials, and resulting waste, is to be managed during the project.

The Site Waste Management Plans Regulations 2008 require every construction project on any one construction site with an estimated cost in excess of £300,000 (excluding VAT) to have in place a SWMP before work begins. However, it is the policy of this organisation to have in place a SWMP for each construction project that it begins.

In this respect, for each construction project, the company will:

- Appoint someone to take overall responsibility for the SWMP;
- Identify the types and quantities of waste that will be produced during the project by working out in advance what materials will be used and estimating how much waste will be able to be reused, recycled or disposed of;
- Work out the best options available for recycling and disposal;
- Ensure that all waste is stored and disposed of responsibly;
- Ensure a record is kept of all waste disposed of or transferred through a system of signed waste transfer notes;
- Ensure that waste contractors comply with all legal responsibilities;
- Carefully plan what materials are needed for the project and state all SWMP targets on the data sheet;
- Ensure that everyone on site knows about the SWMP;
- Develop a training programme for all contractors and site workers to ensure that everyone is aware of the importance of asking for and recording the correct paperwork, receipts, destinations for materials, etc,;
- Measure how well the SWMP is working by assessing how much and what type of waste is being produced as the project runs; and
- Assess how effectively the materials on site were managed and how well targets for waste management were met at the end of the project to learn lessons for future projects.

# APPENDIX H

## Work Equipment, Portable Electrical Equipment and Lifting Operations

### Work Equipment

Work equipment will be suitable and sufficient for purpose and comply with the *Provision and Use of Work Equipment Regulations 1998*. In particular we will:

- Maintain equipment in an efficient state, in efficient working order and in a good state of repair;
- Ensure that all equipment and plant shall be inspected as required with records of inspections kept;
- Ensure the use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary;
- Ensure that persons are protected against dangerous parts of machinery;
- Ensure that equipment will only be used in a stable or stabilised condition;
- Suitable and sufficient lighting to be available if necessary;
- Ensure employees are not carried on mobile work equipment unless it is so designed and equipped;
- Ensure that where there is a risk of mobile work equipment rolling over, then roll over protection and operative restraints will be provided, used and maintained in good order;
- Ensure remote controlled self-propelled work equipment will be fitted with a means to stop automatically once it leaves its control range and has guards to prevent impacts; and
- Ensure appropriate personal protective equipment is provided and worn.

### Portable Electrical Equipment

The term "portable" is not restricted to equipment which is normally moved around; it refers to all equipment which can be attached to an electrical system by a cable and plug.

In general, annual inspections of portable electrical equipment are recommended. However, more frequent inspections i.e. 3 monthly may be advisable if the equipment is being used in an environment where there is a high probability of damage, for example, in workshops and in site work, etc. We shall appoint a competent person who will normally undertake the inspection and testing of all items of company equipment. An up-to-date register will be maintained where the inspection and testing of company portable equipment is carried out.

- Visual inspections by the user: Daily or before use of all hand held tools - including plugs and sockets cables, etc.
- Wherever possible, persons using items of privately owned electrical equipment in a company building or construction site should ensure that each item is inspected and tested for electrical safety.

### Lifting Operations

The *Lifting Operations and Lifting Equipment Regulations 1998* will be complied with in all respects. In particular we will ensure:

- All lifting operations will be planned and supervised by a competent person;
- A method statement will be prepared before any lifting operations are commenced;
- Lifting equipment will only be operated by competent and authorised personnel;
- Evidence of thorough examination of all lifting equipment must be provided;
- Structures and ground surfaces from which lifting equipment will operate will be suitable for purpose;
- Slings and signallers will be trained and authorised;
- Barriers and fencing will be erected to protect operatives and members of the public during lifting operations; The exclusion zone created by such barriers will extend over the full operating range of the lifting equipment being used.
- Safe working loads must be clearly displayed and not exceeded; and
- Routine inspections will be carried out every 7 days and recorded.(refer section B Responsibilities and duties – operatives, Site Manager)

# APPENDIX I

## Driving of Motor Vehicles on Company Business and Plant Safety

### Company Cars, Vans and Lorries

- Drivers will comply with the Road Traffic Act 1974, all subordinate legislation and the Highway Code.
- Only persons with full driving licences will be permitted to drive that class of vehicle.
- Driving licences will be checked annually.
- All employees are required to report any driving convictions or points on their licence.
- A system of recording accidents/incidents will be established to identify training needs
- Training will be provided where a need is identified.
- All employees who use their own vehicles on company business are required to provide evidence of insurance that covers such use.
- Vehicles and trailers will be visually inspected daily.
- No vehicles or trailer will be used in an un-roadworthy condition.
- All vehicle defects will be reported immediately.
- Mobile telephones will not be used whilst driving.
- No one will drink alcohol; take drugs or medication which could affect their ability to drive.
- Drivers and passengers will not smoke in company vehicles.
- Where supplied the driver will be responsible for the inspection and re stocking of the First Aid kit.
- In the event of a breakdown on a motorway, the driver should not undertake repairs / wheel changing themselves on the hard shoulder and should remain out of the vehicle well away from danger of being hit by traffic, until emergency vehicle arrives

### Plant Safety

- Plant operations will comply with the Lifting Operations and Lifting Equipment Regulations 1998.
- Plant will be selected that are suitable for purpose.
- Plant will only be operated by trained, competent and authorised persons.
- Operatives will only operate fork lift trucks of the type that they have been trained to use.
- Plant will be immobilised and keys removed from the ignition when unattended.
- All overhead obstructions including power cables will be marked and where necessary fenced or shrouded.
- Operators will ensure the machine limits are not exceeded.
- Loading will only be permitted onto structures or vehicles designed to accept such loads.
- Access to all loading points will be level and clear of obstructions.
- Noise assessments will be made before lift trucks are taken into service
- We will ensure a safe system of refuelling fork lift trucks is in place at all times.
- During refuelling and maintenance, operatives will wear personal protective equipment as specified.
- Operators are responsible for daily inspections, routine maintenance, reporting of defects etc., to the appropriate supervisor.
- All incidents or accidents involving plant will be reported to the supervisor

## APPENDIX J

### Personal Protective Equipment

The company provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

The company's policy is to provide suitable PPE as appropriate ('CE' marked and comply with the *Personal Protective Equipment Regulations 2002*), to ensure it is properly maintained and that employees are provided with adequate information, instruction and training.

The implementation of this policy requires the co-operation of all members of management and staff.

The company will, in consultation with workers and their representatives:

- Ensure PPE requirements are identified when carrying out risk assessments;
- Use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary;
- Carry out an assessment to identify suitable PPE;
- Ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately;
- Ensure PPE is available to all staff who need to use it;
- Provide adequate accommodation for correct storage of PPE;
- Provide adequate maintenance, cleaning and repair of PPE;
- Inform staff of the risks their work involves and why PPE is required;
- Train staff in the safe use and maintenance of PPE; and
- Review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees are responsible for safeguarding such items, reporting defects and using the equipment as instructed.



## APPENDIX K

### Control of Substances Hazardous to Health Regulations (COSHH) 2002

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the Control of Substances Hazardous to Health Regulations 2002. Hazardous substances include:-

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. fumes)
- Naturally occurring substances (e.g. grain dust)
- Biological agents (e.g. bacteria and other micro-organisms)

When using such substances we shall:-

- Step 1** Having consulted the material safety data sheet or safety label, carry out a COSHH risk assessment for any substance used in or created by workplace activities.
- Step 2** Decide what precautions are needed. We shall not carry out work which could expose our employees to hazardous substances without first considering the risks and the necessary precautions, and what else we need to do to comply with COSHH.
- Step 3** Prevent or adequately control exposure. We shall prevent our employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then we shall adequately control it.
- Step 4** Ensure that control measures are used and maintained properly and that safety procedures are followed.
- Step 5** Monitor the exposure of employees to hazardous substances, if necessary.
- Step 6** Carry out appropriate health surveillance where our assessment has shown this is necessary or where COSHH sets specific requirements.
- Step 7** Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where necessary.
- Step 8** Ensure employees are properly informed, trained and supervised.

# APPENDIX L

## Health Surveillance: Noise, Dermatitis, Respiratory Disorders, Vibration, Management of Stress

### Health Surveillance

Health surveillance is about systematically watching out for early signs of work-related ill health in employees exposed to certain health risks. It means putting in place certain procedures to achieve this. These procedures may include:

- Simple methods, such as looking for skin damage on hands from using certain chemicals;
- Technical checks on employees, such as hearing tests;
- More involved medical examinations.

Some health and safety regulations also require employers to provide health surveillance for their employees.

The company recognises its duty to make arrangements for health protection and surveillance to be conducted and employees are required to co-operate. There may be requirements for health surveillance to continue even after cessation of the exposure, but this is for diseases that have a long latency period (such as asbestos-related disease).

It is our policy to:

- Carry out risk assessments under the *Management of Health and Safety at Work Regulations* and any other applicable Regulations in order to decide if health surveillance is appropriate.
- Place affected employees under suitable health surveillance where the risk assessment(s) indicate that health surveillance is appropriate.
- Consult with employees and, where applicable safety representatives, over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements.
- Inform affected employees, and where applicable safety representatives, of the health risks and of the health surveillance procedure.
- Ensure that the person carrying out the health surveillance procedure is competent to undertake the task.
- Ensure that the results of health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them.
- Suitably action any recommendations made as result of health surveillance and if necessary review the associated risk assessment.
- Treat an individual's health surveillance records as confidential information.
- Inform employees, and where applicable safety representatives, of the collective results of health surveillance, but ensuring that no individual is identified.
- Ensuring that health surveillance records are retained for statutory retention periods.

## **Noise**

The *Noise at Work Regulations 2005* will be complied with. Noise assessments will be carried out as appropriate and action taken as identified necessary. First priority should be to reduce noise levels and exposure to noise. Hearing protection should be used where other means of controlling noise has failed.

The company will assess noise levels, reduce noise and exposure to noise and provide employees with information about the risk of noise, their responsibilities and how to obtain and look after ear protectors.

Where noise levels are such as to expose operatives to in excess of 80db(A) averaged over a working day, assessments will identify those operatives and/or activities that will require the provision of suitable noise reduction techniques and/or the use of ear defenders. Such assessments may be specific to site or related to the work activity. Operatives will ensure that the precautions suggested are implemented.

Where noise levels exceed 85dB(A) areas affected will be established, signed and protected against unauthorised entry. Ear protection is necessary to prevent damage to hearing. The two main types of hearing protection are disposable or re-usable ear plugs and ear muffs. Ear protection shall be provided and worn by all within the noise affected area. Employees will be provided with information on hazards of work exposing them to noise levels in excess of 85dB(A) over a working day, instructed and trained in working methods to protect their hearing, including the use of ear defenders.

### **Exposure to noise may cause:**

- Hearing loss
- Irritation, annoyance and fatigue
- Inefficiency and lack of concentration
- Failure to hear warnings, sounds and instructions

### **Safeguard your hearing:**

- Use hearing protection as instructed
- Trained persons should supply and fit ear protection to suit individuals needs
- Keep ear protection clean, check regularly for damage
- Replace as necessary

A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of hearing impairment should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary

## **Dermatitis/ Eczema**

Contact dermatitis is inflammation of the skin caused by contact with a range of materials. The main signs of eczema are redness, swelling, crusting and cracking and flaking of your skin. These include detergents, toiletries, chemicals and even natural products like foods and water (if

contact is prolonged or frequent). It can affect all parts of the body, but it is most common to see the hands affected. There are three main types of contact dermatitis:

- Irritant contact dermatitis:
- Allergic contact dermatitis:
- Contact urticaria.

Irritant contact dermatitis is caused by things that dry out and damage the skin, e.g. detergents, solvents, oils and prolonged or frequent contact with water.

Allergic contact dermatitis occurs when someone becomes allergic to something that comes into contact with his or her skin. The allergic reaction can show up hours or days after contact. Common causes include chemicals in cement, epoxy resins and some foods.

The signs and symptoms of the different types of dermatitis are similar. Dry, red and itchy skin is usually the first sign. Swelling, flaking, blistering, cracking and pain can follow.

Sometimes the consequences of contact with a material are immediately visible. Sometimes contact occurs without apparent effect. However, every contact can cause minute amounts of 'invisible' damage to the skin that can build up until more serious signs are seen.

The company procedure is:-

1. Avoid contact with materials that cause dermatitis. Adequate Information, instruction, training and supervision will be provided
2. Protect the skin. Select suitable hand protection (barrier creams), suitable welfare facilities and appropriate PPE.
3. Check for early signs of dermatitis. A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of dermatitis / eczema should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary

## **Respiratory Disorders**

### **Chronic obstructive pulmonary disease (COPD)**

Chronic Obstructive Pulmonary Disease (COPD) is a long-term illness that makes breathing difficult. The lungs and breathing tubes are damaged making it difficult to get air in and out. common symptoms include;

- a persistent chesty cough and phlegm
- wheeze
- more frequent and troublesome chest infections

COPD is a slow developing condition; the symptoms tend only to start becoming a problem in mid-life, usually in the late forties onwards. A wide variety of dust or fume have the potential to

cause COPD if exposure is high and over a long period of time, for example studies suggest the following substances have the potential to cause COPD;

- Hardwood dust
- Mineral dust
- Silica dust
- Solvent fumes in paint
- Welding Fumes

Some of these occupations and substances are also linked to other diseases, for example, welding fume can cause fume fever and pneumonia. Some can also cause occupational asthma.

### **Occupational Asthma**

Breathing in substances called respiratory sensitisers at work can cause occupational asthma.

A respiratory sensitiser is a substance which when breathed in can trigger an irreversible allergic reaction in the respiratory system. Once this sensitisation reaction has taken place, further exposure to the substance, even to the tiniest trace, will produce symptoms. Sensitisation does not usually take place right away. It generally happens after several months or even years of breathing in the sensitiser

The symptoms are:

- asthma - attacks of coughing, wheezing and chest tightness
- rhinitis and conjunctivitis - runny or stuffy nose and watery or prickly eyes

Once a person is sensitised, continued exposure can result in permanent damage to their lungs and increasingly severe symptoms. People with rhinitis may go on to develop asthma. Asthma attacks are likely to become worse and can be triggered by other things such as tobacco smoke, general air pollution or even cold air.

Respiratory sensitiser's are subject to the Control of Substances Hazardous to Health Regulations (COSHH). COSHH requires the substitution of harmful products with less harmful ones. If this is not possible then you must use adequate control measures.

Many substances and processes used in the workplace create dust and fumes. All dusts and fumes are a risk to health.

The company procedure is:-

1. Avoid long term contact with machinery or tasks that would cause COPD/Asthma.
  - Adequate Information, instruction, training and supervision will be provided
  - Suitable dust suppression should be provided with the machinery
  - If you have any doubts about the substances or material you are to use, speak to your supervisor.

Checks should include the following:

- Identify material or substances before use

- Read any information on packaging or containers or manufacturer's instructions
- Make sure you have been trained in the use of the equipment
- Clean and service all equipment after use following maintenance instructions

2. Protect the Operative. Select suitable equipment with dust suppression measures, and appropriate PPE as the last resort. When it is not possible to reduce the risk at source, respiratory equipment can safeguard health. It is available as:

- Disposable face masks
- Half mask respirators and full face respirators
- Positive pressure powered respirators
- Select the correct type of respiratory equipment
- Use additional protection, such as gloves, goggles and overalls as necessary
- Other equipment is designed for specialist work, e.g. in sewers.

3. Check for early signs of COPD. A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of COPD/Asthma should be brought to the attention of management. Specialist advice may be sought from an occupational health professional as necessary

## **Vibration**

### **Whole body vibration**

Vibration transmitted through the seat or feet (known as whole-body vibration or WBV). Drivers of some mobile machines, including certain tractors, fork lift trucks and quarrying or earth-moving machinery, may be exposed to WBV and shocks, which are associated with back pain. Other work factors, such as posture and heavy lifting, are also known to contribute to back problems for drivers, however further study is needed into the impact of WBV.

### **Hand-arm vibration**

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders.

Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.

Hand-arm vibration can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome.

The company procedure is:-

1. Avoid long term contact with machinery that would cause HAV. Adequate Information, instruction, training and supervision will be provided
2. Protect the Operative. Select suitable vibration dampened equipment, suitable welfare facilities (warmth) and appropriate PPE as the last resort.
3. Check for early signs of HAV. A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of HAV/ white finger should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary

### **Management of Stress**

The company acknowledges that stress in the workplace can affect staff at all levels and can be caused by:

- Job content,
- Working environment
- Relationship with others at work,
- Excessive workload or working hours,
- Inadequate training
- Personal problems outside the workplace.

The company will therefore provide mechanisms designed to discover and manage instances of stress and promote a return to full health as soon as possible.

## **APPENDIX M**

### **Asbestos Containing Materials**

It is the policy of the company to ensure that, as far as is reasonably practicable, no persons are exposed to asbestos containing materials (ACMs) that may be present in any of the properties it owns, occupies or maintains.

The company acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons from these hazards. This will be achieved by minimising exposure through the management of ACMs in the workplace premises.

We shall ensure that anyone who is going to work with ACMs is trained properly and is supervised. We shall also ensure that everyone who needs to know about the presence of ACMs is alerted, and that no one will be allowed to start work that could disturb ACMs unless the correct procedures are employed.

### **Arrangements for Managing Asbestos in the Workplace**

A Refurbishment and Demolition Survey will be carried out before commencing any work on the premises to determine whether ACMs are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

A suitable risk assessment will be carried out to determine a safe system of work. Where necessary, ACMs will be removed prior to commencing any work.

### **If we uncover or damage asbestos materials**

If suspect materials are discovered during the course of the works then we shall follow the guidance given in '*Asbestos Essentials EM1*' i.e.:

- Stop work immediately.
- Decide who must do the work - we may need a licensed contractor.
- Minimise the spread of contamination to other areas.
- Keep exposures as low as we can.
- Clean up the contamination

Advice must be sought immediately from the site supervisor who may arrange for any necessary specialist work (air-monitoring, tests, etc.), which may be appropriate.



## APPENDIX N

### First Aid

First Aid arrangements shall be in compliance with *First Aid Regulations 1981(amended 2008)* and the Approved Code of Practice. Where the company are acting as contractor or otherwise working on site, arrangements shall normally be made with the Principal Contractor to share first aid facilities. Where the company is the principal contractor sufficient first aid arrangements as identified by carrying out a First Aid needs assessment will be put in place.

Sites shall be provided with a first aid kit. The location of the first aid kit and the identity of the first aider will be displayed in the site office. The kit will contain (at least) the scale of equipment in accordance with the Regulations. Employees shall be advised of the arrangements, which shall be included in the induction process. (Refer to section B – Responsibilities for kit inspections)

It is noted that there are diseases, which may be transmitted through body fluids, including HIV virus (Aids) and Hepatitis B. During any first aid treatment, care will be taken to avoid the injured person's blood by wearing suitable gloves.

The First Aid Needs Assessment will evaluate the following points:

- The nature of the work, the hazards and the risks
- The nature of the workforce
- The organisation's history of accidents and illness
- The needs of travelling, remote and lone workers
- Work patterns such as shift work
- The distribution of the workforce
- The remoteness of the site from emergency medical services
- Employees working on shared or multi-occupied sites
- Annual leave and other absences of first aiders
- First-aid provision for non-employees
- The size of the organisation

# APPENDIX O

## Fire Safety

Fires can and do kill, injure and cause serious human suffering and financial loss. The owner or employer in every workplace has legal responsibility for carrying out a fire risk assessment. This includes identifying the risk of arson and acting to reduce it. This must be completed in accordance with the Fire Safety Order (Regulatory Reform) 2005 requirements. By doing this we can protect our business, the jobs and safety of our employees, our stock, our premises and the service(s) we provide to the community. Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone on the premises is able to escape to a place of total safety easily and quickly.

The risk assessment that is initiated will ensure that the fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, and the risk assessment should identify any issues that need attention.

## Construction sites

The potential dangers are particularly severe on many construction sites, where high-risk activities such as hot work are frequently combined with circumstances where fires can spread quickly and escape may be difficult. Construction fire safety needs to be managed from the earliest stages of design and procurement and needs to address the risks both to site workers and to site neighbours. This may mean rejecting proposals for particular methods and materials in a specific location, based on the potential for serious consequences from any fire during the construction stage, or planning additional, sometimes expensive or difficult, mitigation methods if a specific design or method is not to be changed. It is essential that fire safety measures are considered throughout all stages of the procurement and design process and implemented effectively during the construction phase. The Construction (Design and Management) Regulations 2007 (CDM) also place duties on duty holders in relation to fire safety. The Regulatory Reform (Fire Safety) Order 2005 legislation requires that those with control over construction work can demonstrate that they have:

- Recognised the risks in their workplaces;
- Considered who will be affected;
- Assessed the extent of the risks;
- Come to an informed decision on the necessary action to reduce them; and
- Ensure that the actions decided are implemented.

Guidance from the HSE (HSG 168), Fire Insurers (JCOP) and FPA should be sought. On sites with Timber Frame construction the advisory 16 point plan of the UKTFA must be incorporated.

## Site Emergency Procedures; Site Safety – Clients and Other Persons

### Site Emergency Procedures

Wherever we control the site, the Site Manager will:

- Personnel trained in First Aid to be available on site at all times.
- Fully equipped first aid container, eye wash, etc. shall be available on site at all times.
- Details of First Aider identity and the location of the first aid kit will be included within site induction.
- Telephone numbers and details of emergency services to be exhibited.
- Site telephone number and correct address to be exhibited.
- Ambulance authority to be advised when more than 25 operatives work on site.
- Where necessary, contingency plans for dealing with accidents of potential high casualty rate will be made in association with the emergency services.
- Ensure adequate fire precautions are in place and a site specific fire plan is produced;
- Ensure that emergency procedures and contingency plans are established for dealing with such risks;
- Ensure that employees are familiar with and understand the procedures and provide training as necessary;
- Control the use of highly flammable liquids, gases and other flammable substances such as oil, solvent based paints, wood dusts, spray applications, etc.;
- Ensure that employees are familiar with, understand and comply with the procedures.
- Ensure that hot work will only be carried out under a 'hot work permit' scheme;
- Gas cylinders will be kept in purpose-built trolleys, stored upright, secured from falling and with valves locked off. Flash back arrestors will be fitted and inspected at least annually;
- Ensure a safe system of refuelling plant and portable tools, including a designated refuelling area which is situated away from any inflammable materials.

Wherever the company act as Contractor or is working in occupied premises, the emergency procedures of the Principal Contractor or occupier shall be ascertained and followed.

#### **Site Safety – Clients and other persons**

- Strict controls are necessary on construction sites to ensure the health and safety of everyone whether legally there or not;
- Where building works are carried out in conjunction with continuing activity, business or otherwise of the client, then careful consideration should be given to the phasing of the works:
- Where possible, building work should be separate to that of the client's activity;
- Should clients and client's staff need to access areas where building work is being carried out, it should be minimised and strictly controlled.
- Assessment of hazard and risk will be carried out in respect of any work activity;
- Management will monitor control measures and review the assessment as necessary;
- Effective protection controls in the work area, such as fans, barriers, warning notices etc, will be in place at all times and inspected regularly;
- Information, communication and control measures are essential matters, which need to be discussed with clients at regular meetings;
- Care in detailing design should be applied to minimise any health and safety risk;

- A safe method of work will be planned and put in place prior to work commencing;
- Any hazards, risks or unsafe matters identified should immediately be brought to the attention of the Site Manager for necessary action;
- All accidents, injuries and incidents will be reported to site management, recorded as necessary and appropriate action taken;
- In the event of an incident or accident to client personnel or member of the public the Safety Adviser will be informed and carry out an investigation and report, if necessary;
- Any fire plan provided by the client, in respect of his premises, will be communicated to contractors to ensure it is understood and not compromised by any building operations. This matter must be taken into consideration for the Contingency Fire Plan.

### **Office Emergency Procedures**

- A risk assessment will be completed under the Regulatory Reform (Fire Safety) Order 2005;
- A Fire Warden will be appointed and receive appropriate training for the task;
- All staff will be instructed in the 'emergency evacuation' procedures;
- Emergency evacuation drills will be carried out and recorded;
- Alarms and Fire fighting equipment will be serviced and maintained;
- Fire and emergency evacuation instructions will be posted in conspicuous positions;
- Visitors will be 'booked' in and out and escorted from the office in the event of an emergency;
- Fire hazards will be minimised by:-
  - A. keeping fire doors closed,
  - B. keeping fire extinguishers in place,
  - C. keeping paper and other flammable materials to a minimum,
  - D. A 'no smoking' policy in conformance with the Smoke-free (Premises and Enforcement) Regulations 2006.
- Personnel trained in First Aid to be available on premises at all times.
- Fully equipped first aid container, eye wash, etc. shall be available on premises at all times.
- Details of First Aider identity and the location of the first aid kit will be included within office induction.
- Telephone numbers and details of emergency services to be exhibited.

# APPENDIX P

## DSEAR

The Dangerous Substances and Explosive Atmosphere Regulations 2002 will be complied with at all times.

### Storage and Use of Highly Flammable Liquids (HFL)

- Containers of all HFL's will be identified and properly marked.
- Quantities of HFL's, less than 50 litres, will be stored in properly marked, lockable, ventilated metal bins.
- Bulk storage (more than 50 litres) of HFL's will be in securely locked cages or a well ventilated, secure building, apart from other buildings and clearly marked HIGHLY FLAMMABLE LIQUIDS - NO SMOKING and suitable fire extinguishers provided.
- Where HFLs are used inside buildings no naked flames, spark-producing tools or smoking will be permitted and suitable fire extinguishers will be provided.
- HFL fumes and vapours will be dispersed by adequate ventilation.
- A flameproof motor will be used if mechanical ventilation is required to disperse fumes etc.
- Manufacturers or suppliers data sheets and COSHH assessments will be provided.
- Warning notices and barriers will prevent unauthorised entry into buildings /areas where HFLs are being used.

### Storage and Use of Liquefied Petroleum Gases (LPG)

LPGs (butane and propane) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures. When used we will ensure:-

- The company complies with the *Dangerous Substances and Explosive Atmospheres Regulations 2002*.
- LPG cylinders will not be stored in buildings or containers but in a compound or cage at least 4m from any building or other structures or sources of ignition.
- Signs will be displayed indicating the presence of LPG and prohibiting smoking.
- Except for special applications, LPG cylinders will always be used and stored upright.
- After use, all LPG cylinders will be returned to the store.
- When stored, used and full LPG cylinders will be stored separately and segregated from oxygen cylinders. Suitable fire extinguishers shall be in place.
- When being transported cylinders will be kept upright and secured. Vehicles will display warning notices and carry a TREM card, be equipped with suitable fire extinguishers and the driver trained in emergency procedures.
- Hoses and connections between LPG cylinders and any tool or appliance will be inspected before use for leakage and comply with current safety standards.
- Under no circumstance will heat be applied to any LPG cylinder.
- When not in use the gas will be turned off at the cylinder valve.
- Where there is evidence of an LPG leakage the following action will be taken:-
- Gas turned off at cylinder valve;
  - A. All doors and windows opened;
  - B. Area will be vacated and Site Manager to be informed; and
  - C. Electrical switches and telephones WILL NOT BE OPERATED.

- In the event a cylinder catches fire, the fire service will be contacted immediately and no attempt otherwise made to fight the fire.

# APPENDIX Q

## Office Health and Safety ; Visual Display Screens

### Office Health and Safety

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment. Hazards will be minimised by:-

- Properly storing materials;
- Protecting against or eliminating trailing electrical cables;
- Closing filing cabinet drawers;
- Keeping staircases and fire exits clear and unobstructed;
- First aid and Fire emergency procedures will be displayed and fire drills conducted at regular intervals;
- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established;
- Chemical hazards will be subject of COSHH assessments;
- Electrical hazards will be minimised by ensuring:-
  - that all cables and connections are maintained in good condition;
  - Equipment is properly earthed and correctly fused;
  - Sockets are not overloaded;
  - Water kept away from electrical installations.
- Electrical equipment shall be subject to regular checking every 12 months

### Visual Display Screens

Risk Assessments will be completed and should cover the following points:-

- Work station must have adequate lighting without glare or distracting reflections;
- Adequate space to be provided to allow postural changes and leg room;
- All work stations should be tailored to suit individual operators and records of training kept;
- Equipment provided must be appropriate to the task;
- Work surfaces must allow for flexible arrangements;
- Work chair to be adjustable and have 5 points of contact with the floor;
- Footrest to be provided if required;
- User to take frequent short breaks away from the screen area;
- Eye sight test to be provided at request of user;
- Damaged or faulty equipment will be taken out of use and reported to management.

# APPENDIX R

## Electrical Work

The *Electricity at Work Regulations 1989*, applies wherever electricity may be encountered. The Regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or arcing, or from fire or explosion initiated by electrical energy.

We shall take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons will be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of other persons, as low as reasonably achievable.

## Competent Persons

Persons carrying out the testing and/or repair of electrical equipment, or its associated connections must have appropriate technical knowledge, training and information to enable them to work safely. Persons who are not thus qualified may work with electrical equipment provided suitable and sufficient supervision by a competent person is provided.

General guidelines for competence are set out below:

- Practical experience in working with electricity and an adequate knowledge of hazards.
- Knowledge of current safety standards and a clear understanding of the precautions required to avoid danger.
- The ability to recognise whether it is safe for work to continue, particularly in respect of unfamiliar equipment and unfamiliar locations.

## General Safety Precautions

The risk of sustaining an electric shock can be reduced by adopting the following practices:

- A suitable Permit-to-Work system should always be in place and operated, to ensure the effective isolation of hard-wired equipment before repair or maintenance work commences.
- Due care must always be exercised when switching off main power supplies to ensure that only the intended circuits are isolated. Lock-off systems must be used, where necessary.
- Switch off and withdraw the plug on items of portable electrical equipment prior to making any alterations or modifying any circuitry.
- Do not handle any equipment with wet hands and do not work in close proximity to water supplies or other earthed metalwork where there may be a risk of putting one hand on earthed metal and the other on live equipment. If equipment is suspected of being live, switch off, and have its electrical status tested by a competent person. Record the test.
- The external metal casing of electrical apparatus and associated cables and conduits must be earthed as a legal requirement. Water and gas pipes, however, must not be used as earth points. Such pipes must be effectively bonded, to ensure that they remain at an equal electrical potential. Checks should be carried out at least annually, to ensure that this continues to be the case.
- On no account must a three-phase socket outlet be used to supply single-phase apparatus.



- Standard types of electrical fittings, such as 3-pin plugs, sockets and switches, should always be used as specified by manufacturers and in accordance with good practice (risk assessment).
- If it is possible to do so, we shall always use low voltage equipment.
- The use of high voltage equipment must be strictly controlled and suitable assessments of risk, and control features, prepared prior to use.

### **Underground power cables**

We shall always assume cables will be present when digging in the street, pavement or near buildings. We shall use up-to-date service plans, cable avoidance tools and safe digging practice to avoid danger. Service plans may be obtained from regional electricity companies, local authorities, highways authorities, etc.

### **Overhead power lines**

When working near overhead lines, it may be possible to have them switched off if the owners are given enough notice. If this cannot be done, we shall consult the owners about the safe working distance from the cables. All work will be carried in accordance with HSE Guidance, '*Avoidance of danger from overhead electrical lines - GS6*'.

## APPENDIX S

### Manual Handling

The company will endeavour to provide employees and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the *Manual Handling Regulations 1992*. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the Regulations and training will be given. All personnel are to:

- Avoid hazardous manual handling activities so far as is reasonably practicable.
- Assess any hazardous manual handling activities that cannot be avoided.
- Reduce the risk of injury, so far as is reasonably practicable.
- Provide or obtain information on the load to be handled.
- When considering how to deal; with manual handling activities, we will ensure that the below factors are addressed:-
  - A. The task; (T)
  - B. Individual capacity; (I)
  - C. The load; (L)
  - D. The working environment; (E)
  - E. Other factors that may affect the activity; and
  - F. Make full and proper use of handling aids
- Inform their supervisor of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.
- Inform a supervisor immediately of any injury incurred through manual handling.

# APPENDIX T

## **Protection of Young Persons**

A 'young person' is someone who is under 18 years of age. We will ensure that where a young person is employed, a specific risk assessment of them will be made before they are permitted to commence work.

A 'child' is someone who is not over compulsory school age. We will ensure that where a Child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation will be involved in the assessment process.

Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:

- Woodworking machinery.
- Mobile plant.
- Lifting equipment and accessories.
- Acting as Slinger/Signaller/Banksman in lifting operations.

## **APPENDIX U**

### **Migrant Workers**

We recognise that there may be several factors making migrant workers more vulnerable, i.e. limited knowledge of the UK's health and safety system, limited proficiency in English Language, and lack of health and safety training.

When employing migrant workers we will carry out a risk assessment specifically to consider the possible additional risks where migrant workers are present. The risk assessment will include consideration of the following:-

- The worker's language and literacy skills, their ability to communicate and understand information (written and oral) about the work activities and general work environment health and safety;
- The level of information, instruction, training and supervision required in relation to the work;
- Prior work experience and the extent to which it is relevant in relation to health and safety practices in the work activity being undertaken;
- Perception of risk and the extent to which this may differ due to experience of another country's health and safety workplace culture;
- Interrelationships between migrant workers and UK workers and the potential impact this could have on health and safety.

We will implement and monitor any additional control measures identified under the risk assessment.

These may include:-

- Ensuring each individual's competency matches as closely as possible the required competency for the work activities to be undertaken and reasonable attempts will be made to determine whether or not the individual has the necessary skills, qualifications and experience required, including the necessary language skills.
- Appropriate levels of information, instruction and training in their own language.
- Ensuring they are supervised by a competent person who is bilingual.

# APPENDIX V

## RIDDOR Guidelines

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 came into force on the 1st April 1996 were updated in September 2011 and further amended in April 2012. The regulations require the following to be reported to an enforcing authority (usually the HSE): -

RIDDOR places a legal duty on:

- Employers
- Self-employed people
- People in control of premises.

These 'responsible persons' must record and report certain incidents, injuries, diseases and dangerous occurrences involving employees, self-employed workers and members of the public. The information provided through recording and reporting enables the enforcing authorities (either Health and Safety Executive (HSE) or local authority Environmental Health, to identify where and how risks arise, and to investigate serious accidents.

### Death or Major Injury

If there is an accident connected with work and:

- Your employee, or a self employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); or
- A member of the public is killed or taken to hospital;

The enforcing authority must be notified immediately.

### Over seven Day Injury (from April 2012)

If there is an accident connected with work (including an act of physical violence) and:

Your employee, or self employed person on your premises, suffers an over seven day injury; An over seven day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than seven days (including non work days).

- You must notify the enforcing authority within fifteen days.

### Disease

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must notify the enforcing authority.

### Dangerous Occurrence

A dangerous occurrence is something that happens which does not result in a reportable injury, but which clearly could have done so. The enforcing authority must be notified immediately of some specific dangerous occurrences by the quickest practical method, usually telephone.

## **Near Misses**

Although not part of the legal duties mentioned above, it is also good practice to record non-reportable 'near-miss' incidents, workplace accidents and occurrences where no-one has actually been hurt or become ill, but where the consequences could have been serious for workers.

In this way, it is possible to learn from such incidents so that workers are protected from harm, using the old adage 'prevention is better than cure'

Details of all reportable incidents, injuries, diseases and dangerous occurrences must be recorded, including:

- The date when the report is made
- The method of reporting
- The date, time and place of the event
- Personal details of those involved
- A brief description of the nature of the event or disease.

Records can be kept in any form but must conform to data protection requirements.

## **Accident Reporting and Investigation Guidelines**

- Injured persons are required to record details of all work-related accidents, diseases and dangerous occurrences in the Accident Book provided, or ensuring that such an accident is recorded on their behalf and reported to management.
- In the case of a major accident or dangerous occurrence the Site Manager will telephone Contracts Manager, or, if not available, the Safety Director to discuss the action to be taken.
- Details of any reportable injury, dangerous occurrence or disease will be reported to the Health and Safety Executive All work-related accidents, diseases and dangerous occurrences must be the subject of further examination to prevent a recurrence:
  - A. Minor accidents or incidents should be investigated by Site Manager
  - B. Arrangements should be made, if necessary, for a Safety Adviser to visit the scene of reportable major injuries, dangerous accidents and diseases incident to investigate the circumstances and report.

## **Reporting procedures**

### **Telephone**

All incidents may be reported online but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

### **When do I need to make a report?**

In cases of death or major injuries, you must notify the enforcing authority without delay, most easily by reporting online. Alternatively, you can telephone 0845 300 9923. Cases of seven day injuries must be notified within fifteen days of the incident occurring using the appropriate online form. Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease using the online form Report of a case of disease.

### **Ways to report an incident at work – online ([www.hse.gov.uk](http://www.hse.gov.uk))**

Complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- Report of an injury
- Report of a dangerous occurrence
- Report of an injury offshore
- Report of a dangerous occurrence offshore
- Report of a case of disease
- Report of flammable gas incident

### **Contact HSE out of hours**

The types of circumstances where HSE may need to respond out of hours are:

- Following a work-related death, or where there is strong likelihood of death following an incident at or connected with work;
- Following a serious accident at a workplace, to gather details of physical evidence that would be lost if you waited until normal working hours;
- Following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or Government ministers.

If you feel that the incident fits these descriptions, or if you are not sure, then ring the duty officer on 0151 922 9235. The duty officer will take your message and will ask you for a phone number to allow them to contact you. They will pass your details to an appropriate HSE officer, who may wish to contact you further.

When making a telephone notification an incident reference number will be allocated for future reference. A copy of the completed form should be forwarded to the Contract Manager for information purposes and subsequent filing. Details must not be released to a third party without authority.

### **Accident Book**

The Accident Book used by the Company complies with the requirements of the Data Protection Act. For that reason it is set out in two parts.

- The right hand side of page relates to the personal details of the injured person. Once completed it should be removed and forwarded to the Contract Manager for information purposes and subsequent filing.
- The left hand side of the page contains detail about the nature of the accident and the action taken. It should be retained in the accident book to provide a basic record of all accidents that have occurred on that site. Details of any Incident Reference Number allocated by the Accident Contact Centre should be recorded on this page.

### **Minor Accident/Incident Report Form**

- All minor accidents or incidents should be the subject of further examination to prevent a recurrence.
- The form should be completed by the Site Manager following a meeting with the injured person, witnesses, and a representative of the injured person's company authorized to implement changes to the 'method statement'.
- The 'observations/recommendations' section should be used to indicate any agreed changes to the 'method statement'.
- Contact the Contract Manager and/or a Safety Officer by telephone for advice.
- Work must not proceed until any recommendations, if any, have been implemented.
- The completed form should be attached to the detached portion of the accident book entry and forwarded to the Contract Manager for information purposes and subsequent filing.

### **Measuring Performance**

Measurement is essential to maintain and improve health and safety performance. There are two ways the Company generate information on performance:

#### **Active Monitoring**

- This allows for feedback on site performance before an accident, incident or ill health. The data recorded during the visit site inspection allows a bank of non-compliance issues to develop for trends and patterns to then be identified for management action. This also satisfies the needs of multi-site organisations in meeting performance standards. Meetings with BSG advisors are pre-planned and are held at a minimum annually and the Company, accident record and non-compliance statistics are available for review and discussion.

#### **Reactive Monitoring**

- By definition is triggered after an event and includes identifying and reporting.



### **Inspection**

- The Building Safety Group provides an independent regular visit cycle of site inspections. A completed site inspection report form will be left with the Site Manager and copies forwarded on to the Safety Director.

The Company will ensure any non-conformity is rectified or seek confirmation of any action taken by the site management. Issues resolved should be initialled by the site manager on the site copy of the report form. Any outstanding unresolved issues should be reported to the head office. The site manager will ensure all non-conformities are addressed.

### **Site Inspection**

- The site manager will carry out weekly inspections and record any findings on a Health and Safety Monitoring Report Form
- Identified unsafe working practices must be remedied before work proceeds and recorded on a Safety Action report Form
- Any external reports on health and safety issues must be actioned and noted on Safety Action Report Form
- The site manager is responsible for ensuring all statutory records are maintained.

## **APPENDIX W**

### **Smoking Policy**

We will conform to the requirements of the *Public Health, Smoke-free (Premises and Enforcement) Regulations 2006*. Smoking will not be permitted in the company's' offices, buildings, premises (complete or under construction) that are enclosed or substantially enclosed or vehicles. Statutory Signs that conform to these Regulations will be displayed within all of our vehicles and buildings over which we have control or responsibility. All our employees and sub-contractors will be informed of this policy at induction into the company and onto site.

### **Drugs and Alcohol**

- Whilst most people who drink alcohol do so in moderation and with sensible regard for the consequences, there is a significant minority whose drinking brings harm to their own lives or the lives of family, friends and colleagues. Similarly, the use of drugs for non-medical reasons can disrupt such relationships and may be illegal.
- The Company is concerned about the damage such a condition may cause to the health and work performance of the individual, together with the possible effects this may have on the health and safety of employees, sub-contractors and members of the public.

### **The Company will**

- Increase the general awareness/knowledge of the workforce regarding risks associated with excess alcohol consumption and the misuse of drugs and to encourage individuals with drug or alcohol problems to seek help and assistance as appropriate
- Generally take a welfare based approach when dealing with individuals having drug or alcohol problems, however the severity of a problem or the refusal of help or drug related misconduct could lead to disciplinary procedures being invoked
- Assist line managers identify individuals with drug/alcohol related problems and encourage a company culture whereby all staff realise the importance of not covering up for individuals with known drug or alcohol problems
- Make clear that the company regards excess/inappropriate alcohol consumption, or use of illegal drugs as incompatible with acceptable employment performance, by ensuring that clear statements of the company rules regarding drug and alcohol are communicated to the workforce
- Ensure that the company can operate in an effective manner not disrupted by drug or alcohol use, thereby reducing drug or alcohol related absenteeism and promoting satisfactory performance
- Abide by rules and procedures adopted by clients/principal contractors whilst at their premises or sites

## **APPENDIX X**

### **Misconduct Subject of Disciplinary Procedures:**

Disciplinary procedures may be instigated in respect of any operative who commits any of the below acts of misconduct:-

- Demonstrates symptoms of drug or alcohol abuse.
- Smokes in our buildings, offices and vehicles whilst at work.
- Drives vehicles or operates plant and machinery when not authorised.
- Engages in horseplay, aggression, acts of violence, harassment, sexual or abusive behaviour.
- Damage to, or abuse of, safety equipment.
- Removal of safety devices without authority, e.g. edge protection, guards, warning signs or notices.
- Smokes or uses naked lights in prohibited places.
- Abuse of welfare amenities.
- Removal of materials and equipment from site without authority.
- Overloading plant, equipment and structures beyond safe limits.
- Giving false information to obtain employment or during enquiries or investigations into accidents or occurrences.
- Failure to report defective equipment or hazardous situations and operations.
- Failure or refusal to wear personal protective equipment