

**INGLIS PM
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GLASGOW
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**HEALTH AND SAFETY
POLICY**

SEPTEMBER 2014

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MANAGEMENT COMMITMENT

In today's extremely competitive business environment only companies that make a conscious effort to produce consistent quality will achieve ongoing success. We are committed to making Inglis PM a market leader by adopting best practice and by encouraging a culture of continuous improvement.

We recognise the importance, commitment and wellbeing of our workforce is an integral part of our success and aim to promote a safety culture throughout the company. We continually strive for continuous improvement and recognise the significant contribution that health and safety within the working environment plays in our ability to consistently give quality service to all our customers. We believe in implementing a culture of care and a strong commitment to the Health, Safety and Welfare of every employee as well as other parties that may be affected by our works.

These goals can only be attained with the full co-operation of our workforce. One of the key aspects in achieving this is gaining employee commitment to the company's goals and ensuring that effective communication exists at all levels throughout the company. For this reason we include all employees in all aspects of health and safety to ensure we have their full commitment and co-operation.

Good practice and strict compliance with our procedures is essential in order to maintain effective safety systems. We expect full compliance with this policy and any breach of procedure will be taken seriously in accordance with our disciplinary procedure as non-compliance may lead to avoidable loss, damage and injury.

This document contains the policy statement and arrangements of the company with respect to health and safety. It is intended that it will satisfy Section 2(3) of the *Health and Safety at Work etc. Act 1974*, which requires every employer with 5 or more employees to have a written Statement of Safety Policy.

The instructions contained within this document are mandatory on all employees of Inglis PM. It is the responsibility of all employees to know and understand the arrangements in this document so that they may implement company policy.

The document also contains procedures relevant to contractors working at the premises and visitors to the premises.

STANDARD & OBJECTIVES

Our aim is to have an effective strategy for the implementation and maintenance of an effective policy and measures in place to ensure that full compliance with current health, safety and environmental legislation. We will also encourage and promote best practice wherever possible. Our strategy will effectively control all foreseeable health, safety and environmental risks to ensure that conditions and practices, which have the potential to cause injury damage or loss, are effectively managed within the workplace. The implementation of this policy will achieve those objectives and we recognise that by close consultation with our workforce we will secure their commitment in achieving our goals.

Our minimum standards are to ensure full legal compliance with the statutory provisions of the *Health and Safety at Work Act 1974* and comply with the standards required by our clients.

We will maintain a robust management system and programme works to ensure that these minimum standards are met.

PART 1 - GENERAL STATEMENT AND POLICY OBJECTIVES

The Managing Director, Iain Mulholland, is committed to discharging his obligations under the *Health & Safety at Work Act 1974, The Management of Health & Safety Work Regulations 1999* and all relevant statutory provisions.

He will seek to provide a healthy and safe working environment for his employees and will endeavour to ensure the safety and health of all others that could foreseeably be affected by activities under his control.

The health, safety and welfare of employees are of prime importance to the company and it is essential to the efficient operation of its undertaking.

All employees have a duty to take reasonable care for both their own health & safety and that of other persons. The company will ensure that this policy is pursued throughout the organisation. We will take all reasonable practicable precautions to ensure the health, safety and welfare at work of our employees and also that of any other person not employed by us but who may be affected by the operations of the company.

Inglis PM's statement of general policy is as follows:

1. To provide adequate control of the health and safety risks arising from our work activities via risk assessment.
2. To consult with our employees on matters affecting their health and safety.
3. To provide safe systems of work and maintain safe plant, equipment and working conditions.
4. To provide safe plant, machinery and equipment for use at work and ensure that it is maintained in a safe conditional at regular intervals.
5. To ensure safe handling, use, storage and transportation of substances and articles.
6. We will provide employees with information, instruction, training and supervision as is necessary for their health and safety at work and the health and safety of others that may be affected by their actions.
7. To provide and maintain safe access/egress to and from the workplace and maintain a safe working environment at all times.
8. To ensure all employees are competent to do their tasks, and provide relevant training and refresher training where required.
9. To prevent accident and cases of work-related ill health.
10. To provide adequate welfare facilities and arrangements both at premises and on site where practicable.

11. Allocate adequate resources to enable the policy to function effectively.
12. To review this policy at regular intervals in our commitment to continuous improvement.

To achieve a high standard of health and safety the active co-operation of all Employees it is essential that Employees are reminded of their own duties under the *Health & Safety at Work Act 1974* and the *Management of Health & Safety at Work Regulations 1999*, to take care of their own safety and that of any other persons, and to co-operate with their Employer so as to enable him to carry out his responsibilities successfully.

The organisation, responsibilities and arrangements to enable this Policy on Health & Safety to be effective are contained in the attached documents.

This policy and the associated documents will be revised annually or as and when required and will be publicised within the company.

Signed:

Iain Mulholland

Date:

Job Title: Managing Director

This Policy will be kept under constant review and will be formally revised at intervals not normally exceeding twelve months

PART 2 - ORGANISATIONAL RESPONSIBILITIES

Managing Director – Iain Mulholland

Carries overall responsibility for ensuring that the policy is carried out and the results are monitored. He is familiar with the Company Health & Safety Policy, and arrangements for Health & Safety. In particular he is responsible for ensuring:

1. The Health & Safety Policy is updated as and when required and is made known to the Employees of the Company.
2. The Policy, Arrangements & Site Rules as written are implemented on all sites and receive regular reports on the company performance.
3. Adequate financial provision is made for the foreseeable items of expenditure associated with Health & Safety.
4. Waste is properly controlled and any adverse effects on the environment, through Company activities, are minimised as far as is reasonably practicable.
5. Health & Safety is promoted throughout the Company and features prominently at all meetings.
6. Matters requiring professional advice and assistance are referred to suitably qualified persons. I.e. Health & Safety Consultants.
7. Matters relating to Health & Safety brought to his attention are dealt with.
8. Employees are given information, instruction and training as necessary and are adequately supervised to enable them to carry out their work without risk to their Health & Safety.
9. All accidents are reported, investigated and action taken to prevent a recurrence.
10. First Aid & Fire procedures are implemented on all sites.
11. Waste Management procedures are implemented and Environmental concerns are addressed.
12. Plant, Machinery and other Equipment purchased will comply with European, UK and all other statutory legislation.
13. Suitable risk assessments and method statements are prepared for all work and for ensuring site operatives are made aware of the risks involved in their activities.
14. Goods, materials and other substances purchased for use at work comply with relevant standards and are safe and without risk when used correctly by Employees.
15. Personal Protective Equipment (PPE) is provided as appropriate to comply with perceived hazards as identified by risk assessments.
16. Monitor and review by means of site inspections, that work is being undertaken and conducted in a safe manner.
17. Identifying and providing suitable welfare and site facilities.
18. Safe systems of work are developed and where work of a hazardous nature is identified, suitable method statements and other control measures are adopted to reduce any risk.
19. Adequate arrangements are in place to ensure a suitable level of monitoring of the work is being undertaken.
20. He sets a personal example on site visits by wearing appropriate protective clothing and/or safety equipment.
21. He receives regular reports from Supervisors/Site Foremen and initiate disciplinary procedures when appropriate

Manager – Daniel Miller

He shall ensure:

1. He is familiar with the company Health & Safety Policy, the organisational roles of key personnel and the company arrangements for health & safety.
2. The company arrangements for health and safety are implemented, observed and site rules are fully understood and implemented on all sites.
3. Work undertaken by those he supervises is fully carried out in accordance with the established systems of work, the company site rules and any other guidance or control measures issued to them.
4. Matters relating to Health & Safety brought to his attention are dealt with, and where he does not have the authority, the matter is referred to the Managing Director.
5. All persons having duties and responsibilities for health and safety are adequately trained to perform those duties and responsibilities. He will ensure he is satisfied with the standard of training and where necessary, identify further training where required. He will ensure safe systems of work are in place for all work activities and maintain a safe work environment at all times.
6. Effective monitoring of the policy and procedures for health and safety is maintained to ensure full compliance at all times. This means ensuring that monitoring responsibilities are carried out at the required frequencies and adequate records are maintained
7. Following an accident or incident action is taken as necessary to make safe and immediately notification is made to the Management.
8. Personal Protective Equipment (PPE) provided for use at work is being worn as necessary and maintained in good order.
9. Plant and Machinery is being used properly and all guards and safety devices are fitted and fully functional.
10. Appropriate barriers, signs and warning notices are displayed at locations where hazards are created or works are taking place.
11. Fire extinguishers are supplied and properly maintained on site.
12. Fire escape routes are not obstructed on site.
13. Near Miss reporting procedures are complied with.
14. All work is carried out safely and the company quality standards are met.

Supervisors Foremen

All Supervisors/Site Foremen shall ensure:

1. They are familiar with the company Health & Safety Policy, the Organisation & the Arrangements for Health & Safety.
2. The company Site Rules are fully understood and implemented on all sites.
3. Work undertaken by those they supervise is fully carried out in accordance with the established systems of work, the company Site Rules and any other guidance or control measures issued to them.
4. Matters relating to Health & Safety brought to their attention are dealt with, and where they do not have the authority, the matter is referred to the Managing Director.
5. They are satisfied with the standard of training and where necessary, identify further training where it might be necessary.
6. Following an accident or incident action is taken as necessary to make safe and immediately notification is made to the Management.
7. Personal Protective Equipment (PPE) provided for use at work is being worn as necessary and maintained in good order.
8. Plant and Machinery is being used properly and all guards and safety devices are fitted and fully functional.
9. Appropriate barriers, signs and warning notices are displayed at locations where hazards are created or works are taking place.
10. Fire extinguishers are properly maintained on site.
11. Fire escape routes are not obstructed on site.
12. Near Miss reporting procedures are complied with.

Employees

All employees within the Company will:

1. Comply with the company's health and safety policy and co-operate with their employer, and with each other, to ensure that any arrangements are adhered to thus ensuring full compliance with legislation.
2. Take reasonable care of their own health, safety and welfare and that of their colleagues and others in what we they do or by what they fail to do.
3. Comply with the instructions and procedure issued from time to time for safe working practices, and making proper wearing and use of protective clothing and safety equipment provided, together with reporting of loss or defect of such equipment.
4. Not interfere with or misuse anything provided in the interests of safety and will report any incidents to management which have led, or might have led to injury or damage.
5. Co-operate with any investigation which may be undertaken with the object of preventing accidents or their reoccurrence.
6. Visually check any plant and equipment prior to use. Use any plant, equipment or substance in accordance with any information, instruction or training provided by the company and report any defects immediately to management.
7. Proactively suggest any improvements that may be able to be made to safe working practices and actively participate in preparing risk assessments and method statements when requested.
8. Understand the importance that any breaches of health and safety will be treated seriously, and individual employees may be disciplined due to the neglect of their own welfare or the welfare of others.
9. Look after any PPE they have been issued with and use/wear the protective equipment issued correctly and as instructed and report any defects or loss to management immediately.

Health & Safety Advisers – HSCS Scotland Ltd

They are required to:

1. Provide technical, legal and other advice and assistance, in relation to health and safety, to management in order that the company can comply with its statutory obligations.
2. Liaise with the Enforcing Authorities on health and safety matters brought to the company's attention (when requested).
3. Assist management in the development of safe systems of work.
4. Periodically monitoring the activities of site works carried out by the company, by carrying out site safety inspections (when requested).
5. Monitor the introduction of new health and safety legislation that is applicable to the company and offer advice accordingly.
6. Advise management on the requirements of health and safety training required within the company and assist with the implementation when necessary.
7. Attend management meetings, as and when required, for the purpose of raising and advising of current issues on health and safety (when requested).

PART 3 - HEALTH AND SAFETY ARRANGEMENTS

Access onto Site - Registration of Personnel and Visitors

Each contractor and subcontractor shall be responsible for ensuring that individuals working under their control report their presence by signing in on arrival on site, and signing out when leaving site. Visitors must be intercepted before entering the site so that relevant rules and hazards can be communicated to them and to ensure that other controls are enforced, for example, making sure visitors are accompanied on site. These are essential control requirements, introduced in order to confirm that:

- (a) The premises are clear when the site is locked up
- (b) All personnel may be accounted for in the event of an emergency evacuation
- (c) Only authorised personnel are allowed to enter the site
- (d) Non-English speaking employees are identified and adequately supervised and inducted in site safety procedures.

Site Security

The supervisor will ensure that all personnel are off the premises and all electrical sources not required to be left switched on have been turned off, fire check doors are closed and the security alarm is set etc. Where our employees are working on site the client's instructions and arrangements regarding site security will be adhered to.

Site Induction

Before commencing work on a site, all operatives and staff will receive induction training specifying the hazards associated with the contract, the likelihood of encountering asbestos, the asbestos survey for the site, specific site requirements including site rules, emergency procedures and fire precautions. All sub-contractors foremen have a duty to ensure all their site operatives have been inducted by the main contractor, and to keep a separate record of their site operatives' induction.

Non-English Speaking Employees

We do not presently employ site operatives whose first language is not English. In the event that non English speakers are employed by the company, we shall ensure that site inductions, risk assessments, method statements and site rules were fully understood by these employees. We will also use bilingual employees to interpret/translate information to their non-English-speaking colleagues after we have satisfied ourselves that the interpreter/translator has a sufficient command of English to understand what is being communicated.

Temporary Employees

Temporary employees will be provided with the following information prior to starting work:

- Details of qualifications/skills required to carry out the task safely
- The health surveillance to be provided under statutory provisions
- Any risks to health and safety identified by risk assessments/method statements
- The preventative measures to be taken
- Safe working procedures and details of the site layout
- Actions to be taken in the event of an emergency

A full site induction will be carried out with the temporary employee prior to them starting work.

Disabled Persons

We will give full consideration to the needs of any disabled employees and visitors and will:

- (a) Treat all employees/visitors with dignity and respect, both in the provision of a safe work environment and in equal access to the company's facilities.
- (b) Ensure that risk assessments are undertaken for any special need requirements of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements.
- (c) Encourage employees with special needs to suggest any premises or task improvements to their line manager.
- (d) Discipline any employees found discriminating or found to be treating their disabled colleagues with a lack of respect or dignity.
- (e) In a fire or bomb threat evacuation, expect that other employees will aid disabled people to leave the premises swiftly.

Emergency Procedures on Site

On arrival at any site operatives will familiarise themselves with the site emergency procedures, alarm system, fire plan, fire exits and the assembly point. Preservation of life is the primary consideration when the fire alarm is activated and there could be a fire. This must be remembered at all times and in all circumstances the building must be evacuated immediately. Only tackle a fire with hand held extinguishers if you feel confident to do so and you must ensure you have an adequate means of escape. Never put yourself or others in danger.

Discovering a Fire: Activate the fire alarm system by operating the nearest call point/ringing the rotary bell/using the air horn or shouting Fire! Fire! Fire! Call 999 and give the location of the site and type of fire. Only tackle a fire with hand held extinguishers if you feel confident to do so - you must ensure you have an adequate means of escape at all times. Do not take risks. If the fire begins to get out of hand or two extinguishers have been used then leave it to the Fire Brigade. Leave the building by the nearest safe exit – Do not stop to collect personal belongings or re-enter the building. Close any doors or windows you pass, only if possible, to contain the spread of fire. Never use lifts. Make your way to the nearest assembly point. Never re-enter the building until you are instructed that it is safe to do so.

Bomb Threat: Terrorist attacks, and attacks by extremist campaigners or malicious hoaxes are rare. However, they are designed to disrupt, intimidate, cause economic damage and may cause injury or loss of life. Any site/property may be the recipient of a bomb threat that could present a case of serious and imminent danger. Access to the affected area must be restricted while the risk is assessed. During a bomb threat the Police and other agencies may offer advice but the responsibility to seek advice and act upon it lies with the site manager. It is not possible to be precise about exact procedure as this will depend on the circumstances and assessment by police. Action may involve complete evacuation although the fire alarm may not be used you must follow the same procedures.

Power Failure: A major power failure is described as a loss of electrical power to an area of the site resulting from failure of high voltage switchgear or transmission lines.

This may result in a requirement to evacuate the site; there may also be problems with power sensitive equipment and disruption to business. In the event of mains power interruption the fire alarm systems must remain operational on battery backup for 24 hours and the emergency lighting system for 3 hours. Action may involve complete evacuation and, although the fire alarm may not be used you must follow the same procedures.

Major Gas Leak: A major gas leak is defined as the failure of the supply pipe work/valves that results in a large and potentially explosive atmosphere. Gas leaks are usually identified by a strong smell of gas and this must be reported to the gas board immediately. The supervisor will coordinate an evacuation if required. An explosion risk exists where gas leaks are substantial, particularly if the leak occurs in an area that is unoccupied for a long period of time. If there is a strong smell of gas in the area all sources of ignition must be removed and no electrical equipment or light switches must be operated. All gas pipes and valves are colour coded yellow. Action may involve complete evacuation and, although the fire alarm may not be used you must follow the same procedures.

Major Incidents: In the event of a major incident or serious injury the emergency services must be notified by dialing 999, and request the appropriate service. Be prepared to answer the following questions:

What is the name of the injured person?

Where is the location?

What is the condition of the injured person, if known?

Is the person still conscious?

If it is appropriate, make the injured person as comfortable as possible without moving them and wait for the emergency services to arrive. Disturb the scene of incident as little as possible in order to assist the subsequent investigation into the cause of the incident.

If the injury is serious and requires hospital attention, but does not require an ambulance, the first aider must contact the site manager to take the injured person to Accident and Emergency. Where possible, the first aider must accompany the injured person to A&E.

Minor Accidents: Locate your nearest first aid personnel or call for a first aider. Minor accidents must also be reported, using the accident report form, in particular where the accident could have resulted in more serious injury. Reporting minor accidents may highlight a more serious underlying hazard and steps can be taken to reduce any risk. Report any incident to the Managing Director as soon as practical. Check that they have the contact details so that the injured person's family can be notified. The Managing Director must report the incident to the local HSE and to the client if appropriate.

Accidents involving site visitors: Where possible, accidents involving site visitors must also be reported using the accident report form. All operatives are encouraged to report accidents to the site manager and report forms will be completed by these and forwarded to the Managing Director. Accidents involving visitors that are witnessed by site operatives must also be reported. In most cases, it is likely to be the First Aider

that reports these accidents. Again, a copy of the accident report form must be forwarded to the Managing Director.

Injury, Ill-Health and/or Damage Incidents

1. All injuries shall be reported to the project first-aid point, regardless of their seriousness.
2. Any incident which causes, or is suspected of causing, acute or chronic ill health must be notified without delay to the project supervisor.
3. Any incident which results to damage to plant, equipment or property must be notified to the project supervisor who will record the details as required by company procedures.

Any incident which occurs on site and which falls within the remit of the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*, or the construction phase health and safety plan, may be investigated by the Managing Director or an authorised individual. In order to assist in establishing the chain of incident causation, the full co-operation of all organisations and personnel is expected and required. (This may be in addition to any other investigation conducted by statutory enforcement agencies or other involved parties).

In the case of fatalities, major injuries or serious accidents i.e. hospitalisation of a non-employee as a result of a work activity, the local HSE office must be informed immediately by telephone - call the Incident Contact Centre on **0845 300 9923** (opening hours Monday to Friday 8.30 am to 5 pm). The principal contractor for the site or, any other contractor who may be affected on site must be notified immediately of any accident or near miss.

From 6 April 2012 *RIDDOR*'s over three day injury reporting requirement increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened). Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Employers and others with responsibilities under *RIDDOR* must still keep a record of all over three day injuries – if the employer has to keep an accident book, then this record will be enough. The deadline by which the over seven day injury must be reported is 15 days from the day of the accident.

All other notifiable accidents can be reported to the HSE online at <http://www.hse.gov.uk/riddor/report.htm> by completing the appropriate online report form. The form will then be submitted directly to the *RIDDOR* database. You will receive a copy for your records. This satisfies the notification requirements in full for all notifiable injuries, diseases, and dangerous occurrences.

When recording an accident, an Accident Book complying with the Data Protection Act will be used. The accident book will regularly be reviewed by senior management to ascertain the nature of incidents that have occurred in the workplace and devise procedures to prevent recurrence. Records will be retained for three years from the date of the incident.

Near Miss Incidents

In order to assist in developing a profile of events which have the potential to cause injury or damage, 'near miss' incidents must be recorded and notified to the Managing Director. The co-operation of subcontractors, their supervisory staff, and personnel working under their control is requested in this respect.

Fire Prevention Management Controls

Each project under the control of the company shall be subject to specific fire prevention management control procedures. Subcontractors and personnel working under their control are required to comply fully with and implement such procedures.

We will:

- (a) Appoint a project fire prevention officer/fire marshal
- (b) Assess the risk from fire at premises and on all sites and implement appropriate control measures
- (c) Ensure good housekeeping standards are maintained to minimise the risk of fire
- (d) Provide and maintain safe means of escape at all times
- (e) Arrangements for the identification, storage and use of designated 'flammable' and 'highly flammable' materials and containers
- (f) Special arrangements for the import and use of materials and containers which are assigned the risk phrases 'Highly flammable' (R11) or 'Extremely flammable' (R12) *Chemicals (Hazard information and Packaging for Supply) Amendment Regulations 2009*.
- (g) Selection, provision and maintenance of fire-fighting equipment
- (h) The issue of hot-working permits for assessed safety critical tasks and operations, and locations
- (i) Siting, frequency, marking and maintenance of dedicated fire points
- (j) Establishment, maintenance and marking of emergency evacuation routes
- (k) Marking of assembly points for emergency evacuation
- (l) Dedicated access area for the siting of emergency services vehicles
- (m) The means of ensuring all workers are aware of what to do if they discover a fire.
- (n) Regular fire evacuation drills and inspection of means of escape, warning systems and emergency lighting etc.
- (o) Provide adequate fire safety training for all employees plus specialist training to those with special responsibilities i.e. fire marshals
- (p) Provide adequate arrangements for the safe evacuation of any disabled persons
- (q) Ensure arrangements are in place for visitors to make them aware of the fire evacuation procedures
- (r) Display adequate fire action, directional and exit signage accordingly
- (s) Keep fire safety records.

NEVER:

- Store damp or wet sheets as they will gradually become hot by internal combustion and are liable to ignite.
- Use wire brushes on steel work near petrol tanks or in the vicinity of flammable liquids or gases.
- Smoke within the site. Only smoke in designated areas.
- Allow rubbish, oily rags etc. to accumulate

- Dry clothes too close to heat.
- Leave appliances on when they are not in use and shut down all equipment when work ceases for the day.

Only use a burning torch when absolutely necessary and always have a fire extinguisher close to hand. Always cease burning off a minimum of one hour before finishing time and check thoroughly before leaving

Subcontractors shall be required to identify in their safety management submission how they will comply with the project-specific fire prevention management policy, and how they will introduce their own, individual controls for hot-work processes and flammable, highly flammable and extremely flammable materials and containers.

Note: In the event of an outbreak of fire, regardless of how apparently minor, the local fire brigade shall be called and an investigation conducted to establish the cause.

Fire Fighting Equipment

All operatives must observe the site rules and maintain good fire precautions such as:

- Maintaining clear access/egress routes at all times and ensuring they are kept clear from stored materials, equipment and debris.
- Clearing up rubbish/debris as work commences.
- Only storing minimal quantities of flammable liquids/gases on site.
- Ensuring all electrical equipment is used correctly and is switched off when not in use.
- Ensuring fire points are in place on site and are not moved and are maintained on a regular basis.
- Never use extinguishers as door stops.
- Ensuring you have an understanding of which extinguisher should be used for which type of fire.
- Only use fire-fighting equipment if you have been trained to do so.
- Only tackle a fire if you have been trained to do so and your escape route is kept clear and you are not putting yourself in further risk.
- Never re-enter the building until the fire brigade officer or senior person present says it is safe to do so.

Fire Classification	Extinguisher	Colour Marking
Wood, paper, fabric/textile	Water	Red band
Electrical	Powder	Blue band
	Carbon Dioxide	Black band
	Halon	Green band
Flammable liquids	Foam	Cream band
	Powder	Blue band
	Carbon Dioxide	Black band

First Aid

The company will provide a number of trained first aiders in accordance with the ***Health and Safety (First Aid) Regulations 1981*** if required. We will ensure that we have adequate first aid personnel to cover all work patterns. We will provide

additional first aid training that may be required to deal with specific first aid hazards. Appointed persons are available to provide and ensure the contents of First Aid Kits are satisfactory and to assist in the event of an injury. Appointed persons will also take charge if someone falls ill or is injured, call an ambulance if required. Appointed persons will not provide treatment for which they have not been trained. In the case of a serious injury or illness employees are to be taken to the nearest hospital or medical help sought with the minimum delay.

For employees working on sites, a First Aid Kit will be carried in company vehicles or will be kept in the site office. Any members of staff that are required to carry out lone working or work in isolated or remote locations will also be supplied with a first aid kit.

Waste Management

All contractors and personnel working under their control shall be required to:

- (a) Clear waste/debris generated by their task(s) as their work progresses.
- (b) Maintain a clear access/egress route along dedicated/nominated evacuation routes.
- (c) Report any circumstances where preceding or adjacent trades are compromising the maintenance of safe access/egress routes.
- (d) Transfer classified waste to the designated holding area on site, or as identified by the construction phase health and safety plan (this may be special waste, subject to legislative controls, or controls imposed by site rules).
- (e) Segregate waste under the proposed Site Waste Management Plan.

Hazardous Waste

Hazardous waste will be appropriately stored until it can be safely removed from the site by a licensed hazardous waste contractor. Consignment notes and /or waste transfer notes will be retained on file by the Site Manager.

Public Safety and Vehicular Access to Site

Any activity or task progressed on or over any area, which is dedicated to public use, pedestrian or vehicular, shall be subject to project-specific controls which will be detailed within the construction phase health and safety plan.

Vehicles allowed onto site shall be restricted to a maximum speed of 5mph. They shall be scheduled and subject to the limitations and controls specified within the construction phase health and safety plan. Under no circumstances may vehicles reverse out of the site onto areas dedicated to public use unless such manoeuvre is directed and guided by a traffic controller (banksman) authorised by the project safety management co-ordinator.

Welfare facilities on site

Where applicable, a formal shared welfare arrangement shall be supplied by ourselves or will be agreed with the main contractor (toilets, drying rooms, canteen and stores), including procedures for cleaning the facilities and the standard of hygiene required. Where applicable, the Clients existing welfare facilities will be used, with their permission. In either case, the managing director will ensure that the welfare facilities

comply with the requirements of the *Construction (Design and Management) Regulations 2007*.

Material Management and Co-ordination

Deliveries of materials and components to site shall be co-ordinated to complement the overall project programme as well as the trade contractors' programme. Materials and components shall be off-loaded at designated areas and locations which shall initially be notified in the construction phase health and safety plan, and thereafter formally revised as work progresses.

Administration and Accommodation Units

The company shall determine the siting and layout arrangements for:

- (a) Administration units
- (b) Accommodation units
- (c) Toilets and washing facilities
- (d) Canteen facilities
- (e) Registration point for visitors
- (f) First aid unit/point

Where applicable, a formal shared welfare arrangement shall be agreed (toilets, drying rooms, canteen and stores), including procedures for cleaning the facilities and the standard of hygiene required. Where authorisation has been given to import accommodation or storage units onto the Company site shall ensure that:

- (a) The units comply with prevailing fire resistance standards
- (b) The units are sited at an agreed location
- (c) The units are cleaned out at least once each day
- (d) Only scheduled materials and components are stored within the units
- (e) The purpose/function of each unit is clearly displayed
- (f) Copies of Employer's Liability certificate, safety policy and health and safety plan are displayed.

Statutory Notices

The company shall provide relevant statutory notices which must be displayed at a common access point.

Legal Documentation

Registers:

- Accident book B1 501
- Fire Precautions Logbook.

Notices:

- Employers Liability (Compulsory Insurance) Certificate

(These are issued annually and the current certificate will be displayed in a location where it is accessible and can be read by employees. Expired annual certificates will be retained on file as proof of continuous cover).

- Health and Safety Law: "What you should know" (poster).

Other Documents:

All documentation relating to Health, Safety and Welfare provision and maintenance will be retained on file for 5 (five) years. Employer's Liability Insurance Certificates will be retained for 40 years.

Safety Signs

Each project under the control of the company shall have allocated to it a schedule of safety signs which conform to British Standards, BS 5378: Safety Signs and Colours, and for fire BS 5499: Fire Safety Signs, Notices and Graphic Symbols (available from BSI Sales) and the *Health and Safety (Signs and Signals) Regulations*.

Subcontractors, and personnel working under their control, shall be required to comply with the instructions contained within such signs. Where subcontractors' individual safety management controls require them to display similar signs, this will be agreed with the overall project brief. Disregarding a safety sign will result in the offending individual being subjected to the project's disciplinary rules.

Work Equipment

We will provide a safe working environment and ensure that employees receive appropriate safety information and training in their work equipment. We will:

- Provide suitable equipment for the purpose that is compliant with *Provision and Use of Work Equipment Regulations 1998*
- Provide the manufacturer's instructions for each item of equipment
- Ensure a risk assessment is carried out and brought to the attention of the relevant employees
- Ensure equipment must be visually inspected prior to use and maintained on a regular schedule.
- Ensure all work equipment such as items of plant/equipment, steps, ladders, scaffolding etc. will be maintained in an efficient state, efficient working order and good repair, all in accordance with the *Provision and Use of Work Equipment Regulations 1998*.
- Keep records of all inspections and maintenance
- Provide adequate instruction, information and training to employees
- Provide refresher training as appropriate or as determined necessary by workplace inspections
- Provide adequate competent supervision

All guards must be in place and used. Only use equipment for which you have been trained. It is illegal to remove guards from machines in use. Never use defective equipment or equipment that is missing its guard.

Lifting Equipment

Lifting equipment, e.g. mobile cranes, lifting beams etc. are subject to statutory examination as are lifting accessories such as slings, chains, hooks and pulleys etc. Where lifting equipment is necessary for work on site it will be hired and we will ensure that such equipment is accompanied by a certificate or other documentary evidence that it has been statutorily examined by a competent person at the required intervals.

Site supervisors will be responsible for ensuring that hired lifting equipment is accompanied by a certificate or other documentary evidence and that it has been statutorily examined by a competent person at the required intervals. Where the equipment is accompanied by an operator the Supervisor will ensure that his certificate of competence is current.

Lifting Operations

Where lifting operations take place they must be planned in accordance with the *Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)* and appropriately supervised so that it can be carried out in a safe manner.

The factors that must be considered by the person planning the lifting operation include:

- a. The type of load being lifted, its weight, shape and what it consists of.
- b. The risk of a load falling or striking a person or object and the consequences.
- c. The risk of the lifting equipment striking a person or some other object and the consequences.
- d. The risk of the lifting equipment failing or falling over while in use and the consequence

The plan must therefore:

- a. Assess the weight of the load.
- b. Choose the right accessory for lifting, e.g. depending upon the nature and weight of the load and the environment in which it is to be used.
- c. The anticipated path of the load to make sure that it is not obstructed.

Proximity hazards that you might need to consider include.

- a. Coming into contact with overhead power lines.
- b. Coming into contact with other work equipment or structures.
- c. Trench work and excavations.
- d. Other lifting operations in the vicinity.
- e. Speed retarding humps.
- f. Warehouse racking
- g. Underground services such as drains or sewers.

The plan should also include:

- a. The preparation of a suitable place to set down the load.
- b. The appropriate method of slinging.
- c. A trial lift if necessary to confirm the centre of gravity of the load.
- d. Tag lines may be necessary to stop the load from swinging.

The following instructions must also be adhered to:

Lifting equipment must be positioned so that the travelling or slewing motion does not create trapping points. Where this is not possible effective measures (such as fencing off) must be taken to prevent people from accessing the trapping points. The layout of the workplace must be organised so that no person will have to work under a suspended load. Barriers and warning signs must be used, if necessary, to prevent access to the area below the load.

The operator must be able to observe the full path of the load or must have a signaller or banksman to communicate the position of the load.

The weather conditions must be taken into consideration during the lifting operation and if there is excessive wind speed, poor visibility due to mist or fog, lightning or heavy rain the operation may have to be suspended.

Wherever possible, hooks must be used that have safety catches fitted or are shaped to prevent the accidental displacement of the sling etc. Where this is not possible, an alternative acceptable method is to secure the throat of the hook by mousing, i.e. placing a binding or metal shackle around the point and shank of a hook to prevent it from slipping from the eye.

If vertical plate clamps are used it is important that they do not open if the load strikes a surface.

Welding and Hot Work

All welding and other hot works carried out will be subject to the operation of a permit system to control hot works. All loose combustible materials shall be removed prior to the commencement of any hot works. Screens and shrouding will be used to protect other workers from welding operations. Gas cylinders must be in a purpose built trolley or securely tied in the upright position. Fire extinguishers shall be on hand whilst any hot work is in progress. The work carried out in adjacent areas must be inspected one hour after completion of work.

Metal Inert-Gas (Mig) Welding

Arc welding of any description has potential for extreme burns, eye damage, electrocution, the inhalation of metallic vapours and the hazards associated with compressed gas cylinders (despite the fact that they contain inert gasses, namely Argon (Ar) or Carbon Dioxide (CO₂)).

Management will ensure that the employee that is welding has received sufficient training to safely undertake the task and that all suitable provisions are provided which includes:

1. Welding screens and signage is in place and displayed
2. Appropriate overalls, aprons, gloves, visors are worn
3. Facilities for Local Exhaust Ventilation (LEV) is provided (if required) and that the integrity of all pressure valves and hoses is secured and gas cylinders are stored in the vertical position.
4. A fire extinguisher is kept close to the works

The welder must ensure that he uses the above equipment in accordance with the safe system of work i.e.

1. All screens and signs are erected prior to work commencing
2. The required PPE is donned correctly
3. The electrical equipment has a current electrical inspection certificate
4. There is sufficient facility for local ventilation
5. He is not exposing any other employees, or others, to welding hazards.

6. Welding, either oxy-fuel or electric arc is only to be undertaken by employees who have the relevant experience or qualifications. The names, experience and qualifications of these employees will be entered into the register of appointments.

Abrasive Wheels and Cartridge Operated Tools

Only competent, trained and certified operative can operate any abrasive wheel or cartridge operated tool. Abrasive wheels or cutting discs can only be changed by operatives who have been adequately trained in the specific item of equipment and have been formally appointed by the company to carry out these tasks. The company will maintain an abrasive wheel register with the names of the appointed persons. A copy of this will be kept on site.

All guards must be fitted correctly and kept in place when equipment is in use. PPE as identified by the manufacturer's user instructions and the appropriate task specific risk assessment must be worn. Cartridge tools are to be used only by trained, certified and competent operatives in accordance with the appropriate risk assessment. They must never be pointed at anyone. They must not be used in the vicinity of other workers or in areas where they could penetrate through walls etc. putting other workers in other rooms at risk. Tools must never be left unattended at any time and must be stored safely and securely when not in use.

Compressed Air Operated Equipment

Only competent, trained and certified operative can operate any compressed air operated equipment. All compressed air equipment including all hoses and couplings must be in good condition and inspected prior to each use. All equipment must receive a thorough inspection by a competent person at periodic intervals relating to the usage frequency of the equipment. Inspection records will be kept on site and at head office.

- All equipment must be fit for purpose and only used for its intended purpose.
- Never point the equipment in the direction of another person or fool around with equipment.
- Always use the equipment according to the manufacturer's operating instructions and only use equipment for which you have been trained.
- Always uncouple from the air supply on completion of the works.
- Always wear the appropriate PPE for the task as indicated in the manufacturer's information, site specific risk assessment and method statement.
- Any defects or signs of wear will be reported to management immediately. Defective equipment will be marked 'DO NOT USE' and will not be used under any circumstances.

Compressors and Pressure Vessels

Installed systems

The pipes, ducting and compressed air driven mechanical equipment is inspected and maintained by the supervisor. The pressure system inspection record can be found in the appendix to this policy.

The compressor and compressed air receiver is inspected annually by external inspectors and a report on the condition of the tank is received and filed. Any recommended actions are carried out ASAP. The reports are kept on file for at least 5 years.

Testing of Receivers for the Purposes of Reconditioning

As a matter of policy all receivers which are being reconditioned prior to resale will be subject to hydro-static testing to the safe operating level indicated on the receiver and a certificate recording the findings of the test will accompany the receiver.

Forklift Trucks

Only trained, certificated and competent staff are permitted to use forklift trucks. As a minimum these trained operators will follow the HSE ACOP26 Rider Operated Lift Trucks. Operator training is provided and certificated through CITB.

We will carry out risk assessments covering the movement of forklift trucks and provide suitable trucks for the goods being moved. We will maintain truck sin accordance with the manufacturer's recommendations and arrange that all lifting gear is examined annually by a competent person. We will keep records of all maintenance and examinations for a minimum of 2 years. Forklift Trucks will only be used for their intended purpose i.e. moving heavy loads. If it is to be used for raising employees then a cage will be provided which complies with the BS standard for that piece of equipment. Only the operator will ride on the forklift, no passengers will be allowed. Operators will carry out and record daily pre-use checks. Forklifts will only be used in designated routes. Seat belts must be worn and speed limits must be observed.

Electricity

We will ensure that employees who use, operate or maintain electrical equipment are protected by:

- Ensuring all electrical installations and equipment is installed in accordance with *IEE Wiring Regulations*.
- Maintaining the fixed installation in a safe condition by carrying out routine safety checks.
- Inspecting and testing all portable and transportable equipment at regular documented frequencies.
- Promoting and implementing safe systems of work for maintenance, inspection and testing.
- Forbidding live working unless absolutely necessary. In this case a permit-to-work system will be implemented.
- Ensuring employees who carry out electrical work are trained, certificated and competent to do so.
- Maintaining detailed records for all installations, testing, maintenance and inspections.

Employees must:

- Visually inspect all electrical equipment for damage prior to use.
- Report any defects immediately to their line manager.

- Never use defective equipment. They must ensure it is labeled as ‘do not use’ and removed from site.
- Never carry out any repairs to any electrical item unless qualified and authorised to do so.
- Switch off any equipment from the mains when not in use.
- Not bring any unauthorised electrical item onto the company premises or sites until it has been authorized, tested and a record of the test has been documented.
- Not leave electrical cables in positions where they could cause a trip hazard or be subject to mechanical damage i.e. route cables around walls or above head height.

Power tools and plant

1. All electrically powered portable hand tools and plant must be rated at 110V, or be battery operated.
2. All electrically powered hand tools will be marked with the date of their last test and inspection.
3. All connections and leads shall be subject to daily visual inspection for defects, and shall be subject to nominated detailed inspection frequencies. No out of date equipment shall be used.
4. Any item of defective or suspect plant shall be tagged with a “Danger - Do not use” sign.
5. Where authorised to be on site, portable generators shall be earth bonded as specified by the manufacturer.

Tools and Equipment

We only to use equipment and tools that are approved for the work we do. We also assess the equipment supplied to ensure that it, if used correctly, does not endanger the safety of our operatives.

We ensure that:

1. The operatives using the supplied equipment have been instructed in its safe use
2. The equipment supplied is inspected at regular intervals
3. The equipment supplied is maintained and PA Tested and tagged as required
4. That equipment which is deemed potentially hazardous, is marked and removed from operations

Accommodation units

1. Electrical supplies to accommodation units shall be installed, commissioned, tested and maintained by an approved electrician, and shall comply with statutory and industry standard requirements.
2. Voltages exceeding 240V may only be installed with the formal authority of the company, and shall be subject to conditions set down by the company.

Battery charging operations

Battery powered plant (excluding hand-held items) may only be charged with the formal authority of the company.

Overhead Electrical services

The company shall, in conduction with the service owner, establish and maintain demarcation limits for work in the vicinity of overhead power lines. Each site shall be

subject to individual assessment, with the results recorded in the construction phase health and safety plan. Subcontractors and personnel working under their control must confirm their understanding of the individual demarcation and access limitations by physical barrier or formal permit-to-work.

Underground utility services

Each project shall be subject to a unique permit-to-dig control procedure. Excavation work on ground penetration may not proceed until the conditions regulating the permit-to-dig have been implemented and verified by the contractor concerned.

Isolation and locking off procedures

Where there are any risks of our employees working in a situation where they may be exposed to live energy sources a competent contractor will be appointed to isolate and ensure that access to live services are locked off. This work will only be carried out by a competent contractor and when a permit-to-work has been issued.

Commissioning and de-commissioning electrical services

Contractors involved with commissioning and de-commissioning of electrical services or appliances capable of being energised, shall have in place an approved format permit-to-work including isolation control.

Emergency Lighting

The emergency lighting will be visually checked for correct operation at monthly intervals by the managing director. A competent electrical contractor will also test it at 6-monthly intervals to ensure compliance with BS 5266. The managing director will be responsible for ensuring that the checks and tests have been carried out and that appropriate records are held on file.

Site-specific controls

Detailed site-specific controls for electrical safety shall be included within each construction phase health and safety plan.

Safe Work at Height

Identify if there is a need for work at height and eliminate it if possible. If this is not possible all work must be properly planned and organised. Only fully trained competent operatives are permitted to carry out work at height. All work will be risk assessed on a site specific basis and the appropriate access equipment selected and used correctly. All work equipment must be properly inspected and maintained by a competent person. The risks from working on or near fragile surfaces i.e. roof lights etc. must be properly controlled.

A safe system of work must be devised prior to commencing work. Adequate information, instruction and training will be provided for all operatives working at height. When deciding what equipment to use consider what the job includes, how long it will last and the environment it will be carried out in. The access equipment must be suitable for the task, be in good working order and checked prior to use.

Leading edge protection shall be established and maintained at points and locations where it is foreseeable that personnel, or materials, may fall from one level to another. The barriers shall be sufficiently substantial to resist the force or impact of an individual, and shall incorporate a secured toe-board, kicker-board and intermediate barriers to prevent individuals from potentially slipping under the barriers, or for the

potential for materials being knocked from one level to another. In any event, leading edge protection shall be maintained at any point where a risk assessment in accordance with the *Working at Height Regulations 2005* concludes it is necessary.

Consult ***Height Safe: Absolutely Essential Health and Safety Information for People who Work at Height.***

If mobile scaffold towers are used they must be erected by competent personnel, used within the towers limitations and inspected at prescribed frequencies. Where mobile elevating work platforms, or similar plant, are used, or where man-riding cages/skips are authorised, full procedures must be identified for operator competence, inspection arrangements and certification. Fall arrest equipment will only be used if there are no other means of prevention. Where fall-arrest devices or safety harnesses are used to augment safe working procedures, rescue strategies must be clearly stated. We will provide adequate lighting and protection from adverse weather conditions. We will ensure that any working platform and supporting structures are selected and/or designed in accordance with current standards. Regular inspections of all work at height equipment will be undertaken by competent persons and adequate supervision will be provided.

Mobile Scaffold Towers

All tower scaffold will be erected by competent personnel that have a PASMA certificate.

Mobile Elevated Work Platform – only trained, competent and certified operators will use MEWPS and they will only be used on stable ground conditions and when weather conditions are suitable.

Ladders

Ladders will be used as a last resort and where no alternative method of work at height is able to be used.

Ladders and stepladders are intended to provide access and will not be used as a work platform except for very short duration work, i.e. ½ an hour or less, and then only if the user can keep three points of contact (both feet and one hand) with the ladder or stepladder during the work. Any work carried out on ladders must be light duties only.

Where work has to be done above ground level and requires both hands free we will use podium steps rather than ladders or stepladders. Where stepladders are used we will only use those that have a working platform at the top and a handhold extending above the top step or where the user's knees are three steps below the top step.

Users must conduct a visual inspection prior to using ladders or stepladders to ensure that they are in good repair and suitable for the work in hand. When being used as a short duration work platform a second person must be in attendance to hold the foot of the ladder or steps. Ladders, stepladders and podium steps will be numbered and will be subject to annual inspection by a competent person who will make a record of the results of the inspection.

Openings in Floors

If floor boards are lifted or floor hatches opened, care must be taken to ensure that site operatives and third parties are protected from falling through the floor openings. A physical barrier must be fitted over the door openings or barriers can be placed around the floor openings. If the floor is required to be left open for long periods, then the hatch must be closed or the floorboards replaced when immediate access to the area below the floor is not required. Ply must be fitted over holes in the floor and screwed down to ensure that they do not come loose or can be kicked out of place.

Excavations and Trenches

No excavations or trenches will be formed on site without prior approval from Turnaround. Always consult service drawings and CAT scan the area prior to digging. If services are located we will hand dig. All excavations and trenches must be fully edge protected with a physical barrier or covered where possible. Never move these barriers or alter them in any way unless authorized to do so. All excavations/trenches must be supported or shored to prevent collapse. Never work in a trench or area that is not supported. Vehicles and materials must be kept away from the vicinity of any trench or excavation. If excavators are in use ensure you are always facing the machine and are not within the vicinity of its reach. Spoil from the trench/excavation must be stored away from the edge. A permit system must be used for any entry into a trench/excavation. Suitable access equipment must be used to enter a trench or excavation i.e. ladder or steps.

Work in Confined Space

During work activities, operatives may be required to carry out work in confined spaces. Examples of confined spaces include:

- Tanks, chambers, silos and vats
- Plant rooms, service ducts and under-floor or ceiling voids
- Manholes, shafts, pipes, ducts, tunnels and flues

Confined spaces, such as pipes and manholes, can present a danger of sudden increase in water levels or flammable, toxic and oxygen-deficient, or enriched, atmospheres to those working within them. Flammable and toxic gases or vapours can enter confined spaces through leaking ducting, valves, pumps, flanges, etc. Additionally, exhaust fumes from vehicles or plant placed adjacent to confined spaces may enter. Processes such as welding, use of paints, solvents and cleaning materials, can also generate toxic or flammable gases. Oxygen deficient atmospheres, where the oxygen level falls below 17%, can lead to symptoms such as breathlessness, lack of co-ordination, fainting or unconsciousness. These atmospheres can be caused by events such as the decay of organic matter in pipes or the corrosion of steel ducts.

A risk assessment will be conducted by a nominated competent person(s) to identify dangerous atmospheres and/or hostile environments and a method statement compiled, prior to employees entering any confined space.

We will maintain a documented permit-to-work system whenever entry into a confined space is required.

Entry into a confined space will only be commenced after atmospheric monitoring has been carried out and it is safe to enter. The monitoring will be continued, where required, until the work has been completed and all employees have exited the confined space area. Plant rooms and service ducts will be taken out of service and isolated using lock off procedures, barriers and signs to prevent inadvertent or premature re-instatement of equipment.

We will maintain serviceable sets of breathing apparatus or respiratory protection 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. Full training in the use of breathing apparatus will be provided for any employees that may have to work in confined spaces.

We will have a rescue plan in place and team on standby for any projects that it is deemed necessary.

Additional measures provided to protect employees will be the:

- Provision of rescue equipment
- Permit-to-work system
- Non-sparking tools will be used
- Provision of information and training

Core Cutting Operations

During core cutting operations appropriate PPE must be worn including foot, hearing, eye protection, and dust masks. Dust sheets or floor covering must be used to protect client's furniture, carpets etc. if appropriate.

OCCUPATIONAL HEALTH

Training

All management and staff are trained and competent to undertake their work activities. Management must ensure that all employees under their control have regular ongoing training and experience. Management will keep records and manage all health and safety training to ensure that all employees training and continual development will be maintained. Each employee, manager and operatives, will receive a safety induction at the start of employment and initial training needs will be identified. During induction any queries will be addressed. Further training requirements will be identified during site inspections carried out by the Director. Toolbox talks will be carried out on site, usually by the supervisor, on a regular basis (weekly or whenever additional need is identified) and will focus on a topic relevant to the work that is about to commence. These will be recorded on the appropriate form and will be held on site.

Stress

Stress can be caused by a number of reasons i.e. excessive workloads, unreasonable expectations or overly demanding work colleagues. We aim to ensure that we provide pleasant working environment and aim to help any members of staff or any employee who feels stressed at work. Managers when carrying out risk assessments on activities for their department must consider potential risks from stress and remain vigilant. Employees who experience unreasonable stress which they think is caused by work must raise their concerns through their immediate line manager. We will aim to address any concerns and seek to alter the structure or working arrangements of the task or job. This will be monitored on an ongoing basis.

Violence

In certain situations violent behavior towards staff may occur and we aim to implement reasonable measures to protect staff from violence and aggression which can be defined as actual or threatened physical assaults; physical abuse; verbal abuse i.e. shouting/swearing etc. and threats against employees. To combat this we carry out risk assessments to determine the control measures necessary to protect staff. We will ensure that our premises/sites are kept secure. We will not tolerate violence towards our employees and will inform our employees of the procedure to follow when faced with challenging behavior. We will support employees involved in any incident and their decision regarding the pressing of criminal charges and offer counseling/post incident assistance as required. We will also maintain records of all incidents of violence/aggression and review the control measures to continually improve employee safety.

Noise levels

Any noise-generating plant used on a site, will require an assessment of the area where the plant will be used, to be carried out, and will confirm the sound levels for the location(s) in accordance with the *Noise at Work Regulations 2005*. The First Action Level is 80DbA. Significantly, the Limit Value takes into account any reduction due to hearing protection. All high noise frequency areas must be cordoned off with the appropriate warning signs displayed. These will form hearing protection zones which may enclose particular areas, operations or items of equipment. Personnel entering these zones will be required to wear ear protectors. Hearing protection must be supplied where appropriate. All personnel working on the site will,

where necessary, wear adequate hearing protection when there is excess noise being emitted from any work activity. The company will maintain all equipment and monitor procedures introduced for the purpose of reducing noise exposure to employees including enclosures, silencers and machine covers. Employees are required to use these procedures and equipment correctly and report any defects or deficiencies immediately. All hearing protection is provided by the company. It will be issued to all employees, on request or when management decides that hearing protection must be worn.

We will provide adequate training to all employees that may be exposed to noise, this will include providing information, instruction and training about the harmful effects of noise as well as what they must do in order to protect themselves to meet the requirements of the law. Managers and supervisors will ensure that PPE is worn correctly and all safe systems of work are being adhered to. Employees must report any hearing problems or complaints to the line manager.

This will be in compliance with the *Noise at Work Regulations 2005*.

Manual handling

An assessment of manual handling requirements, and the methods or controls to assist in reducing the potential for injury from manual handling operations, will be identified within each safety method statement.

We will ensure that:

- We will use mechanical means wherever possible
- Manual handling assessments are carried out where relevant and records kept
- employees are properly supervised
- Adequate information instruction and training is provided to all persons carrying out manual handling activities
- Employees adhere to safe systems of work i.e. risk assessment/method statement
- Any injuries or incidents relating to manual handling are investigated and remedial action taken
- Safety arrangements for manual handling operations are monitored on an ongoing basis
- Employees undertaking manual handling activities will be screened for health reasons prior to doing the work
- Special arrangements will be made for individuals with health conditions
- No employees will be required to lift any item for which they are not physically capable

Vehicle Unloading

All employees are trained in vehicle loading/unloading operations in compliance with LOLER. Supervisors will carry out a competence check and agreed method of loading/unloading with the driver. Hiab operators are trained and certified. A copy of their certificates will be given to the Site Manager. Work at height will be minimised by using forklift or hiab to unload vehicles. Man safe systems will be used if employees are required to work from the back of the vehicle.

Vibration

Regular exposure to continuous vibration can cause long term ill health. To minimise this risk we will:

- Assess the risks associated with exposure to continuous levels of vibration and determine the control measures required
- Introduce effective control measures to ensure levels of whole body vibration or hand arm vibration are eliminated or reduced as far as is reasonably practicable
- Review the risk assessments regularly or when changes occur
- Ensure that the most appropriate equipment is used for the job and it is maintained in good working condition
- Inform, instruct and train employees about the risks and precautions to be taken to protect themselves from harmful effects
- Maintain an inventory of all vibration equipment that is used that is likely to cause hand arm vibration or whole body vibration
- Monitor exposure of vibration and undertake appropriate health surveillance

Hand Arm Vibration

All employees will be made aware of the risks of hand arm vibration (vibration white finger). The company will assess the risk to the health of their employees and plan for its control. All equipment will be made suitable for employees use and will be maintained on a regular basis by a competent person. Employees will be informed of the hazards whilst working with vibratory equipment and time spent using each piece of equipment will be minimized for compliance with the *Provision and Use of Work Equipment Regulations 1998* and the *Control of Vibration at Work Regulations 2005*.

Alcohol and drugs

Any individual on site found to be consuming, or under the influence of, drugs or alcohol will not be allowed to remain on site. Possession, use or distribution of drugs for non-medicinal use is strictly forbidden and will be classed as gross misconduct. All employees will adhere to our Alcohol and Drugs Policy.

Smoking

Smoking is only permitted in the designated areas of the site or the designated smoking area outside the office. Appropriate no smoking signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in all company vehicles. Non-compliance with this policy and relevant law will be treated as a disciplinary offence.

Protecting Against Dermatitis

Skin exposure to chemicals/solvents/oils/cleaning products, paints, sealants etc. can cause dermatitis. The following procedure shall apply to prevent Burns, Irritant Contact Dermatitis (ICD), Allergic Contact Dermatitis (ACD) and other skin diseases:

- a) Avoid any contact by elimination. (Stop the use of hazardous products/processes)
- b) Avoid contact by substitution (use of safer products)
- c) Avoid or reduce contact by engineering controls (guards/containment).

- d) Avoid or reduce contact by using a “safe working distance” (splashes).
- e) Avoid or reduce contact by implementing a safe work procedure.

Where exposure cannot be effectively controlled by the above the above, means the Company shall supply PPE in the form of protective overalls, gloves, face shields/glasses, footwear and protective barrier creams. Personal Protective Equipment shall be “appropriate” for the exposure type and risk involved.

Note: PPE only protects the wearer. PPE shall always be considered a last resort and not as an alternative to a safe system of work. The protection of others who may be affected shall be included in task Risk Assessments.

Health Surveillance

It is company policy to screen potential employees for certain conditions which may be exacerbated by company operations especially in areas where a significant degree of risk already exists. This in no way affects the statutory rights of the employee involved, however it is considered prudent to bring the issue to the their attention.

The areas of most potential concern to the company are:

1. Muscular strains and sprains arising/exacerbated through manual handling operations.
2. Dermatological problems arising/exacerbated through exposure to hydrocarbons (engine oils and lubricants).
3. Hearing problems arising/exacerbated through exposure to excessive noise levels.

We will carry out risk assessments to identify activities, processes or materials that are likely to pose a health risk and ensure adequate control measures are put in place to reduce the risks. We will seek advice on risk reduction from qualified advisors and advise employees of the health risks and early signs of ill health. Employees are advised to reduce the length of exposure; always use engineering controls; restrict work activities which cause exposure and always wear appropriate PPE. Health records will be maintained for a minimum of 40 years.

Employees may be asked to attend an annual or bi-annual health check by a registered occupational health practitioner if their occupation within the company could present a significant hazard. A copy of the pre-employment health questionnaire can be found in the appendix to this policy

Specialist Tasks

Tasks or operations requiring extensive welding, radiography or lasers shall be subject to site-specific controls, risk assessment and safe systems of work being implemented.

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

The above regulations impose a duty on an employer to ensure an employee does not carry out any work which is liable to expose them to a substance hazardous to health, unless a suitable and sufficient assessment has been made of the risks to health created by the substance and of the measures necessary to control exposure to it, and those steps have been implemented. It is important to realise that collection of

supplier's material safety data sheets does not constitute making risk assessment, but rather the gathering of data to assist in making it.

Workplace Exposure Limits (WELs)

Maximum Exposure Limits (MELs) and Occupational Exposure Standards (OESs) are replaced with a single limit - the Workplace Exposure Limit (WEL). The MELs, and most of the OESs, are being transferred into the new system and will retain their previous numerical values.

A WEL is the maximum concentration of an airborne substance, averaged over a reference period, to which employees may be exposed by inhalation. This means it is a figure that, at worst, should not be exceeded. To comply with COSHH the Company shall follow these eight steps:

- Step 1 - Assess the risks and substitute or eliminate if possible.
- Step 2 - Decide what precautions are needed.
- Step 3 - Prevent or adequately control exposure.
- Step 4 - Ensure that control measures are used and maintained
- Step 5 - Monitor the exposure.
- Step 6 - Carry out appropriate health surveillance.
- Step 7 - Prepare plans and procedures to deal with accidents, incidents and emergencies.
- Step 8 - Ensure employees are properly informed, trained and supervised.

All employees who may be exposed to substances, which could be hazardous to health, will be provided with such information, instruction, and training required to make them aware of any potential risk to which they may be exposed and to reduce that risk to a minimum. Every effort will be made to reduce levels of exposure as far as reasonably practical and in any case below Workplace Exposure Limits (WELs).

The main routes of entry of hazardous substances to the body are by inhalation, ingestion and absorption. Where control of exposure cannot be achieved by substitution or source control, suitable and appropriate PPE will be issued and all employees have a duty to wear and use the equipment and comply with the measures provided.

Hazardous substances

Any manufactured or process-generated substance which is either imported onto site or occurs on site, and which has been assigned a Maximum Exposure Limit (MEL) within the current edition of the Health and Safety Executive's Guidance Note *EH40 Occupational Exposure Limits*, available from HSE Books, shall be subject to a site-specific assessment under the ***Control of Substances Hazardous to Health Regulations 2002 (as amended 2005)***. The result of such an assessment shall be issued to the personnel involved with the task, and to the project safety management co-ordinator. Substances which have been assigned an Occupational Exposure Standard (OES) within the current edition of EH40 (available from HSE Books) may, unless otherwise instructed, be subject to generic assessments.

We will:

- Maintain an inventory of all substances hazardous to health and maintain copies of all relevant data sheets
- We will appoint competent persons to carry out risk assessments for the exposure to COSHH and implement control measures
- Aim to eliminate or substitute any hazardous substance
- Implement engineering controls and safe systems of work including planned preventative maintenance and annual performance monitoring
- Inform all employees who may work in affected areas of the safe operation of all engineering controls and provide training where necessary
- Provide suitable and sufficient PPE which will be assessed and maintained according to manufacturers' instructions – please note PPE will be considered as last resort
- Seek advice from qualified professionals where necessary to carry out any health surveillance
- Maintain employee health records of all exposures to hazardous substances and keep them on file for 40 years
- Provide understandable information and appropriate training for all employees and keep employees informed about any monitoring and health surveillance results
- Not introduce new substances into the workplace until suitable control measures and changes of PPE have been properly assessed by a competent person

Note: Any product which is assigned the risk phrases under the *Chemicals (Hazard Information and Packaging for Supply) (Amendments) Regulations 2009*

R45 - "May cause cancer"

R49 - "May cause cancer by inhalation"

R40/R39 - "Irreversible effects"

R46 - "Genetic damage"

R62 R60 - "Impair fertility"

R61 - "Unborn child"

Products with the above risk phrases will not be imported onto site without the formal authority of the company.

Diesel Storage/Refueling Operations

- There should be no 'hot work' performed on or near any diesel-containing vessel unless it is emptied and purged of any remaining vapour.
- Diesel containers must be positioned away from any source of direct heat.
- Diesel containers must be located in an area where there is no risk of collision with mobile plant or vehicles.
- Spill kits will be available to ensure that spills are cleaned up quickly to lessen the risk of people slipping. Spillages must be cleaned up immediately.
- Container refilling and dispensing tasks need to take account of manual handling risks.

Whenever oil of any kind and of any quantity is stored on a building site, measures to contain any potential spillage and subsequent environmental damage must be adopted.

Containers must be structurally sound and strong enough to prevent leakage under normal circumstances. They must be sited within a 'secondary containment system' e.g. a bund. Any sight glasses, valves, vent pipes etc. must be within the secondary containment system. Fill points must be within the secondary containment system where possible. Where this is not possible a drip tray must be provided at the filling point. Containers are not situated within 50 metres of a borehole or 10 metres of any inland freshwater and coastal water that any leakage could enter. Any tap/valve must be locked on mobile bowsers when not in use. The delivery pipe must be fitted with a hand pump or a lockable valve which closes automatically, and can be locked, when not in use. The pump or valve must be locked when not in use.

Legionnaires Disease

We will take reasonable steps to identify potential legionellosis hazards and minimise the risk of exposure. The main systems at risk include hot and cold water storage and distribution systems and the wet cooling of air in the air conditioning system. As far as is reasonably practical water systems will be operated at temperatures that do not grow legionella, this will be 60°C for hot water and either above 50°C or below 20°C for distribution. Where hot temperatures are used warning signage will be displayed. We will avoid use of materials that provide nutrients for microbial growth.

Tanks will be lidded and preventative measures will be put in place to control corrosion, scale deposit and build up of bio films. All water systems will be disinfected by an effective means before being taken into service and after shut downs of 5 or more days. Plant will be regularly inspected and maintained e.g. monthly visit from a water treatment specialist. Plant will be disinfected periodically normally every 6 months by chlorination or by temporarily raising water temperatures. Records will be kept of all maintenance, temperature monitoring and sampling carried out.

Asbestos

All site employees have received Asbestos Awareness training and will be informed at the start of any project to be vigilant when entering the fabric of a building etc. Exposure to asbestos containing materials MUST be prevented as much as possible by adopting the following procedures:

1. Making enquiries to the Client or Principal Contractor at the pre-tender stage regarding the presence of asbestos in existing building structures or plant. Check if the Client has an Asbestos Register or if a management (formerly Type 2) or refurbishment and demolition (formerly Type 3) Asbestos Survey has been carried out.
2. Arranging for an asbestos survey to be carried out if there is likely to be asbestos containing materials present and a survey has not already been carried out. If asbestos is suspected, assume 'worst case scenario' until results of analysis are known. If Asbestos Containing Materials are suspected in an area, vacate that area, do not disturb the material, cordon off the area, put up warning signage and arrange for sample to be taken by a licensed asbestos removal contractor to check the suspect material. No work will commence until the correct procedures are adopted.
3. All employees, who may be at risk of unintentional exposure to asbestos, will be briefed and trained in asbestos recognition, any locations that contain asbestos

and awareness of the procedures to adopt if it is discovered. Access to materials or areas containing asbestos will be controlled and restricted to prevent inadvertent disturbance of the material.

4. This company policy on asbestos and asbestos containing materials will form part of the site induction process on every construction site.
5. If there is **any** doubt about work to be carried out seek advice from the HSE or licensed asbestos removal contractors.
6. Areas where asbestos has been identified will be monitored and by inspecting at regular intervals to ascertain if there has been any damage or deterioration. Where damage is noted the material will be reassessed and repaired or removed by a licensed contractor as appropriate.
7. We will never remove any asbestos and will only use licensed asbestos removal contractors to carry out these tasks on our behalf.

This will be in accordance with the *Asbestos at Work Regulations 2012*.

Lead

Suitable precautions must be taken while dealing with possible exposure to lead at work. **The Control of Lead at Work Regulations 2002** make provision for protecting persons exposed to lead at work, whether working directly with lead or lead products or indirectly through cleaning and maintenance operations. The regulations require an assessment to be made, and revised if necessary to determine whether the exposure is significant. If exposure is significant, appropriate control measures must be provided to prevent or control exposure. Personal protective equipment must be provided to employees if the exposure to lead cannot be controlled by other means. PPE will always be considered as a last resort. If exposure is significant, medical surveillance will be available to the employees concerned.

Personal Protective Equipment

All projects under the control of the company shall be subject to the following minimum requirements for personal protective equipment (PPE):

- (a) The wearing of head protection
- (b) The wearing of industrial footwear
- (c) The wearing of overalls and high visibility clothing
- (d) Other items as may be determined by mandatory status safety signs or risk assessment.

PPE requirements will be identified when carrying out risk assessments with the most effective means of controlling risks being the non-reliance on the wearing of PPE. Other PPE requirements shall be subject to assessment by each individual contractor in accordance with the *Personal Protective Equipment (EC Directive) at Work Regulations 1992*.

We shall discuss PPE with their operatives to ensure:

- a) The PPE supplied complies with HSE requirements
- b) That PPE is always available to them
- c) That they understand that they have a responsibility to look after the supplied PPE

- d) To ensure the PPE is of the correct type for the work carried out and is compatible with other items of PPE
- e) The fitting and correct use of PPE is understood by the operatives
- f) To discuss the hazards to Health and Safety of not wearing the PPE as required
- g) That we provide accommodation for the correct storage of PPE as well as adequate maintenance, cleaning and replacement of damaged PPE items.
- h) That all staff are trained in the safe use, correct wearing and maintenance of PPE
- i) That we review assessments and re-assess the need for PPE and its suitability whenever there are significant changes or on an annual basis

Note: PPE shall always be considered a last resort not as an alternative to a safe system of work.

Respiratory Protection (RPE for dust particulates/gasses & vapours)

RPE protection shall be issued and used only after all other reasonably practical measures have been investigated to prevent employee exposure. The following procedure shall apply to protect employees from harmful exposure:

- a) The type of hazard to health shall be identified (particulates /gasses or vapours)
- b) The appropriate type of RPE shall be supplied for use (particulate filter/breathing apparatus and must be CE marked
- c) The employees shall be informed of the hazard, the potential effects to their health and the measures to be taken to prevent exposure to the hazard
- d) The employees affected shall be fitted with and trained in the use of RPE and such RPE shall be inspected, maintained, stored correctly and tested
- e) Records shall be kept of such selection, maintenance and testing.

For all general works involving wood, cement and bird dropping dust hazards particulate filter masks with protection factor 3 shall be issued and used (Type; CE approved, FFP3)

Air Quality

We recognise that the maintenance of satisfactory air quality is important both for employee comfort and for health. The air quality will be monitored and where necessary measurements will be made of the level of air pollutants in the workplace. Measures will be taken to reduce the level of pollutants to below the Maximum Exposure Limit (MEL) and to maintain the level at or below the Occupational Exposure Standard (OES) or Workplace Exposure Limit (WEL) where these standards apply.

Measures may include any or all of the following: -

- Substitution of a less harmful substance.
- General workplace (dilution) ventilation.
- Local Exhaust Ventilation (LEV).
- Personal Protective Equipment

Environmental Controls

Each project shall be subject to individual appraisal of environmental controls, particularly in respect of noise levels and dust generation. These will be risk assessed.

Third Party and Public Safety

Each contractor or subcontractor shall be required to appraise and record their controls for assisting in securing the safety of personnel not in their employment or working under their control, and to maintain the safety and protection of members of the public and authorised visitors to site. (This will apply to trades working above other trades, mobile plant operators, and to the movement of traffic on or near areas dedicated to public use.)

Where the company project assessment identifies safety critical overlaps, e.g. scaffolding, steel erection etc. these will be recorded in the construction phase health and safety plan, and will be subject to on-going review.

We will contact all third parties prior to any work carried out at any site/project (where practically possible) and shall discuss:

- a) The work they will undertake
- b) The date and time of the work
- c) The hazards associated with the work
- d) The warning signage that will be erected in the work area
- e) Any noise that will stem from the work and the duration thereof.

We will address any reasonable concerns of third parties prior to commencing work.

Traffic Management on Site

We will comply with the site traffic management plan and designated pedestrian and vehicular routes. This might include restrictions on the size of vehicle which can be brought to the site or restrictions on delivery times. We will have trained banksmen on site and ensure signage is in place where required. Reversing of vehicles will be kept to a minimum by using a one way system so that vehicles can enter the site, turn round and leave without reversing, where practicable. In the absence of space for a one way system, designated turning places will be provided and the Supervisor will ensure that persons are appointed to control reversing operations

Safety Supervisors

Each subcontractor working on a project under the control of the company shall nominate individuals to take specific responsibility for the implementation of safety management controls insofar as they may influence or impinge upon the contractor's scope of works and area of work.

The appointed safety supervisor must:

- (a) Be trained in basic safety management techniques (ideally SMSTS or SSSTS)
- (b) Understand the developments and requirements of the safety management controls applicable to the project
- (c) Have the authority to upgrade the controls where necessary.

- (d) Ensure that Non English Speaking persons are made known to us and, to ensure adequate measures for their safety are in place.

Site Audits

Site audits will be carried out either by the Managing Director or site manager on a regular basis, normally every two weeks, to ascertain health and safety standards on site and to check that agreed safety systems are being complied with. Shortcomings identified will be discussed at tool box talks or health and safety meetings

Health and Safety Meetings

Health and Safety meetings will be held regularly with management and supervisors attending. Current Health and Safety issues will be discussed and minutes of the meeting taken and circulated.

Tool Box Talks

Tool box talks will be carried out at sites on a regular basis, normally weekly. Topics to be discussed will be appropriate for the site and work being carried out. All site operatives attending the tool box talks and the person giving the talk will be recorded on the standard sheet. All site employees will attend including any subcontractors or agency workers.

Young Persons

Where young persons (under 18 years) of age are employed, risk assessments will be carried out which take into account the young person's inexperience and immaturity and lack of awareness of existing or possible risks. We will inform the young persons of any risk associated with their work and the control measures taken to protect them. We will provide a copy of the risk assessment to the parent/guardian of any person below the school leaving age. We will provide additional appropriate training, instruction and supervision as required to the needs of the individual. The physiological differences between a young person and an adult must also be considered where stature, strength and reach are a major factor in the activity being considered. Should any work experience positions be offered, the work must be risk assessed prior to employment and the school or parents advised as to any risks and control measures identified.

New or Expectant Mothers

Employees who become pregnant are instructed at induction to inform their relevant managers of their condition at the earliest possible opportunity. We will treat this matter with the highest level of confidentiality at all times. Once notified in writing by an employee, suitable risk assessments on the activities performed by the new or expectant mother must be carried out to ensure there is no risk to her or her unborn child (*Regulation 18 of the **Management of Health and Safety at Work Regulations***). Control measures identified by the risk assessment will be implemented, followed, monitored, reviewed and if necessary revised. New and expectant mothers will be informed of any risks to them and/or their child and the control measures taken to protect them. Appropriate training will be provided and suitable work alternatives will be offered if available. Provision will be made to support new and expectant mothers who need time off work for medical reasons associated with their medical condition. Where possible rest areas will be provided and consideration will be given to adjusting working conditions and/or hours if necessary providing work alternatives or

suspension with pay. Any adverse incidents must be reported immediately and will be investigated.

Lone Working

Where employees are asked to work alone for a significant period steps will be taken to prevent reasonably foreseeable risk. The four major factors in maintaining a safe working environment for lone workers are:

1. Ensuring that the lone worker is suitably trained
2. Ensuring that the lone worker is competent and reliable
3. Ensuring that all equipment used is safe to use alone and is maintained to a good standard
4. Communication - Ensuring that the lone worker employs a system for telling someone where he is and how long he is going to be there.

It is the responsibility of the site manager to ensure the employee has:

1. The correct training, competence and reliability
2. The correct mental and physical capabilities for the task
3. Provision of the appropriate information
4. The correct equipment for the task and that it is maintained

A system of communication and its use is the joint responsibility of the Manager and the individual employee. In general this means:

- The Manager being aware of the worker and the nature (remoteness) of the location
- What system of contact is required e.g. radio. Mobile phone site
- The location of the nearest in-house and community assistance
- How long the task is estimated to take and how to contact if the lone worker does not appear at the ETA
- Employees maintaining reasonable contact with the main site operator/owner.

Note: It is good practice to maintain a responsible relationship with the client for operational as well as safety purposes. Clients should, as a matter of courtesy be made aware of estimated working times and potential delays.

Other provisions for lone working include a first aid box (with adequate supplies), an adequate means of transport and where possible reasonable access to welfare facilities.

Risk Assessments

The Company will carry out risk assessments as required by the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulations 1999* on every project. The purpose of the risk assessments are:

- (a) To identify operations which may cause harm to employees or others including members of the public.
- (b) To identify the potential hazard being realised and the potential consequences i.e. the risk.

- (c) To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of the site operatives etc. to the risk i.e. introduce control measures.

Risk assessments will be carried out by a competent person and records checked. Control measures will be introduced as a result of the assessment and implemented and followed. Employees will be included in the risk assessment process and provided with any necessary instruction, information and training. Risk assessments will be regularly monitored and reviewed, any injuries/incidents will lead to an immediate review of the relevant assessments. Managers will be trained to carry out risk assessments prior to commencing work on site. These risk assessments will be recorded on the detailed risk assessment sheets which will be issued to all Managers or foremen.

Safety Method Statements

Each project shall formally nominate those tasks, processes and operations for which contractors or subcontractors are required to include safety management details within their work method statement.

The following processes shall always require formalised method statements:

- (a) Any work involving work near asbestos
- (b) Work in confined spaces
- (c) Work involving contaminated soil
- (d) Cranage – mobile or tandem lifting operations
- (e) Demolition
- (f) Falsework (propping)
- (g) Tasks requiring nightwork
- (h) Scaffolding – designated design
- (i) Steel erection
- (j) Work on or near water
- (k) Tasks allocated to lone workers
- (l) Excavation to any depth greater than 1.2m, or where edge instability may cause collapse
- (m) Work on or adjacent railway premises/lines
- (n) Work on or adjacent to electrical sub-stations
- (o) Work adjacent to/under operational overhead power lines

Health and safety plans, or the safety management element of a method statement, may incorporate references to and details of permit-to-work control and procedures and risk assessments, task safety analyses or safety critical events.

Permits to work

Permits to work are designed to ensure that all eventualities have been considered during the planning and organising of the work and minimising any risks involved. All employees, contractors and visitors are expected to comply with the requirements of any permits that are in force. Employees working off site or in another organisations premises will abide by all permits to work operated on that site. Permits to work exist to cover tasks carried out under certain circumstances, over limited time periods and therefore the work will cease to operate when the task has been completed

or when the permit has expired. The following activities will be subject to permit-to-work procedures:

1. Hot Work
2. Confined Space Work
3. Work at Height

Any employees that experience problems with the operation of permit to work systems they must immediately inform their line manager so the matter can be investigated and the situation rectified.

Use of Subcontractors

Prior to any subcontractor being employed by the company a suitable and sufficient assessment will be undertaken to ensure that the subcontractor is competent in health and safety matters. All subcontractors will be required to:

- (a) Submit a copy of their Employers and Public Liability Insurance, health and safety policy, environmental policy, equalities policy, insurance details, training records and trade references (where mandatory by legislation) prior to working with us.
- (b) Disclose to the company any prohibition or improvement notice that may have been served on them by the enforcing authority. Disclose any prosecution or intended prosecution in relation to health and safety.
- (c) Fully comply with our site rules and management system. All statutory provisions in respect of work being done must be carried out. Site specific risk assessments and method statements must be supplied prior to work commencing.
- (d) Demonstrate how they effectively manage health and safety within their organisation and demonstrate how they obtain competent advice on health and safety. They must also complete our “subcontractor questionnaire”.
- (e) Liaise with our health and safety consultants if requested to do so, together with reporting all accidents and dangerous occurrences that occur on our sites.
- (f) Be able to comply with our methods of selecting and monitoring of subcontractors.
- (g) Comply with all site rules, safe working practices and risk assessments produced by us for working on client’s premises and clarify the responsibility for provision of first aid and fire-fighting equipment.
- (h) Comply with the safe working practices issued by clients or us as principal contractor and provide us with details of articles or hazardous substances intended to be brought to site including arrangements for the transportation, handling, use storage and disposal.
- (i) Supply details of any plant/equipment that they intend to bring to site including PA Testing records, certification, arrangements for storage, use, maintenance and inspection.
- (j) Supply training records for all personnel that will be working on our sites prior to them arriving on site.
- (k) Report any incidents or accidents to the Managing Director immediately and comply with any investigation procedures following a site accident.

Any Subcontractor who sub contracts work to other companies are required to; have their Subcontractor complete our 'Subcontractor Questionnaire and return to us prior to any work taking place on a site.

Subcontractors will be monitored throughout the contract to ensure:

- Strict adherence to their risk assessment, method statement and safe systems of work.
- That no unforeseen risk is being created by the work

Monitoring of Health and Safety

The Company recognises that the success of its safety management system needs to be monitored against its established predetermined standards and procedures. Management and Supervisors within the Company have personal responsibility to proactively monitor the health and safety standards of both the Company activities and those services provided by contractors. In order to achieve this, Management and Supervisors will periodically report to the Company Health and Safety Advisers with their established method for measuring safety performance, and to seek information and guidance to assist them in the performance of the task.

Consultation with Employees on Health and Safety

The Company will ensure that effective consultation and effective lines of communication is provided through management and employees on all matters relating to health and safety. The method of implementing the above will be via regular onsite tool box talks, notice boards, internal publications and monthly health and safety meetings. All employees will be consulted on any changes in processes, equipment, work methods etc. that are to be introduced and may affect their health and safety.

Staff Meetings

Meetings will be held with staff and operatives monthly. We will hold consultation meetings with their staff to discuss:

- a) Matters of Health and Safety
- b) Our accident/near miss reports and those of our subcontractors
- c) Possible improvements that can be made at our workplaces
- d) The Safety of Third Parties at our sites
- e) PPE requirements and new equipment developments
- f) General safety/Toolbox Talks

HEAD OFFICE

Risk Assessments

The Company will carry out risk assessments as required by the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety at Work Regulations 1999* on anything which poses an identifiable hazard.

The purpose of the risk assessments are:

- (a) To identify operations which may cause harm to employees or others including members of the public.
- (b) To identify the potential hazard being realised and the potential consequences i.e. the risk.
- (b) To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of the employees etc. to the risk.

Workplace Health & Safety & Housekeeping

- The premises will be maintained to ensure there are safe means for access and egress.
- Employees must be aware that good housekeeping can prevent accidents and that carelessness which may result in a slip, trip or fall must be avoided.
- Reduce hazards by keeping floors, access routes and corridors clear from stored materials and debris. Route temporary lighting above head height where possible.
- Clear up spillages immediately.
- Never throw materials from scaffold etc. use rubbish chutes or hoists.
- Never leave sharp objects, broken glass etc. where it can pose a hazard to others.
- The storage, use or handling of hazardous or flammable substances will be done in a manner which does not compromise the health and safety of employees.
- Report any potential hazards to management immediately.

Workplace Transport

The risks posed by workplace transport must be identified, minimised and controlled. Measures that can be taken to reduce the inherent risks posed by workplace transport are outlined in the *Workplace (Health, Safety and Welfare) Regulations 1992*; further information is available in the HSE book 'Workplace Transport Safety', HS (G) 136.

Road Transport

Company vehicles must be kept clean and tidy at all times. Light maintenance duties such as checking oil levels and tyre pressures must be carried out on a weekly basis. The carrying of any individuals in the back of works vans or while carrying out company business is strictly prohibited. To minimise the risk associated with driving to work we will identify any driver training or instruction that may be necessary with regard to accidents, servicing, regular vehicle condition checks, breakdown, maximum working and driving hours and personal safety. We will check all drivers' licenses every 6 months and ensure all staff are in a fit state of health to drive company or their own vehicle for work related activities. We will ensure that vehicles

provided for staff are maintained in a safe and road worthy condition, this includes regular servicing at the intervals suggested by the manufacturer. We will also make sure that sufficient adjustments, head and leg rooms, position of controls etc. is suitable for the user.

Mobile Phone Usage

We are committed to reducing the risks that staff face when driving at work. All staff must play their part whether they use a company vehicle, their own or a hire vehicle. Staff must never make or receive calls on a mobile phone whether handheld or hands free whilst driving at work. Senior management must lead by example, both in the way that they drive themselves and by not tolerating poor driving practice amongst colleagues. They must not pressurise or expect staff to answer calls when they are driving. Staff must switch phones off or to voicemail whilst driving or ask a passenger to use the phone. Journeys will be planned to include rest stops which will provide opportunities to check messages, return calls etc.

Visual Display Units

In accordance with the requirements of the *Health and Safety (Display Screen Equipment) Regulations 1992*, the following will be implemented by the Company:

- (1) All workstations will be assessed in order to reduce risks to users. We will provide information and any adaptations as required or identified during the assessment i.e. wrist support, ergonomic mouse etc.
- (2) The Company will ensure that appropriate training is given in the use of display screen equipment (DSE) including the importance of taking regular breaks.
- (3) Users of display screen equipment will be entitled upon their request to have eye and eye sight tests when they first become a user and at regular intervals thereafter, and also when the user may experience visual difficulties which may be considered associated to working with display screen equipment. If as a result of eye and eye sight tests spectacles are required solely for the use when using display screen equipment, the Company will pay for basic lenses and frames.
- (4) All employees must report to the Managing Director any adverse health problems as a result of using display screen equipment and associated equipment. All such investigations, made will be treated as medically confidential between employee and the Managing Director.
- (5) We will investigate any discomfort or ill health believed to be associated with the use of display screen equipment and take appropriate remedial action. We will make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

Employees must:

- Comply with any information, instructions and training given regarding the safe set-up and use of their workstation and ensure that they take regular activity and eye breaks.
- Inform their line manager of any disability or health condition or change in circumstances that may affect their ability to work using display screen equipment.
- Report any discomfort or health concerns they believe to be associated with DSE use.

Office Work Equipment

All work equipment provided by the company will be maintained in an efficient state, working order and good repair, all in accordance with the *Provision and Use of Work Equipment Regulations 1998*. This will be achieved by means of regular inspection and testing. This relates to most workplace items includes tools, machinery and VDU systems. Employees have a duty to take reasonable care of work equipment, use it in the correct manner and to report any faults.

Injury, Ill-Health and/or Damage Incidents

Any incident which results to damage to plant, equipment or property must be notified to the Supervisor who will record the details as required by company procedures.

Any incident which occurs on site and which falls within the remit of the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*, or the construction phase health and safety plan, may be investigated by the Managing Director or other authorised individual. In order to assist in establishing the chain of incident causation, the full co-operation of all organisations and personnel is expected and required. (This may be in addition to any other investigation conducted by statutory enforcement agencies or other involved parties).

From 6 April 2012 *RIDDOR*'s over three day injury reporting requirement increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened). Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. Employers and others with responsibilities under *RIDDOR* must still keep a record of all over three day injuries – if the employer keeps an accident book, then this record will be enough. The deadline by which the over seven day injury must be reported is 15 days from the day of the accident.

In the case of fatalities or serious accidents the local HSE office must be informed immediately by telephone - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). The principal contractor for the site or, any other contractor who may be affected on site must be notified immediately of any accident or near miss.

Other notifiable accidents can be reported to the HSE online at <http://www.hse.gov.uk/riddor/report.htm> by completing the appropriate online report form. These must be notified within 10 working days of the accident. The form will then be submitted directly to the *RIDDOR* database. You will receive a copy for your records. This satisfies the notification requirements in full for all notifiable injuries, diseases, and dangerous occurrences.

When recording an accident, an Accident Book complying with the Data Protection Act must be used.

Near Miss Incidents

In order to assist in developing a profile of events which have the potential to cause injury or damage, 'near miss' incidents must be notified to management, and the co-operation of employees is requested in this respect.

Fire Procedures

All employees must be familiar with the company's Fire Plan. The fire warning system in the premises is given by means of a verbal shout of "FIRE, FIRE, FIRE". Employees should be aware that when working on site the fire warning may be given by a siren or bell. All employees must make themselves familiar with the fire warning arrangements at the premises in which they are working.

Violence

Violence at work will not be tolerated. In the event that employees are faced with aggressive behavior/threat of violence, a non-confrontational position must be adopted and the incident reported to the Managing Director. Where a dispute or disagreement results in aggression or threat of violence occurs between our employees, the matter will be immediately referred to the Managing Director for consideration of possible disciplinary action.

Stress

We acknowledge that stress in the workplace can affect staff at all levels and can be caused by a number diverse factors e.g. job content, working environment, relationship with others at work, communication arrangements, excess workloads, excessive working hours, inadequate training etc., as well as personal problems outside the workplace. We will therefore provide mechanisms designed to discover and manage instances of stress and promote a return to full health as soon as possible.

First Aid

The company has a number of first aiders in accordance with the *Health and Safety (First Aid) Regulations 1981*. Appointed persons are available to provide and ensure the contents of First Aid Kits are satisfactory and to assist in the event of injury. In the case of serious injury or illness, employees are to be taken to the nearest hospital or medical help sought with the minimum of delay. A First Aid Box and equipment is provided for the office and is also kept in all company vehicles.

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

The above regulations impose a duty on an employer to ensure an employee does not carry out any work which is liable to expose them to a substance hazardous to health, unless a suitable and sufficient assessment has been made of the risks to health created by the substance and of the measures necessary to control exposure to it, and those steps have been implemented. It is important to realise that collection of supplier's material safety data sheets does not constitute making risk assessment, but rather the gathering of data to assist in making it.

Workplace Exposure Limits (WELs)

Maximum Exposure Limits (MELs) and Occupational Exposure Standards (OESs) are replaced with a single limit - the Workplace Exposure Limit (WEL). The MELs, and most of the OESs, are being transferred into the new system and will retain their previous numerical values.

A WEL is the maximum concentration of an airborne substance, averaged over a reference period, to which employees may be exposed by inhalation. This means it is

a figure that, at worst, should not be exceeded. To comply with COSHH the Company shall follow these eight steps:

- Step 1 - Assess the risks and substitute or eliminate if possible.
- Step 2 - Decide what precautions are needed.
- Step 3 - Prevent or adequately control exposure.
- Step 4 - Ensure that control measures are used and maintained
- Step 5 - Monitor the exposure.
- Step 6 - Carry out appropriate health surveillance.
- Step 7 - Prepare plans and procedures to deal with accidents, incidents and emergencies.
- Step 8 - Ensure employees are properly informed, trained and supervised.

All employees who may be exposed to substances, which could be hazardous to health, will be provided with such information, instruction, and training required to make them aware of any potential risk to which they may be exposed and to reduce that risk to a minimum. Every effort will be made to reduce levels of exposure as far as reasonably practical and in any case below Workplace Exposure Limits (WELs).

The main routes of entry of hazardous substances to the body are by inhalation, ingestion and absorption. Where control of exposure cannot be achieved by substitution or source control, suitable and appropriate PPE will be issued and all employees have a duty to wear and use the equipment and comply with the measures provided.

Smoking

Smoking is only permitted in the designated areas of the site or the designated smoking area outside the office. Appropriate no smoking signs will be clearly displayed at or near the entrance to the premises. Signs will also be displayed in all company vehicles. Non-compliance with this policy and relevant law will be treated as a disciplinary offence.

