Company Safety, Health and Environmental Policy
COMPANY HEALTH, SAFETY & ENVIRONMENTAL POLICY MANUAL

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## POLICY REVIEW RECORD

The Company Policy for Health and Safety was first issued in this format – January 2008

Policy Last Reviewed – November 2010

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INTRODUCTION

1. The prevention of accidents and ill health is one of the most important functions of all our Managers and Supervisory staff because:
   - We do not want any employee or other person to suffer as a result of our work.
   - We intend to comply with all health and safety legislation.
   - We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the Company and demonstrate a lack of efficient management.

2. This document has therefore been prepared to define the way that this company intends to manage health and safety and to meet the requirements of section 2 (3) of the Health and Safety at Work Act 1974 which requires an Employer to prepare a statement of general policy with respect to the health and safety of employees and the organisation and arrangements set up to carry out the policy.

3. It has been drawn up taking into account the general duties of the Health and Safety at Work etc. Act 1974 which are simply summarised as follows: (Note that this is not a legal interpretation of the Act).

4. The Employer must ensure, so far as is reasonably practicable, the health and safety at work of his employees by providing:
   - A safe system of work
   - Safe plant and equipment
   - Safe means of handling, transporting, etc. articles and substances
   - Adequate training, instruction, information and supervision
   - A safe place of work and safe access to and egress from the place of work
   - A safe and healthy environment
   - Adequate welfare facilities
   - Arrangements for joint consultation where Safety Representatives have been appointed.

5. The Employer must also ensure that the way his work is carried out does not, so far as is reasonably practicable, affect the health and safety of persons other than his employees e.g. other contractors, visitors, public.

6. If the Employer controls a site or premises where other persons are required to work he must ensure, so far as is reasonably practicable, that the site or premises, or anything on the site or premises does not present a risk to their health and safety.
7. Persons who manufacture, supply etc. articles and substances for use at work, or erect or install any plant or equipment, have duties to ensure the health and safety of those who will use etc. the article or substance etc.

8. Employees must look after their own health and safety and ensure that they do not endanger others. They must also co-operate with the Employer to assist in meeting the statutory requirements. No person must recklessly or wilfully interfere with anything provided for health and safety.

9. Failure to comply with these duties or to breach any of the specific regulations for health and safety can lead to prohibition or improvement notices which will interfere with the progress of work and/or to prosecution of the Company, individual Directors, Managers, Supervisors or Operatives with fines of up to £20,000 for each offence on summary conviction or unlimited fines on indictment with up to 2 years imprisonment for certain offences.

10. Note that the arrangements refer to appropriate legislation and guidance, which must be applied to our work.

11. Further information and advice on these requirements is available from the Company Safety Advisers who have been appointed in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999:

Risk Management Solutions
10 The Old Orchard
Benwick
Cambridgeshire
PE15 0NN

Tel: 01354 677650
Fax: 01354 677714
E-Mail: mail@rms-safety.co.uk
SAFETY, HEALTH AND ENVIRONMENTAL OBJECTIVES & TARGETS

1.0 Objectives

1.1 We will demonstrate to employees and other affected parties, this company’s commitment to Health, Safety and Environmental requirements and identify the overall framework within which the company operates.

1.2 Establish an adequate organisational framework for the safe and efficient delivery of a contract. This includes the capability to understand all relevant Health, Safety and Environmental Legislation.

1.3 Promote continual improvement and to keep actual practices in line with the company’s arrangements.

1.4 It is the Company’s intention that work will be planned in accordance with the relevant Statutory Provisions and all reasonably practicable measures taken to avoid risk to its employees or others who may be affected.

1.5 The prevention of accidents, ill health and environmental impacts is one of the most important functions of all our Managers and Supervisory staff because:
   - We do not want any employee or other person to suffer injury or ill health as a result of our work.
   - We will implement all reasonable measures to prevent environmental impacts as a result of our work activities
   - We intend to fully comply with all health, safety and environmental legislation.
   - We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the Company and demonstrate a lack of efficient management control

1.6 The company will regularly monitor and evaluate performance ensuring safe systems of work are adopted in all areas of the company’s activities, any problems that are made apparent will be quickly resolved by taking the appropriate action.

1.7 Risk Assessments will be produced for all work activities, these will clearly identify the hazards, the level of risk and by using the hierarchy of controls have suitable control measures in place, eliminating and minimising risk so far as reasonably practicable.

1.8 The method of work will be planned taking into account the level of risk, where reasonably practicable we will eliminate any hazards prior to work commencing.
1.9 The company’s main focus is prevention through identifying, eliminating and controlling hazards and risks. This is especially important when dealing with health risks which may only become apparent after a long latency period.

1.10 All Employees and Sub-contractors will co-operate with the Company in carrying out a safe system of work, and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

1.11 We aim to continually improve on our performance in relation to health, safety and environmental compliance and the targets we have set ourselves to achieve.

2.0 Specific Targets:

2.1 We will aim to achieve an Accident Incident Rate at or below the Industry average.

2.2 Achieve an average Site SHE Inspection Score above: 75%

2.3 Ensure that 100% of staff have obtained the appropriate CSCS Card

2.4 Ensure all applicable employees and sub-contractors hold the appropriate training card or appropriate training for the activities they will be undertaking for example CPCS, IPAF, PASMA, PTS, CISRS, SMSTS etc.

2.5 Ensure 100% compliance, that prior to any work being carried out a Risk Assessment has been undertaken and a Method Statement has been produced with all personnel who are involved in the task being fully briefed on the contents.

2.6 We will seek to increase the percentage of our annual Waste Recycling Rate.

2.7 We will seek to reduce the percentage of our annual Office Energy Rate.
HEALTH AND SAFETY POLICY STATEMENT

The Company undertakes activities associated with role of Principal Contractor within the Construction / Demolition Industry. The Company is committed to delivering this service in a safe and controlled manner by:

- Complying with current legislation and other requirements as applicable
- Implementing and continually improving the effectiveness of an Integrated Management System which incorporates the requirements of OHSAS 18001
- Providing documented health and safety arrangements and safe systems of work which are communicated to all employees and contractors with the intent of preventing injury and ill-health.
- Setting and reviewing health & safety objectives and targets to drive continual improvement.
- Defining and communicating the health and safety responsibilities associated with each position of employment / engagement with the company.
- Providing materials, resources and additional personnel as appropriate to implement the requirements of this policy statement.
- Provide appropriate training where necessary to uphold and develop employee competence
- Ensuring that all contractors are assessed and evaluated for acceptable levels of competence and allocation of adequate resources in relation to their work activities.
- Monitor health and safety performance to clarify whether continual improvement has been achieved and to enable resources to prioritise areas of under achievement
- Consulting with employees to ascertain their issues relating to health and safety
- Working closely with clients and other interested parties to ensure that their requirements with respect to health and safety are incorporated within the company’s operations
- Communicating the content of this policy statement to all employees and contractors and making it freely available to clients and other interested parties

All persons fulfilling a management position within the Company including Directors, are required to maintain high standards of health, safety and welfare throughout their areas of responsibility

All employees and sub-contractors engaged by the Company are required to adhere with the prescribed safe systems of work within the company’s Safety Management System.
All systems of health, safety and welfare provision shall be reviewed at least on an annual basis including this policy statement.

The Directors give their full backing to this policy statement and fully support its effective implementation throughout the business.

The Board of Directors have appointed the Managing Director Mr Simon Barlow, as having particular responsibility for Health, Safety and Welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this policy

Signed: .............................................................. Date: ...............................  

Simon Barlow  
Managing Director
ENVIRONMENTAL POLICY STATEMENT

The Company undertakes activities associated with role of Principal Contractor within the Construction / Demolition Industry. The Company is committed to delivering this service in an environmentally friendly and controlled manner by:

- Preventing Pollution
- Complying with current legislation and other requirements as applicable to the company’s environmental aspects.
- Implementing an Integrated Management System which incorporates the requirements of ISO 14001.
- Setting and reviewing environmental objectives and targets to drive continual environmental improvement.
- Providing materials, resources and additional personnel as appropriate to implement the requirements of this policy statement.
- Controlling and where reasonably practicable reducing the consumption of raw materials and the production of waste.
- Developing the environmental awareness of employees through effective education and training.
- Communicating and ensuring that others who work for the company, such as sub-contractors, adhere with the company’s environmental policies and procedures.
- Monitoring environmental awareness of employees through effective education and training.
- Working closely with clients to ensure that their environmental concerns and requirements are incorporated within the company’s operations.
- Communicating the content of this policy statement to all employees and contractors and making it freely available to clients and other interested parties.

All persons fulfilling a management position within the company including Directors, are required to maintain high standards of environmental management throughout their areas of responsibility.

All employees and contractors engaged by the company are required to adhere with the requirements of the company’s Environmental Management System.

All environmental management systems shall be reviewed at least on an annual basis including this policy statement.
The Directors give their full backing to this policy statement and fully support its effective implementation throughout the business.

The Board of Directors have appointed the Managing Director Mr Simon Barlow, as having particular responsibility for Environmental Management issues and to whom reference should be made in the event of any difficulty arising in the implementation of this policy.

Signed: ……………………………………………… Date: …………………………

Simon Barlow
Managing Director
QUALITY MANAGEMENT POLICY STATEMENT

The Company undertakes activities associated with role of Principal Contractor within the Construction / Demolition Industry. The Company is committed to delivering this quality service in a controlled manner by:

- Meeting customer and applicable regulatory requirements.
- Implementing and continually improving the effectiveness of an Integrated Management System which incorporates the requirements of ISO 9001.
- Setting and reviewing objectives and targets to drive continual improvement.
- Providing materials, resources and additional personnel as appropriate to implement the requirements of this policy statement.
- Developing the competence of employees through effective education and training.
- Ensuring that others who work for the organisation, such as contractors, adhere with the company’s quality practices and procedures.
- Monitoring the performance of its products and services including client feedback and customer complaints.
- Maintaining consistent lines of communication both internally and externally to assist in the ongoing fulfilment of client requirements.
- Communicating the content of this policy of this policy statement to all employees and contractors and making it freely available to clients and other interested parties.

All persons fulfilling a management position within the company including Directors, are required to maintain high standards of Quality Control throughout their areas of responsibility.

All employees and contractors engaged by the company are required to adhere with the requirements of the company’s Quality Management System.

All systems of quality management shall be reviewed at least on an annual basis including this policy statement.

The Directors give their full backing to this policy statement and fully support its effective implementation throughout the business.
The Board of Directors have appointed the Managing Director Mr Simon Barlow, as having particular responsibility for Quality Management issues and to whom reference should be made in the event of any difficulty arising in the implementation of this policy

Signed: ……………………………………………… Date: ………………………

Simon Barlow
Managing Director
ORGANISATIONAL RESPONSIBILITIES

For Implementation of

COMPANY HEALTH SAFETY AND ENVIRONMENTAL POLICY
MANAGING DIRECTOR

1. Initiate the Company’s policy for Health and Safety to prevent injury, ill health, damage and wastage.
2. Ensure Company Directors are aware of their responsibilities, that each administers and promotes the requirements of this Policy throughout the entire company.
3. Encourage training for all levels of employees.
4. Ensure that safety directives (new legislation etc.) are conveyed throughout all management levels down to site.
5. Sanction the necessary funding for adequate welfare facilities and equipment, training and all matters of Health and Safety to meet the requirements of the Company Policy.
6. Set a personal example when visiting sites by complying with site rules and wearing the appropriate protective equipment.

DIRECTORS

1. Know the statutory requirements affecting the company’s operations. Know and promote the Company’s Policy for Health & Safety and ensure that it is brought to the notice of all employees. Ensure appropriate training is given to all staff as necessary.
2. Administer the policy throughout by appointing an individual Director responsible.
3. Ensure sound working practices are observed throughout the company as laid down by Codes of Practice, that work is planned & carried out in accordance with legislation.
4. Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage.
5. Promote the liaison on health and safety matters between the company and others working on site.
6. Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.
7. Support arrangements for funds & facilities to meet requirements of Company Policy.
8. Set a personal example when visiting sites by complying with site rules and wearing the appropriate protective equipment.
9. Arrange for regular meetings with the appropriate personnel to discuss company accident prevention, performance, possible improvements etc.
DIRECTOR RESPONSIBLE FOR SAFETY

1. Monitor the effectiveness of the Company’s Health and Safety Policy against the safety performance of the company. Initiate any changes, developments and amendments to the policy as and when necessary.

2. Promote an interest and enthusiasm for health and safety matters throughout the company.

3. Ensure that Company Directors, Managers and employees are aware of their responsibilities and that each administers the requirement of this policy within their department and with due regard to all other departments.

4. Report to the Board on all matters relating to safety and training, new safety directives and legislation and seek to establish the company’s response. As a result instigate the necessary changes throughout the company.

5. Ensure that all sub-contractors employed by the company produce their own Safety Policies and agree to conform with this Company’s Policy and Codes of Practice whilst on company sites.

6. Set a personal example when visiting sites by complying with site rules and wearing the appropriate protective equipment.
COMPANY SAFETY ADVISERS

Risk Management Solutions have been appointed by the Company as it’s Safety Advisers in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999. Their duties are as follows:

1. Interpret new safety legislation or changes in existing legislation.
2. Assist Senior Management with implementation of Safety Legislation by:
   - Obtaining copies of the legislation and any codes of practice for issue to Senior Management.
   - Provide or arrange safety training for all levels of employees.
   - Carry out regular site safety audits to ensure that only safe and healthy methods of work are in operation and that all regulations are being observed.
3. Keep contact with official and professional bodies e.g. HSE, Local Authorities, Institution of Occupational Safety and Health, Royal Society for the Prevention of Accidents, British Safety Council and local Health and Safety Groups etc.
4. Inform the HSE of all reportable incidents. Investigate reportable accidents or dangerous occurrences and recommend means of preventing reoccurrence. Supervise the recording and analysis of information on injuries and ill health, assess accident trends and review overall safety performance.
5. Encourage, within the Company, an understanding that injury prevention and occupational hygiene are an integral part of successful business and operational efficiency.
6. Attend meetings of the Safety Committee.
7. Promote within the Company a Positive Safety Culture.
8. Set a personal example.

For advice and guidance on the implementation of Company Health and Safety Policy contact:

Risk Management Solutions
10 The Old Orchard,
Benwick,
Cambridgeshire PE15 0NN

Tel: 01354 677650
Fax: 01354 677714
E-Mail: mail@rms-safety.co.uk
CONTRACTS MANAGER

1. Understand the Company Policy for Health and Safety and ensure that it is readily available on site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made. Know the broad requirements of the Construction Regulations and other relevant legislation.

2. Allocate adequate resources to cover safe working methods and reasonable welfare facilities. Determine at planning stage:
   - The most appropriate order and method of working.
   - The provision of adequate lighting and safe method of electrical distribution.
   - The allocation of responsibilities to each level of staff.
   - The welfare facilities and basic fire precautions required.
   - Any particular training or instruction required for personnel.

3. Provide written instructions in unusual situations not covered by the Company Policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written assessments as required under the regulations for the control of hazardous materials, Noise, Manual Handling and the Management of Health and Safety.

4. Obtain Safety Method Statements from Contractors, ensuring that they are examined and authorised by Site Managers prior to any work commencing. Make them available to the Site Manager and discuss them fully. Ensure, so far as is reasonably practicable, that work, once started is:
   - Carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds, and update the written assessments if necessary.
   - Carried out in accordance with the Construction Regulations and other appropriate statutory requirements.

5. Ensure that a Health and Safety Plan for the Construction Phase has been prepared by the Company Safety Adviser, as required by the Construction (Design and Management) Regulations 2007, prior to any work commencing on site. Ensure that the Site Managers are aware of its contents, that it is updated as required, throughout the contract, and that it is complied with.

6. Provide relevant information, waste consignment notes, drawings showing locations of existing services uncovered during the demolition process etc. as agreed with the CDM Co-ordinator for inclusion in the Health and Safety File prior to the construction phase.

7. Ensure compliance with all relevant health and safety legislation throughout the contract.
8. Ensure that any electricity supply is installed and maintained in a safe and proper manner. Protect all overhead services in accordance with the service authorities recommendations and Company Policy before work starts.

9. Reprimand any member of site supervisory staff and contractors for failing to discharge safety responsibilities satisfactorily. Take appropriate action when notified of non-compliance on site of safety advice.

10. Set a personal example when visiting sites by complying with site rules and wearing the appropriate protective equipment.

12. Ensure that Risk Management Solutions are notified of all new sites giving as much notice as possible.

SITE MANAGERS

1. Understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees, particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the Contracts Manager any improvements or additions which are felt necessary.

2. Read, understand and implement the requirements of the Construction Phase Health and Safety Plan, updating the plan throughout the contract as required.

3. Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials.

4. Obtain from contractors and vet their Safety Method Statements prior to allowing any work to commence.

5. When necessary, issue written instructions setting out the method of work.

6. Know the requirements of the Construction Regulations and other relevant legislation and ensure that they are observed on site.

7. Ensure that registers, records and reports are up to date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed.

8. Refer regularly to the prepared written assessments as required under:
   - The Management of Health and Safety at Work Regulations.
   - The Control of Substances Hazardous to Health Regulations.
   - The Control of Noise at Work Regulations.
   - The Control of Vibration at Work Regulations.
   - Manual Handling Regulations.

9. Make them available to all operatives, including sub-contractors and discuss them fully.
10. Ensure that all hazardous materials are properly marked, used and stored as outlined in the COSHH assessments.

11. Satisfy yourself that the ‘competent persons’ appointed to make the necessary inspections of working platforms, scaffolding, excavations, plant, etc., have sufficient knowledge, understanding and experience to evaluate all aspects of safety relating to the item being inspected.

12. Ensure that contractors under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risk. Stop any work if you consider that there is an imminent risk of serious injury to any person.

13. Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.

14. Ensure that all information available relating to underground services on the site is obtained and that services are located, marked and plotted accurately before removal of foundations takes place. Do not allow mechanical excavation within limits of the underground service laid down by the services authority and Company Policy.

15. Protect all overhead services in accordance with the service authorities recommendations and Company Policy before work starts.

16. Plan and maintain a tidy site.

17. Implement arrangements with contractors and others on site to avoid confusion about areas of responsibility for Health, Safety and Welfare.

18. Check that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.

19. Ensure that any electricity supply is installed and maintained in a safe and proper manner. All electrical equipment must be tested and tagged, by a competent electrician, at intervals laid down by Company Policy. No electrical equipment will be brought onto site, by anyone, including subcontractors, without the appropriate proof of regular testing.

20. All plant and machinery must be tested at the statutory intervals and will not be brought onto site, by anyone, including subcontractors, without the appropriate proof of regular testing.

21. Ensure adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Ensure that it is issued when required and keep a register of PPE issues.

22. Ensure that first aiders or appointed persons and adequate first aid facilities, as required by the Health and Safety (First Aid) Regulations 1981 (as amended), are on site and that all
persons on site are aware of their location and procedure for receiving treatment for injuries.

23. Ensure that a system is organised in the event of an emergency for applying first-aid, care is taken of casualties, know where to obtain medical help and calling an ambulance.

24. Accompany HSE Inspectors on site visits and act on his / her recommendations. In the case of the Inspector issuing a Notice, (Prohibition or Improvement), contact Risk Management Solutions immediately after complying with any requirements to stop work.

25. Co-operate with your nominated Safety Adviser. Ask for his / her advice before commencing new methods of work or potentially hazardous operations.

26. The Safety Adviser is given authority by the Company to stop any work where there is an imminent risk of serious injury.

27. Ensure that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.

28. Ensure that a Site Fire Safety Plan is drawn up for site and its requirements complied with.

29. Liaise when necessary with the Fire Brigade on fire prevention issues.

30. Examine drawings and soil investigation reports to determine excavation support and ground contamination requirements in advance and provide in accordance with Company Policy.

31. Set a personal example when on site by complying with site rules and wearing the appropriate protective equipment.

32. Ensure that any accident on site, which results in an injury to any person (not just employees) and / or damage to plant or equipment is reported in accordance with Company Policy.

33. Release supervisors and operatives where necessary, for on and off-site Health and Safety Training.

SUPERVISORS

1. Read and understand the Company’s Health and Safety Policy and ensure that it is brought to the notice of operatives under your control. Carry out all work in accordance with its requirements.

2. Know the Construction Regulations applicable to the work on which your operatives are engaged and insist that the Regulations are observed.

3. Take appropriate action when any unsafe acts are observed or reported to you. Likewise take action as deemed necessary following any report made to you concerning unsafe or damaged plant or equipment etc.
OFFICE MANAGER

1. Read and understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees under your control.

2. Ensure that the requirements of the Health and Safety at Work Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended), and any other relevant statutory requirements are complied with.

3. Ensure that all office machinery is safe, fitted with the necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.

4. Ensure that a risk assessment has been carried out of any substance or work activity hazardous to employees’ health and safety and that appropriate control measures, training, instruction, protective clothing etc. have been provided.

5. Ensure that an assessment has been carried out of any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective clothing etc. have been provided.

6. Ensure that staff required to use office machinery are trained in its use and are not permitted to carry out any repairs unless competent and authorised to do so.

7. Ensure that offices are laid out and maintained to ensure safety of staff and visitors.

8. Arrange all necessary insurance and carry out any necessary reporting of incidents to insurers. Provide an appropriate accident investigation report to insurers where necessary.

9. Ensure that all accidents are reported in accordance with the Company Policy.

10. Ensure that staff work safely and do not take unnecessary risks.

11. Ensure all necessary welfare provisions are provided and maintained.

12. Set a personal example.
OFFICE STAFF

1. Read and understand the Company’s Safety Policy and carry out your work in accordance with its requirements.

2. Ensure that the clothing and particularly the footwear you wear at work is suitable from a safety viewpoint.

3. Do not try to use, repair or maintain any office equipment or machinery, or carry out any work activity, which may be hazardous to your health and safety, for which you have not received full instructions or training.

4. Report any defects in office equipment or machinery immediately to your Supervisor.

5. Ensure that you know the location of the first aid box.

6. Ensure that you know the procedure in the event of a fire.

7. Report any accidents or damage, however minor, to your Supervisor.

8. Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction.

9. Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up, do not improvise or climb.

10. Suggest ways of eliminating hazards and improving working methods.

11. Do not smoke in designated “No Smoking” areas and dispose of spent matches, cigarette ends, etc. properly.

13. Warn new employees, particularly young people, of known hazards.
BUYING / PURCHASING

1. Understand the Company Policy for Health and Safety.
2. Ensure that all equipment or materials purchased by the Company are to the standards required by the Company Policy.
3. Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to relevant supervision.
4. Set a personal example when visiting site by complying with site rules and using the appropriate protective equipment.
5. Ensure that suppliers are informed of safe working loads of plant used for handling materials on site so that materials are delivered in suitable size loads.
6. Ensure that contractors have received lists of responsibilities and Company Policy Statements in accordance with this Policy.
7. Rates negotiated for this work carried out by contractors must include all necessary safety precautions and, where appropriate, separate rates should be included for health and safety measures.
8. Consider the hazards and risks arising from the selection of materials. Where reasonably practicable, and by liaison with the designer, risks should be avoided and reduced by appropriate selection.
9. Ensure that all contractors employed by the company have firstly been vetted as to their competency in terms of health and safety, in compliance with the Construction (Design and Management) Regulations 2007. Advice on competency can be obtained from Risk Management Solutions.

ESTIMATING

1. Understand the Company Policy for Health and Safety.
2. Ensure tenders are adequate to cover sound methods of work and reasonable welfare facilities.
3. Report on unsafe practices observed when visiting site.
4. Have knowledge of the various statutory requirements governing the Company’s work.
5. Set a personal example when visiting sites by complying with site rules and using the appropriate personal protective equipment.
STORE PERSON / PLANT MANAGER / FITTER

1. Understand the Company’s Health and Safety Policy.
2. Ensure that all scaffolding equipment sent to site has been checked & is in good condition.
3. Ensure that all electrical equipment and power tools sent to site from stores have been checked and are safe and in good condition and are not more than 110 volts, and that they have an in-date P.A.T. certificate.
4. Ensure that any other equipment, tools or materials sent to site from stores are suitable and safe when used for the purposes for which they were intended. If in doubt, ask for confirmation from technical staff or other competent persons.
5. Ensure that full instructions for the safe use of any article or substance is sent with the article or substance or check that full instructions are available on site.
6. Maintain a stock of protective clothing & safety equipment for issue to sites as required.
7. Ensure that material or equipment delivered to the yard is stacked or stored in a position and manner, which does not create a hazard.
8. Report accidents, which result in damage or injury in accordance with Company Policy.

COMPANY VEHICLE DRIVERS

The company policy statement in relation to company vehicles and driving is as follows:

1. We recognise that driving is both necessary for working and also represents a hazardous activity, and accordingly will take steps to reduce the identifiable risks as far as possible.
2. Employees are reminded that, despite familiarity, driving on the roads is by far the most hazardous activity most of them ever undertake.
3. These precautions, and those listed in the risk assessment should be taken to minimise risk:
   • Plan work to minimise driving requirements.
   • Ensure that the vehicle is maintained in accordance with the manufacturer’s instructions, including specific winter and summer precautions.
   • Take sensible breaks and seek to avoid overlong days of work and driving.
   • Follow the personal safety precautions outlined in the risk assessment.
   • Report the development of any health problems, which may limit or prevent driving.
4. All employees will produce their driving licence for inspection by the Transport Manager prior to being allowed to drive Company vehicles, and every twelve months thereafter (photocopies of licences are not acceptable).
5. Other members of staff who may from time to time drive a company vehicle should familiarise themselves with the Policy.
EMPLOYEES & LABOUR ONLY CONTRACTORS

1. The attention of all employees is drawn to their responsibilities under the Health and Safety at Work Act 1974.

2. It shall be the duty of every employee while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by his / her acts or omissions at work.

3. Regarding any duty imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as it is necessary to enable that duty or requirement to be performed or complied with.

4. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety & Welfare in pursuance of any of the statutory provisions.

5. Employees are reminded that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and the provision is made in the Health and Safety at Work Act 1974 for certain breaches to be actioned by the HSE.

6. In simple terms this means employees shall:

   • Read and understand the Company Health and Safety Policy and carry out work in accordance with its requirements.
   • Use the correct tools and equipment for the job.
   • Wear safety footwear at all times and use, where necessary all protective clothing and safety equipment provided, e.g. safety helmets, respirators, etc.
   • Keep tools in good condition.
   • Report immediately to your Supervisor any defects in plant or equipment.
   • Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders etc.
   • Do not use plant and equipment for work for which it was not intended, or if you are not trained or experienced to use it. Report any damage to plant or equipment.
   • Warn other employees, new employees and young people, of known hazards.
   • Do not play dangerous practical jokes or ‘horseplay’ on site.
   • Report to your Supervisor any person seen abusing welfare facilities provided.
   • Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working.
   • Suggest safer methods of working.
CONTRACTORS

1. Contractors must comply with the Company Policy for Health and Safety and ensure their own Company Policy is available on site. Contractors must submit a Method Statement in advance of any work starting to Site Managers for examination and authorisation.

2. All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on site and the general public.

3. Scaffolding used by contractor’s employees must be inspected by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.

4. Contractor’s employees are not permitted to alter any scaffold provided for their use, or interfere with any plant or equipment on site, unless authorised.

5. All plant & equipment brought to site must be safe & in good working condition, fitted with necessary guards / safety devices with necessary certificates available for checking.

6. No electrical equipment more than 110 volts may be used on site. All tools, transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition. They must also have a current PAT test certificate.

7. Any injury sustained or damage caused by contractors’ employees must be reported immediately to this Company’s site representative.

8. Contractors’ employees must comply with safety instructions given by the Site Manager.

9. Company Safety Advisers inspect sites & report on Health and Safety matters. They have authority to stop work at any time they consider there is an imminent risk of serious injury. Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Contractors will provide the Site Manager with the name of the person they have appointed as their Safety Supervisor.

10. Welfare facilities & first aid equipment in accordance with the Regs must be provided by contractors for their employees, unless arrangements have been made for the contractors’ employees to have the use of this Company’s facilities.

11. Any material or substance brought on site which has Health, Fire or Explosion risk must be used and stored in accordance with the relevant Regulations and current recommendations, and that information must be provided to the Site Manager and any other person who may be affected on site.

12. Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.

13. All operatives, contractors, visitors, etc. on the Company’s sites will wear safety helmets at all times other than in areas specifically designated ‘no risk’ areas by Site Managers.
ARRANGEMENTS

For implementing

COMPANY HEALTH SAFETY AND ENVIRONMENTAL POLICY
MONITORING AND REVIEW OF COMPANY POLICY ON HEALTH, SAFETY AND WELFARE

1. All employees will be expected to bring to the notice of their immediate Supervisor any areas where the Company Policy on Health, Safety and Welfare appears to be inadequate. The suggestions will be passed to the Director responsible for safety for consideration.

2. The Company’s Safety Advisers will visit Company sites/premises at regular intervals and will report on any hazards, defects or breaches of Regulations observed during the visit.

3. A report of the inspection will be left on site and a copy of this report will be sent to the Director responsible for Health and Safety, so that it can be established where the appropriate procedures in Company Policy have not been complied with or are deficient and action taken to ensure similar problems do not recur on Company sites.

4. This policy and arrangements will be reviewed on at least an annual basis, provision will be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

RISK ASSESSMENT

The Management of Health and Safety at Work Regulations 1999 place duties on employers and the self-employed to take certain actions as summarised below:

1. Assess the risks to the health and safety of employees and any others who could be affected by work activities. This also includes contractors and temporary staff engaged for specific work. Relevant procedures must be specified to eliminate and minimise the risk. Generic assessments incorporated as arrangements within a Safety Policy document will be accepted provided arrangements for identifying additional risks are in place.

2. Where the risk is considered to be significant, then this must be recorded in writing and, where relevant, identify those groups of employees being especially at risk.

3. Risk Assessments should be reviewed and altered if they are no longer valid or circumstances have changed significantly.

4. Provide health surveillance where there is risk of contracting a specified disease or adverse health condition related to the work concerned, provided that it is possible to be detected and there is a reasonable likelihood it may occur under working conditions.

5. Appoint one or more competent persons to assist in complying with requirements.

6. Establish emergency procedures to be followed in the event of serious and imminent danger, and nominate sufficient competent persons to implement evacuation procedures.
7. Provide relevant information to employees on the identified risks, the control measures to be taken, emergency procedures, names of competent persons, and risks where work areas should be shared with other employees.

8. Co-operate fully with other employees where work areas are shared, by exchanging information on the protective measures and risks associated with each other’s activities, and subsequently pass such information to employees in those areas.

9. Provide relevant training to employees in respect of:
   • Duties and tasks allocated to them.
   • Induction on first being employed.
   • When transferred to new work or given increased responsibility.
   • When changes in work equipment or methods are introduced.

10. The training must be repeated periodically and take account of changes, and also take place during normal working work hours.

11. Employees also have duties as follows:
   • Use anything provided by the employer in accordance with instructions and training given, including machinery, equipment, dangerous substances, and means of transport.
   • Inform the employer (or nominated person) of dangerous work situations or matters considered to be shortcomings in his employer’s health and safety management arrangements.

12. Definitions:
   • Hazard - this is the potential for harm
   • Risk - this is the likelihood that actual harm will occur
   • Assessment of risk will take into account the severity of the hazard, the number of people likely to be exposed and the possible consequences.

13. General Procedure:
   • Identify the hazards and activities.
   • Assess the risks i.e. what is the nature and extent of the risk.
   • Are existing control measures or precautions adequate.
   • Is there full compliance with the law.
   • Are any further precautions required.
   • Record the findings, and arrangements to be implemented if necessary.

14. Assessments carried out under other Regulations, i.e. Noise, Vibration, COSHH, Manual Handling, Display Screen Equipment, Asbestos, PPE, Lead need not be repeated under the requirements of the Management of Health & Safety At Work Regs 1999.
ACCIDENT REPORTING

1. All injuries resulting from accidents on site or in other workplaces, however minor, will be reported by the Site Manager / Supervisor (or Office Manager as appropriate) on the Incident Report Form and sent to Risk Management Solutions. This applies to injuries received by members of the public, visitors, etc. as well as company employees.

2. In the event of a fatal or major injury to any person, or dangerous occurrence as defined by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the Health and Safety Executive and Risk Management Solutions must be notified immediately by the Site Manager / Supervisor (or Office Manager).

3. Death, major injury or over three day injuries together with reportable diseases and dangerous occurrences must be reported by contacting the Health and Safety Executive’s Incident Contact Centre (ICC) on:

   Tel: 0845 300 9923, or Fax: 0845 300 9924, or E-Mail: riddor@natbrit.com

4. An incident report should be completed and sent to Risk Management Solutions who will report to the Health and Safety Executive (at the ICC) at the earliest opportunity, in relation to reports for which the Company are responsible, otherwise the ‘responsible person’ as defined in RIDDOR, Regulation 2, will report the incident direct to the H.S.E’s ICC.

5. Incident Reports will be available at each site and office to ensure any injured employee can record details of his / her accident.

6. Any claim made for Industrial Injuries Benefit by an employee will result in Form B176 being received by the Company. This will be completed by the Director responsible for Health and Safety and returned to the Department of Social Security as required.

7. Risk Management Solutions will investigate all RIDDOR reportable incidents and will prepare an Investigation Report with any photographs, statements or other relevant material for use by Company Insurers or legal advisers. This investigation report is privileged information and must not be issued to any other person without permission of Company Insurers and legal advisors. The Investigation Report will state the required control measures to prevent a re-occurrence of accidents, incidents and near misses.

8. All accidents resulting in damage on site must be investigated by the Site Manager / Supervisor and details reported to the Director Responsible for Health and Safety.
ACCIDENT REPORTING - SEQUENCE OF NOTIFICATION

ACCIDENT OR OCCURRENCE

PHONE
RISK MANAGEMENT
SOLUTIONS
COMPLETE COMPANY INCIDENT REPORT FORM
RMS TO PHONE H.S.E. I.C.C.

COPY TO RMS

IF A MAJOR OCCURRENCE OR INJURY

SITE MANAGER

COPY TO RMS

COMPLETE COMPANY INCIDENT REPORT FORM

COPY OF INCIDENT REPORT FORM TO RMS

IMPLEMENT REMEDIAL ACTION TO PREVENT REOCURRENCE

RMS

INVESTIGATE AND REPORT

COPY TO RMS

COPY TO RMS

IF A MINOR OCCURRENCE OR INJURY

COPY TO SITE SAFETY PLAN

SITE MANAGER

COPY TO SITE SAFETY PLAN
REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

1. Certain injuries, diseases and dangerous occurrences are required to be reported to the H.S.E. and in addition should be reported to your Safety Adviser. If you are unsure as to whether you have to report it to the H.S.E. check with your Safety Adviser promptly.

2. INJURIES

2.1 The following categories must be reported to the H.S.E. by the quickest possible means (telephone, Internet):

- Death of an employee, a self-employed person, a visitor or member of the public as a result of work on site.
- Any major injury sustained by an employee, self-employed person, visitor or member of the public as a result of work on site (see later for what is a major injury).
- If there is an accident connected with work and an employee or self-employed person suffers an over 3 day injury the H.S.E. ICC must be informed.
- A three-day injury is not a major injury (see above) but one, which prevents a person carrying out their normal work for a period of more than 3 days. In calculating the 3 days incapacity you do not count the day on which the injury occurred but you do count non-work days (weekends and holidays).

3. DISEASES

3.1 Certain diseases are notifiable to the H.S.E. and these will be notified to the Company by the medical doctor treating the worker for the specified disease. A summary of the diseases is given later.

4. DANGEROUS OCCURRENCES

4.1 A dangerous occurrence is primarily something that happens on site which although on this occasion nobody was injured or killed, they could quite easily have been (a near miss). A list of the common dangerous occurrences is shown later.

4.2 If a dangerous occurrence takes place you should contact the H.S.E. ICC immediately also contact your Safety Adviser.
5. **MAJOR INJURIES INCLUDE:**

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

6. **Reportable Diseases include:**

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

7. ** Dangerous Occurrences include:**

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipework;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;
• failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
• malfunction of breathing apparatus while in use / during testing immediately before use;
• failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
• collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
• dangerous occurrence at a pipeline;
• a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
• a dangerous substance being conveyed by road is involved in a fire or released;

7.1 The following dangerous occurrences are reportable:
• unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
• explosion or fire causing suspension of normal work for over 24 hours;
• sudden, uncontrolled release in a building of: 100kg or more of flammable liquid; 10kg of flammable liquid above its boiling point;
• 10kg or more of flammable gas; or of 500kg of these substances if the release is in the open air;
• accidental release of any substance which may damage health.

7.2 Note: additional categories of dangerous occurrences apply to mines, quarries, relevant transport systems (railways etc.) and offshore workplaces.

8. If you are in any doubt whether to report or not contact RMS for advice immediately.

9. Note that for deaths, major injuries and over three day injuries it is the employer who is responsible for reporting the matter to the H.S.E. Therefore if the death, major injury or over three day injury is to an employee of a sub-contractor it is for the sub-contractor to report it to the H.S.E. Company Site Management and Risk Management Solutions should also be informed and will assist in any way they can in relation to the investigation of the cause of the injury.
PRELIMINARY PROCEDURES

1. TENDERING & PLANNING
1.1 At planning stage the requirements of this Company must be taken into account.
1.2 Any aspect of work not covered by this Policy must be planned by the Contracts Manager in conjunction with advice from the Safety Adviser and written procedures defined.
1.3 Written method statement and programmes will be prepared taking into account Health and Safety requirements and defining procedures as necessary.

2. TRAINING
2.1 All staff will receive training in their responsibilities as defined in this Policy. Safety training will be repeated at six monthly intervals and whenever changing legislation or working methods are required.
2.2 Where operatives are required to carry out key tasks (e.g. fork-lift truck operation, timbering excavations, scaffolding, abrasive wheel mounting etc.) they will be provided with the necessary training. The Company’s Health, Safety and Training Strategy requires all employees to continue training during the course of their employment from attending resident courses to ‘toolbox talks’.
2.3 The company will provide such additional specialised courses or training for supervisors as is appropriate and necessary for the requirements of their duties.
2.4 All training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

3. CONTRACTORS
3.1 The selection of contractors will take into account their Safety Policy, accident record and previous performance with respect to accident and ill health prevention on site.
3.2 All Contractors receive a copy of the Company Health and Safety Policy Statement and a list of responsibilities with every order placed. The following paragraph will be inserted on all orders to contractors.

“Please see attached copy of our Company Policy statement for Health, Safety and Welfare and a list of responsibilities for contractors on this company’s sites. Your acceptance of this order will be deemed to include acceptance of the requirements of our Company Policy. Please contact Risk Management Solutions should you require further information on any matter in connection with health, safety or welfare.”
4. **SUPPLIERS**

4.1 The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

“In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the use of the article or substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998 (as amended).”

4.2 All information received from suppliers will be passed to the Site Manager for implementation or reference on site.

5. **NOTIFICATIONS**

5.1 The Contracts Manager will make any necessary notification to the Fire Service, Ambulance Authority and HSE.

5.2 The Contracts Manager will notify relevant authorities as required by specific Policy Sections, e.g. Underground and Overhead Services, Explosives, Demolition, etc.

5.3 The Contracts Manager will notify Risk Management Solutions of all new sites using New Site Notification Form F-RMS-09 giving as much notice as possible.

6. **PROTECTION OF PUBLIC**

6.1 All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work etc. Act 1974 and particularly, the recommendations contained in the Health and Safety Executive Guidance HSG151 ‘Protecting the Public – Your next move’

6.2 Consideration will be given at the planning stage of any operation for the protection of the public. Where possible, fencing, screens, etc. shall be erected to prevent access by the public or visitors unless accompanied by a responsible person.

7. **DOCUMENTATION**

7.1 The Contracts Manager will ensure that, where appropriate, a copy of the Company Policy for Health, Safety and Welfare is issued to the site / workplace for reference, otherwise a copy of the Statement and Organisation will be provided. Also copy of the current Employers’ Liability Insurance Certificate is issued for display.

7.2 All necessary Statutory Notices, Registers & Accident Report Forms will be issued.
7.3 The Site Manager must ensure that all registers, site inspection reports and other documentation relating to Health and Safety are returned to Head Office for safe keeping at the completion of the contract and that the Company Quantity Surveyor is responsible for ensuring that this documentation is maintained at Head Office in a safe place for a minimum of three years.

8. JOINT CONSULTATION

8.1 In accordance with the Safety Representatives and Safety Committee Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 and the Codes of Practice and Guidance Notes relating to these regulations, every facility will be afforded to officially appointed Safety Representatives and Committees.

8.2 Procedures on site or at work places regarding the functions of Safety Representatives and Committees shall be in accordance with the National Working Rule 7(a) of the National Joint Council for the Building Industry Working Rules Agreement, or similar Working Rules contained within the Civil Engineering Contractors Conciliation Board Working Rules, where applicable.

9. PROHIBITION / IMPROVEMENT NOTICES

9.1 If a prohibition or improvement notice is issued by an Inspector of an Enforcement Authority (Health and Safety Executive, Local Authority), the person to whom it is issued must comply immediately with any instructions on the notice and contact the Director responsible for safety either directly or through the appropriate Manager.

9.2 Risk Management Solutions will be informed by the Director responsible for safety and asked to provide advice on the measures necessary to comply with the notice.

9.3 When remedial measures have been taken the Director responsible for safety will contact the Inspector who issued the notice to inform him / her of action taken. This will be confirmed in writing.
PROCEDURE FOR NEW EMPLOYEES

This procedure is to be carried out by the Site / Workplace Supervisor of the site or workplace where the new employee will be required to work.

1. Explain to the new employee what he /she will be required to do and to whom he /she will be directly responsible.
2. Show the new employee where the Company Safety Policy is kept, explain its purpose and ensure that the employee is aware of his / her responsibility.
3. Ascertain if the new employee has any disability or illness, which could prevent him /her carrying out certain operations safely or require additional safety measures.
4. Ensure all new operatives on site receive safety induction in accordance with Company procedures
5. Warn new employees of any potential dangerous areas of operations on site or in the workplace.
6. Warn the new employee of any prohibited actions on site or in the workplace, e.g. entering specific areas without a safety helmet, operating plant unless authorised, etc.
7. If there is any training or instruction required, inform management, e.g. abrasive wheels, cartridge tools, scaffold inspection, etc.
8. Issue to the new employee any protective clothing or equipment necessary, e.g. safety helmet, goggles, ear defenders, wet weather clothing, etc., and obtain their signature for the items issued.
9. Show the new employee the location of the first aid box and explain the procedure in the event of an accident, in particular, the necessity to record all accidents, however trivial it may appear at the time.
10. Inform the new employee of the procedures in respect of evacuation of the site or premises in the event of an emergency. The location of fire fighting equipment should also be pointed out together with escape routes and assembly points. Fire fighting equipment must only be used by trained people and only then in order to facilitate escape from the premises / area.

11. Additional procedures for new employees under 18years old:
   - Inform employees that they must not operate any plant (including dumpers), give signals to any crane drivers, use of any power tools or equipment unless being trained under the direct supervision of a competent person.
EMPLOYMENT OF FOREIGN WORKERS

The same health and safety legislation applies to foreign workers in the UK as to the UK workforce. Everyone at work, including employers, employees and self-employed, have duties and responsibilities under it.

1. **HAZARDS**
   1.1 Foreign workers may not be able to clearly understand verbal instructions and advice given.
   1.2 Signs, notices and documentation (risk assessments, safe systems of work etc) may not be fully understood resulting in a lack of knowledge on possible hazards and risks present.
   1.3 Foreign workers may not fully understand training delivered.

2. **PLANNING PROCEDURES**
   2.1 Information should be provided in a form which takes account of any language difficulties. Information can be provided in whatever form is most suitable in the circumstances, as long as it can be understood by everyone. For employees with little or no understanding of English, or who cannot read English, employers may need to make special arrangements. These could include providing translation, using interpreters, or replacing written notices with clearly understood symbols or diagrams.
   2.2 The Site Manager will:
      - Ensure the foreign worker fully understands the instructions given prior to the instructions being implemented and work commencing.
      - Do not allow the foreign worker to commence work until satisfied he has a full understanding of the safety signs displayed.
      - Ensure the foreign worker has been inducted onto site and fully understands site rules.

3. **TRAINING**
   3.1 If possible all training delivered and instructional documents provided, to be translated for the foreign worker.

4. **MONITORING**
   4.1 If the foreign worker does not have a good understanding of English, the Site Manager must ensure the foreign worker is working with someone at all times who can translate if
necessary and to monitor their activities to ensure they are not endangering themselves or others.

5. REFERENCES
5.1 Health and Safety at Work Act 1974
5.2 Management of Health and Safety at Work Regulations 1999
PREGNANT WOMEN

The Directors and Management of the company fully appreciate they have duties in law with regards the health and safety of pregnant women whom they employ. The management will ensure that all female employees are made aware of the company policy on pregnant women and that the requirements of the law will be met in full.

Also of importance are the provisions of the Sex Discrimination Act 1975 which require men and women to be employed on equal terms. However, where there is a legitimate health and safety issue which results in discrimination against either sex, then obviously health and safety legislation is recognised as taking priority and overrides sex discrimination legislation.

1. HAZARDS

1.1 The main hazards associated with expectant and new mothers at work include:

- Increased stress on the mother / foetus
- Possible foetal defects
- Miscarriage
- Early labour
- Internal injuries due to excessive / strenuous work load

2. PLANNING PROCEDURES

2.1 The Management of Health and Safety at Work Regulations state a Risk Assessment must be undertaken in the event a new or expectant mother is undertaking strenuous tasks within the workplace.

2.2 The pregnant women must notify the employer in writing that she is pregnant, has given birth within the previous six months, or is breastfeeding. The employer can also request proof of the current / recent pregnancy.

2.3 The Line Manager will:

- Ensure the pregnant woman is not given physical tasks that will place excessive strain on her or the foetus.
- Ensure the pregnant woman and others are aware of the necessary actions to take in the event of the woman going into labour early.
- Ensure the pregnant woman does not undertake any hazardous / high risk activity or lone working.
3. **TRAINING**

3.1 The pregnant woman, Line Manager and employees working in close vicinity to the expectant mother will receive instructions on what the appropriate action to take is in the event of the pregnant women prematurely going into labour.

3.2 The location to the nearest hospital will be relayed to the relevant personnel working with the expectant mother.

4. **MONITORING**

4.1 The Line Manager will:

- Monitor the pregnant woman’s activities to ensure strenuous, hazardous or high risk tasks are not being carried by her.
- Ensure the pregnant woman is taking adequate numbers of breaks.
- Ensure there is sufficient seating for the expectant mother to rest if required.
- Women are prohibited from returning to work within two weeks of having given birth under the Maternity (Compulsory Leave) Regulations 1994
- Ensure designated smoking areas are not near the pregnant woman’s working area throughout the day

5. **REFERENCES**

5.1 Maternity (Compulsory Leave) Regulations 1994
5.2 Sex Discrimination act 1975
5.3 The Workplace (Health, Safety and Welfare) Regulations 1992
5.4 Employment Protection (Consolidation) Act 1978
5.5 New and expectant mothers at work: A guide for employers 1994
5.6 Management of Health and Safety at Work Regulations 1999
LONE WORKING

1. HAZARDS
1.1 This Arrangement deals with the potential hazards associated with lone working. These are identified as:
   • Isolation if an emergency was to occur.
   • Lack of assistance in a confrontational situation.
   • Lack of assistance in two person tasks.

2. PLANNING PROCEDURES
2.1 All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 The Contracts Manager will:
   • Ensure an effective means of communication is established
   • Provide a specific risk assessment for lone working.
   • Alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation and, to outline the practical steps that can be taken to minimise the risks to their safety.
   • Ensure such workers should not be exposed to any greater residual risk than other employees, this may require additional control measures to be identified and implemented.

3. TRAINING
3.1 All operatives will be given a full and thorough induction taking into account the particular hazards involved in lone working.

4. MONITORING
4.1 The Site Manager will:
   • Record when lone working is taking place.
   • In the event that a lone worker does not call every two hours, the supervisor must phone the lone worker. If he is unable to contact the lone worker, the supervisor must assess the situation and respond appropriately, either by going to the site, arranging for someone else to visit the site or calling the police.
• You have a responsibility to inform your immediate line supervisor if you have any concerns over the effectiveness and efficiency of the agreed arrangements for lone working. These procedures will be reviewed on a regular basis.

5. CONTROL MEASURES

5.1 The following sets out lone working procedure, which must be followed by employees at all times:

• As an employee, you are responsible for ensuring that you are aware of all emergency exits and that such exits are kept clear and must take all reasonable precautions to ensure your own safety.
• You must always sign in and out of site using the book at the Site Office so that other staff are aware of your presence on site.
• Always have a charged mobile phone with you. This is essential so that someone can be summoned in the event of an accident or if you are worried about personal security.
• When you are lone-working, it is essential that you call your immediate line supervisor to report your arrival at site, notifying the type of work that you will be doing on your own and how long you expect to be on site.
• You must telephone a nominated person every two hours after you arrival to confirm that you are OK and must also telephone to advise of your departure from the site.
• In the event that a lone worker does not call every two hours, the nominated person who has been instructed to contact the lone worker, must phone the lone worker. If they are unable to contact the lone worker, the person must assess the situation and respond appropriately, either by going to the site, arranging for someone else to visit the site or calling the police.
• You must avoid lifting heavy objects when alone.
• You must ensure that your on site first aid kit is complete and if you require any replacement items, please notify your line manager immediately.
• You must ensure that you are wearing PPE at all times on site. This is essential to ensure that you are visible to any incoming vehicle drivers on the site.
• You must ensure that you are fully aware of the site emergency procedures / equipment. Details of site emergency procedures are contained in the Site Emergency Plan. You will have been inducted on these procedures prior to starting work on site and you must ensure that you are fully familiar with these.
• Do not take any risks when lone working.
• If you have any accident on site whilst lone working this must be immediately reported to Head Office. The company accident book will be completed and the matter will be investigated.

• If operating machinery when working on your own, you must ensure that you remain in your cab at all times or operate machine with remote control (if applicable) from a safe position. Do not access any parts of the machinery whilst they are still switched on. You must follow the method statement / safe system of work and comply with the risk assessments for all machinery at all times.

• If there is any indication that a building or site has been broken into, you must not enter alone and should wait for assistance.

• Lone workers may sometimes feel more vulnerable to threats from intruders or trespassers because they are working on their own. If you have any concerns you should immediately advise your immediate line supervisor or the Police.

5.2 The following working activities are NOT permitted by lone workers under any circumstances.

• Work on live electrical circuits or equipment;

• All work where a fall from a height could lead to serious injury

• Confined space working;

6. REFERENCES


6.2 The Management of Health and Safety at Work Regulations 1999- Regulation 3.


6.4 The Suzy Lamplugh Trust.
VIOLENCE AND BULLYING AT WORK

1. INTRODUCTION

The Health and Safety Executive’s definition of work related violence is: ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’

1.1 Violence at work is not only physical violence but also verbal and mental abuse, and threats which are incidentally more common than physical attacks (these are comparatively rare). The violence can also take the form of discrimination, harassment and bullying.

1.2 Although people working in the service industry and the caring professions are most likely to be victims of violence, there is still the potential within our industry for confrontation and violent situations to flare-up, and for company employees to be victims of workplace violence.

1.3 If workplace violence became a problem within the Company it could lead to poor morale for members of staff, thereby giving a poor image to our clients. It could also lead to extra costs, with absenteeism, higher insurance premiums and compensation payments.

2. HAZARDS

2.1 Situations, which could result in violence and/or bullying in the workplace, are as follows:

- Confrontation and disagreement with one of our sub-contractors on site
- Confrontation or disagreement with a colleague
- Lone working in a high risk areas such as derelict buildings or run down areas
- Dealing with irate members of the public where there is an interface (construction work in a public place)
- In situations where a site manager may have cause to reprimand or discipline a member of his/her staff
- Where there is a personality clash between a site manager and a member of his/her staff, which could lead to discrimination and workplace bullying through abuse of the manager’s position of authority

2.2 The above list is by no means exhaustive, it highlights the main areas where workplace violence and bullying may occur.

3. PLANNING PROCEDURES

3.1 One of the most important steps in providing adequate protection for company employees is for a risk assessment to be undertaken. This will establish if there is a problem with violence or
bullying, or the potential for it in the workplace. The next stage is to establish who is at risk from the hazard.

3.2 When the first two steps have taken place, a decision must be made regarding what control measures are required to reduce the risk of workplace violence or bullying. The details of the risk assessment and any control measures implemented must be written down and inserted into the developed Health and Safety Plan. It should also be made available to any HSE inspector requesting to see it.

3.3 The Site Manager responsible for a particular site will ensure that a risk assessment is undertaken, and the results of it are recorded. He will also ensure that any control measures required are implemented. Within Head Office it is the responsibility of individual line managers to ensure that risk assessments are undertaken. The results of Office based assessments are to be forwarded to the Company Health and Safety Adviser.

4 TRAINING

4.1 Where there is a perceived problem or potential problem, then training may be required to assist staff to deal with workplace violence and bullying. Site Managers feel that training may be required, the Company Health and Safety Training Co-ordinator should be contacted to enable training to be arranged.

5 MONITORING

5.1 All Managers must discuss with their staff on an informal basis to ascertain if there is a problem with workplace violence or bullying. For a variety of reasons staff may be reluctant to disclose incidents of aggressive behaviour which make them feel threatened or worried. There may be a perception that accepting abuse is part of the job.

5.2 Staff are to be encouraged to report incidents promptly and fully without fear of reprisals, this will enable records to be kept so that a complete picture can be built up. It is a good idea to record incidents, including verbal abuse and threats, the following information should be recorded:

- An account of what happened
- Details of the victim, the assailant, and any witnesses
- The outcome, including working time lost to both the individual and to the Company as a whole
- The location of the incident
5.3 Details of all workplace violence and bullying should be reported to the Company Health and Safety Adviser. Under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995, any act of non-consensual physical violence done to a person at work is reportable to the Enforcing Authorities.

5.4 Managers should check on a regular basis if their assessment is a true reflection of the current work situation. They should be prepared to add further measures or change existing measures if they are not working, this is particularly important where the job changes. If a violent incident occurs, look back at the assessment, evaluate it and make any changes that are necessary.

6 CONTROL MEASURES

6.1 The following control measures should be implemented to reduce the risk of workplace violence:

- Identify potentially violent people in advance so that the risks from them can be minimised
- Rearrange work schedules to avoid potential problems where personality clashes exist
- Arrange training so that staff can recognise the early signs of aggression
- The use of physical security measures may be required such as CCTV, alarm systems, coded security locks, security guards
- If staff are going to be working by themselves in a remote location, a means of communication will be required. Having said the above, lone worker situations should be avoided where possible

6.2 If staff find themselves in a situation where it could result in a violent outcome, there a number of techniques, which should be employed to, reduced the likelihood of violence:

- Observe the other person’s body language for signs of aggression
- Try to appear relaxed and in control, as tension can escalate an aggressive situation
- Be assertive and react in a positive manner when faced with a difficult situation
- Talk yourself out of a problem – placate rather than provoke
- If you are harassed or bullied by a colleague, inform your superior and make sure the complaint is taken seriously
- If you think you are in danger, remove your self from the situation and seek assistance immediately

6.3 Never underestimate a threat, do not respond aggressively as this will increase the chance of confrontation. Instead you should:

- Stay calm, speak slowly and clearly
Do not be enticed into an argument

Try to defuse the situation by talking things through like reasonable adults, while remembering your first duty is to yourself

Avoid an aggressive stance – crossed arms, hands on hips, a wagging or pointing finger or a raised arm will challenge and confront

Keep your distance and try to avoid looking down on an aggressor

Never put a hand on someone who is angry

6.4 A person who is on the brink of physical aggression has three options: to attack, retreat or compromise. You need to guide them towards the second or third option. Encourage them to move, to walk, to go and see a colleague or manager. Offer a compromise such as talking through the problem.

Every member of the Company has the right to work in an environment without the presence of aggression, bullying or victimisation – if you encounter it then report it

7 REFERENCES
7.1 Health and Safety at Work Act 1974
7.2 Management of Health and Safety at Work Regulations 1992
7.3 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
7.4 Violence at Work – a guide for employers – HSE IND(G)69L
7.5 Steps to Risk Assessment – HSE IND(G)163
7.6 Practical Advice on Personal Safety – The Suzy Lamplugh Trust
CONSTRUCTION DESIGN & MANAGEMENT

1. STANDARDS REQUIRED
1.1 As Principal Contractors this company will conform fully to the requirements of the Construction (Design and Management) Regulations 2007.
1.2 A guidance note has been issued but more detailed information is contained in The Approved Code of Practice and Guidance L144.

2. PLANNING PROCEDURE
2.1 Work will be tendered, negotiated & planned in accordance with the above standards.
2.2 A pre-tender Health and Safety Plan will be issued by the client’s CDM Co-ordinator; all tenders must include sufficient resources to carry out the work safely and in accordance with this plan.
2.3 As the appointed Principal Contractor this company will develop the Health and Safety Plan by preparing Risk, Noise, COSHH and Manual Handling Assessments and will also include Method Statements from Contractors carrying out the work. The company will also ensure that Sub-contractors are competent and adequately resourced.

3. SUPERVISION
3.1 The Site Manager will ensure that the Health and Safety Plan is complied with throughout the contract both as Principal Contractor and in his role of supervising the other Contractors on behalf of the Principal Contractor. He will assist in developing the Health and Safety Plan and pass any relevant information to The CDM Co-ordinator for the Health and Safety File.

4. SAFE SYSTEM OF WORK
4.1 The Director Responsible for Safety will ensure that all the necessary actions have been taken to comply with this legislation.
4.2 Support will be given to the Site Manager to ensure that any necessary additions to the Safety Plan and information for the Health and Safety File are passed to the CDM Co-ordinator.
4.3 All other Contractors on site will be informed of the contents of the Health and Safety Plan and will be made aware of any risks on site. Contractors will be consulted regarding safety matters and will be informed of details regarding the Client, CDM Co-ordinator, Principal Contractor etc. These details will be highlighted in a notice prominently displayed on site (Form F10).
SITE PREPARATION AND COMMENCEMENT

1. GENERAL

1.4 If care is taken to involve all sections of the community, local authority, police force, statutory bodies and others, work will almost invariably progress more smoothly as the development progresses. The following check list will assist site management:

- Consider environmental importance of site & impact changes will have on the community.
- Check the boundaries of the site to ensure that these are clearly defined so that there is little risk of disputes arising in the future.
- Make personal contact with persons living or working in adjoining properties, or others in the community e.g. schools.
- Consider the impact of noisy machinery or plant in the area and where necessary obtain advice from the Safety Adviser about the best way of handling this.
- If working close to public footpaths, rights of way or adjoining property, contact Local Authority representative and agree suitable means of protection, warning signs, lighting.
- Consider requirements for fencing working area to exclude children who live nearby.
- Erect all necessary warning signs in positions laid down in the Company Policy and make plans to erect additional signs in and around areas of special risk.
- Make prompt and correct application for all temporary services and ensure that installation is to the satisfaction of the local authorities requirement.
- Clearly mark all underground services so that contractors are aware of their location and if overhead cables cross or pass near to the site, adequate protection must be provided - consult the relevant authority for advice as to what is “adequate”.
- Arrange the display of all statutory notices and ensure that the Company Safety Policy, accident book and statutory inspection registers are available for inspection on the site.
- Prepare suitable first aid facilities and display necessary signs indicating who is responsible as the appointed person or trained first aider on site.
- Display the Employer’s Liability Insurance certificate so that all contractors can see it.
- Make sure that COSHH and Noise Assessment information is available on site.
- Make arrangements to provide adequate PPE sufficient for the number of persons engaged.
- Make arrangements to have fire-fighting equipment distributed correctly and ensure that suitable means of escape is provided - see the Site Fire Safety Plan.
- Ensure emergency evacuation procedures have been drawn up and are brought to the attention of all personnel on site.
CONSULTATION WITH EMPLOYEES

1. GENERAL

1.1 By law, employers must consult all of their employees on health and safety matters. Consulting with employees is an important way in which to create and maintain a safe and healthy working environment.

1.2 Consultation involves employers not only giving information to employees but also listening to and taking account of what employees say before they make any health and safety decisions.

1.3 If a decision involving work equipment, processes or organisation could affect the health and safety of employees, the employer must allow time to give the employees or their representatives information about what is proposed. The employer must also give the employees or their representatives the chance to express their views. Then the employer must take account of these views before they reach a decision.

1.4 The Safety Representatives and Safety Committees Regulations 1977 (SRSCR) and the Health and Safety (Consultation with Employees) Regulations 1996 (HSCWER), apply to all employers. The SRSCR apply to all workplaces where there is a recognised trade union, irrespective of the type of industry concerned and the HSCWER apply to all workplaces, including those to which the SRSCR also apply.

1.5 It should be noted that, by virtue of regulation 4 of the Health and Safety (Training for Employment) Regulations 1990, that for all health and safety purposes a trainee must be regarded as an employee and thereby be afforded the same level of health and safety protection as an employee. This means that employers must consult trainees in the appropriate circumstances in accordance with the requirements of the Health and Safety (Consultation with Employees) Regulations 1996.

1.6 If a health and safety committee is already in existence, irrespective of whether or not it was established under the provisions of the Safety Representatives and Safety Committee Regulations 1977, or in any other case when the local health and safety committee is established, it will be conducted in accordance with the requirements of and in the spirit of the 1977 Regulations. It shall address all of the matters that are contained within the Health and Safety (Consultation with Employees) Regulations 1996.

2. FUNCTIONS OF THE HEALTH AND SAFETY COMMITTEE

2.1 The functions of the Health and Safety Committee are many fold. There are a number of areas which require consideration:
• The Committee: Discuss any accidents, dangerous occurrences and reportable diseases that have occurred since the previous meeting. Improvements should be suggested to prevent recurrences.

• Safety of machinery: Machinery and machine guarding which have the potential to cause harm. Plant and other mechanical handling equipment to be properly maintained, used correctly, serviceable. Certificates and registers completed in accordance with the Provision and Use of Work Equipment Regulations 1998.

• Safety of workplaces: Have regard for means of access and egress e.g. scaffolding, emergency exits, flooring. Welfare facilities properly maintained and well cared for in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 (offices) and Construction (Design and Management) Regulations 2007 (site work).

• PPE: The correct provision, application and use of personal protective equipment.

• First aid arrangements: Is the equipment clean, in sufficient quantities, well located with notices displayed.

• Fire fighting appliances: Properly maintained, inspected and serviced as required, suitable for the hazard and in sufficient quantities.

• Staff training: Is any health and safety training required for union appointed safety representatives or elected representatives of employee safety for any particular job or specialist area.

• Information for employees: Whether further information is required about the health and safety aspects of certain items of plant, equipment and substances.

2.2 Minutes of the meetings must be retained

3. FUNCTIONS OF THE HEALTH AND SAFETY REPRESENTATIVE

3.1 By virtue of the SRSCR and HSCWER, all Safety Representatives and Employee Safety Representatives have the following functions:

• investigate potential hazards, dangerous occurrences and causes of accidents at the workplace

• investigation of complaints by employees on health, safety and welfare matters

• making representations to the employer on matters arising from the above

• making representations to the employer on general matters of health, safety and welfare

• carrying out routine inspections of the workplace and workplace documentation

• representing employees in workplace consultations with inspectors of the appropriate enforcing authority
• attending health and safety committee meetings in the capacity of safety representative in connection with any function above

• Ensure a copy of minutes from all Health and Safety Consultation Meetings are distributed to the workforce.

• Ensure all relevant Health and Safety legislation is understood fully by the workforce.

4. REFERENCES

4.1 Health and Safety at Work Act 1974
4.2 The Management of Health and Safety at Work Regulations 1999
4.3 The Health and Safety (Consultation with Employees) Regulations 1996
4.4 The Safety Representatives and Safety Committees Regulations 1977
4.5 The Health and Safety (Training for Employment) Regulations 1990
4.6 INDG232 – Consulting Employees on Health and Safety
WELFARE & FIRST AID

1. HAZARDS
1.1 Lack of adequate welfare facilities in the workplace could lead to an increased risk of health related problems such as dermatitis, being affected by biological hazards, and an increase in unsanitary conditions on site.

1.2 Lack of appropriately trained first aiders in the workplace with access to adequate first aid equipment could mean the difference between life and death following a personal injury incident.

2. PLANNING PROCEDURE
2.1 The Contracts Manager will establish the welfare and first aid requirements before work starts for site activities. The Office Manager will establish the required facilities for the office environment.

3. TRAINING
3.1 The required number of Employees will be trained in basic first aid and have a good knowledge of how to use first aid equipment.

3.2 Employees will be aware of the required welfare facilities under the appropriate legislation as described above.

4. MONITORING
4.1 The Site Manager will:

- Ensure the first aid box is fully stocked at all times and items are replaced when they are used.
- The Site Manager will ensure that all planned welfare and first aid facilities have been provided by the Principal Contractor and that they have been maintained to the required standard
- Ensure welfare and first aid facilities are not abused and are used correctly.

5. CONTROL MEASURES
5.1 The Construction (Design and Management) Regulations 2007 specify minimum requirements for welfare facilities on construction sites. The Workplace (Health, Safety and Welfare) Regulations 1992 specifies minimum standards for other workplaces. These include the following:
• Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall so far as is reasonably practicable be provided or made available at readily accessible places.

• An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places. Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.

• Suitable and sufficient changing rooms shall be provided or made available at readily accessible places if a workers have to wear special clothing for the purposes of their work or they cannot, for reasons of health or propriety, be expected to change elsewhere. Separate rooms for, or separate use of rooms by, men and women where necessary.

• Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places. Suitable arrangements must be in place to ensure that meals can be prepared and eaten.

5.2 The Principals of First aid are to:

• Preserve Life

• Prevent the Condition from getting Worse

• Promote Recovery

5.3 The Health and Safety (First Aid) Regulations 1981 (as amended), together with Approved Code of Practice and Guidance Notes specify the first aid equipment, facilities and first aid trained personnel required, depending on the type of work activity and numbers of persons affected at each site or workplace, see below:

<table>
<thead>
<tr>
<th>1 From your risk assessment, what degree of hazard is associated with your work activities?</th>
<th>2 How many employees do you have?</th>
<th>3 What first-aid personnel do you need?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low hazard eg offices, shops, libraries</td>
<td>Less than 25</td>
<td>At least one appointed person</td>
</tr>
<tr>
<td></td>
<td>25-50</td>
<td>At least one first-aider trained in EFAW</td>
</tr>
<tr>
<td></td>
<td>More than 50</td>
<td>At least one first-aider trained in FAW for every 100 employed (or part thereof)</td>
</tr>
<tr>
<td>Higher hazard eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture</td>
<td>Less than 5</td>
<td>At least one appointed person</td>
</tr>
<tr>
<td></td>
<td>5-50</td>
<td>At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur</td>
</tr>
<tr>
<td></td>
<td>More than 50</td>
<td>At least one first-aider trained in FAW for every 50 employed (or part thereof)</td>
</tr>
</tbody>
</table>

NB: (i) EFAW – Emergency First Aid at Work. (ii) FAW – First Aid at Work
5.4 The minimum level of first-aid equipment is a suitably stocked and properly identified first-aid container. Every employer should provide for each work site at least one first-aid container supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances. A minimum stock of first aid items would normally be:

- A leaflet giving general guidance on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins;
- Six medium sized individually wrapped sterile un-medicated wound dressings - approximately 12 cm x 12 cm
- Two large sterile individually wrapped un-medicated wound dressings approximately 18 cm x 18 cm
- One pair of disposable gloves

5.5 The contents of first-aid containers should be examined frequently and should be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Care should be taken to discard items safely after the expiry date has passed.

5.6 Further items of first aid equipment should be provided based on the risk assessment carried out for the work place and work activity and type of personal injury that could be sustained.

6. REFERENCES

6.1 The Health and Safety at Work Act 1974
6.2 The Construction (Design and Management) Regulations 2007
6.3 The Workplace (Health, Safety and Welfare) Regulations 1992
6.4 The Health and Safety (First Aid) Regulations 1981 (as amended)
COMPANY OFFICES

1. All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)

2. Fire precautions shall be provided and maintained in accordance with the risk assessment undertaken by virtue of the Regulatory Reform (Fire Safety) Order 2005.

3. The Office Manager (with guidance from RMS) will ensure that a Fire Risk Assessment is undertaken and followed in the event of fire. Key personnel given training in procedures and use of fire fighting equipment. Fire drills undertaken at monthly intervals, date of drill and comments to be recorded. Fire extinguishers to comply with BSEN3, serviced and maintained at regular intervals, as recommended by manufacturer. Fire alarms checked weekly & test recorded. Office Manager will check all fire exits at the start of each day.

4. The Office Manager will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturers’ recommendations. All staff required to use office machinery will be given training and instruction in its use.

5. Offices will be planned to avoid trailing cables on floors to office equipment. All access routes, stairways, fire exits, etc. will be kept clear of materials and well lit.

6. Suitable equipment provided to office staff required to reach items from high shelving.
SITE OFFICES

1. Site Offices will comply with the requirements of the Construction (Design and Management) Regulations 2007, and where applicable the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended).

2. A Site Fire Safety Plan will be prepared relevant to the site and complied with throughout the contract.

3. All fire extinguishers shall comply with the relevant British Standards and will be serviced and maintained at regular intervals. Training will be provided as required.

4. Site Agent to ensure all offices cleaned daily & waste paper is not allowed to accumulate.

5. Any liquefied petroleum gas heating appliance shall be used in accordance with the requirements of the Company Policy.

6. Any electrical installation shall be to the requirements of the I.E.E. Regulations and shall be installed, tested, altered and maintained by qualified electricians only.

7. The Site Manager will ensure that any office machinery is installed safely and that it is maintained and serviced in accordance with manufacturer’s recommendations. Training will be provided in the use of office machinery and no person may operate or service any machinery unless authorised to do so.
FIRE PRECAUTIONS

1. STANDARDS REQUIRED

1.1 Fire precautions will be provided and maintained to the requirements of the Regulatory Reform (Fire Safety) Order 2005 and the Health and Safety at Work Act 1974.

2. PLANNING PROCEDURES

2.1 Fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively.

2.2 The Company will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained at regular intervals.

2.3 The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the workplace.

2.4 One of the important steps in providing adequate fire prevention is the assessment of fire risk during the DESIGN phase, it is vital the employer and those responsible for design aspects such as architects, engineers, contractors etc., ensure that the fire risks and potential for damage are properly assessed and minimised during construction, and the finished building complies with statutory requirements for fire precautions.

2.5 The Contracts Manager will ensure that a Site Fire Safety Co-ordinator is appointed for the CONSTRUCTION phase, and that the following arrangements are made:

- Emergency procedures form part of Construction H&S Plan and Site Safety Induction.
- Site Fire Safety Plan including organisation and responsibilities, general precautions, detection systems, alarms, Hot Work Permits, site accommodation requirements, fire escape routes and access, communications, drills and training, security measures, materials storage and waste control, appointment of fire marshals. This Plan will be produced following consultation with the Site Safety Adviser and will be operational within a 7-day period from the commencement of work on site.

3. SAFE SYSTEM OF WORK

3.1 OFFICE

The Office Manager (with advice from Risk Management Solutions) will undertake the procedures outlined in earlier in this policy. In summary these include:

- Procedures for the safe evacuation of all offices in the event of emergency.
- Ensure this procedure is executed in such an event.
• Summon the emergency services when an incident is reported.
• Check all emergency exits daily.
• Ensure access and egress routes are kept free from obstruction.
• Ensure fire extinguishers undergo periodic testing and inspection by a competent person.

3.2 SITE
The Site Manager will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:
• Procedures for the safe evacuation of all buildings in the event of emergency.
• Ensure this procedure is executed in such an event.
• Summon the emergency services when an incident is reported.
• When conditions require, fire extinguishers of all suitable types, will be kept on site and adjacent to any activity which may lead to the outbreak of fire.
• Instruct site staff in the use of portable fire extinguishers.
• Ensure fire extinguishers undergo annual testing and inspection by a competent person.

4. TRAINING
4.1 Training will be provided for the Site Fire Safety Co-ordinator.
4.2 Training will cover the relevant aspects of all fire procedures and precautions including inspections and use of any fire fighting facilities provided

5. MONITORING
5.1 The Site Fire Safety Co-ordinator appointed will:
• Ensure all procedures and precautions are known and understood.
• Ensure Hot Work Permits are used where necessary.
• Check all fire fighting equipment, alarms, escape and access routes, every week.
• Keep a log of all inspections, tests, drills and any other events such as alarms etc.
• Monitor the arrangements and procedures for calling the fire brigade.
• Ensure that the site is evacuated safely during any alarm situation, and that all staff and visitors report to the assembly points.
• Promote a safe working environment especially with regard to fire prevention.
• For large projects, others may be appointed to assist the Site Fire Safety Co-ordinator.
6. CONTROL MEASURES

5.1 Provide a suitable means of raising an alarm on the site. The alarm should be audible in all areas of the site and take into account any noise / operating machinery etc.

5.2 Written procedures to be displayed and all staff made aware of the requirements.

5.3 Keep emergency access clear.

5.4 Ensure fire exit routes are clear and unlocked when persons are on site.

5.5 Adequate fire fighting facilities made available, clearly defined & free from obstructions.

5.6 Ensure design requirements for the duration of the construction period are maintained.

5.7 Ensure temporary offices and buildings are sited correctly and of the correct fire-resisting construction. These should also have suitable fire precautions installed.

5.8 Ensure working areas are kept clean and tidy, and waste disposed of promptly. Keep waste collection areas away from any flammable stores, building etc.

5.9 Ensure HFL and LPG are stored correctly, and kept to a minimum on the site.

5.10 Ensure electricity and gas supplies are correctly installed and maintained by a competent person, and are inspected regularly.

5.11 Ensure ‘Hot Work Permit’ is followed with appropriate precautions taken & maintained.

5.12 Ensure operating plant is in the open air and separated from working areas and buildings as far as practicable. Special procedures and precautions will be required if this is not possible. Care will need to be exercised for plant fuel to avoid spillages / leakage and ensure that provision is made to contain these.

7. REFERENCES

7.1 Management of Health and Safety at Work Regulations 1999.

7.2 The Regulatory Reform (Fire Safety) Order 2005.


7.4 Dangerous Substances and Explosive Atmospheres Regulations 2002.

7.5 The Construction (Design and Management) Regulations 2007.

7.6 The Health and Safety Executive also publishes the following guidance:

- CS4 “The keeping of LPG in Cylinders and Similar Containers”.
- CS6 “The Storage and use of LPG on Construction Sites”.
- HS(G)50 “The Storage of Flammable Liquids in Fixed Tanks”.
- HS(G)51 “The Storage of Flammable Liquids in Containers”.

7.7 A number of British Standards cover fire fighting equipment including BS5306 also:

- BS5588 “Fire Precautions in the Design and Construction of Buildings”.
7.8 A further useful reference document is “Fire Prevention on Construction Sites” Code of Practice, published by The Association of British Insurers

7.9 Various other references will also be applicable and can be found in other sections of this policy.
COMMUNAL AREAS

1. Where work has to be undertaken in communal areas, such as hallways, passageways and staircases, provision will be made to ensure the safe access and egress of all users.

2. The Site Manager will ensure that all work in communal area is planned in advance so as to cause the least disruption.

3. Where passageways or staircases cannot safely be used while work is in progress the Site Manager will make arrangements for such work to be undertaken out of normal working hours.

4. All surplus materials and waste will be cleared from the site daily.

5. All materials for use in communal areas will be stored away from the place of work, or in the work area and not allowed to encroach into the area set aside for access or egress.

6. Operatives will ensure that all work areas are cordoned off or identified by warning signs at all times.

7. Where work in communal areas extends over a number of days, operatives will ensure that cordons and barriers are positioned and maintained so as to prevent accidental access to the work area.
PROTECTION OF PUBLIC IN DOMESTIC PREMISES

1. Hazards
1.1 The main hazards associated with working at domestic premises are:
   • Owners / Tenants in the work area.
   • Lack of communication with the owner / tenant regarding where and when work will be undertaken.
   • Equipment / materials being left in places which may harm the owner / tenant.

2. Planning Procedures / Control Measures
2.1 Wherever possible work will be undertaken when the occupant is not present and we will have sole access to the premises.

2.2 Where 2.1 above is not possible, all planned work activities will be communicated with the owner / tenant ensuring awareness of when either party will be present at the property.

2.3 If necessary alternate access to the premises may be required, if this is applicable then this will be discussed with the owner / tenant to ensure their safety, and to reduce any inconvenience for both parties.

2.4 All work undertaken which poses a health risk to the owner / tenant will be communicated, ensuring the owner / tenant understands fully the hazard and follows instructions given by this company.

2.5 All tools and equipment will be cleared at the end of the day as far as reasonably practicable, the owner / tenant will be made aware of the risks associate with the tools and equipment.

2.6 Any dust levels during the works will be reduced by the application of a dust suppression agent and where necessary areas will be tented with polythene sheeting to contain dust.

2.7 We will ensure that no unauthorised person enter the premises without permission.

2.8 Noise levels will be kept to a minimum where possible.

2.9 A full and thorough Risk Assessment will be undertaken for the protection of third parties in domestic premises.

3. Monitoring
3.1 The Site Manager will check that procedures are being followed and all methods of work are being communicated with the owner / tenant.

3.2 Operatives who disregard procedures or damage the property will be promptly removed from the premises.
4. REFERENCES

4.1 The Health and Safety at Work Act 1974
4.2 The Management of Health and Safety at Work Regulations 1999
4.3 HSG151 - Protecting the Public, Your Next Move
DISPLAY SCREEN EQUIPMENT

1. HAZARDS
1.1 The main hazards associated with this equipment include:
   - Work related upper limb disorders e.g. temporary fatigue or soreness in the hands, arms, shoulders etc., occupational cramp, chronic soft tissue disorders such as peritendinitis or carpal tunnel syndrome, prolonged static posture or awkward positioning.
   - Temporary visual fatigue - poor positioning, legibility of screen, lighting, screen image.
   - Fatigue or stress
   - Photosensitive epilepsy.
   - Environmental factors e.g. humidity, heating, ventilation, static electricity.

2. PLANNING PROCEDURES
2.1 The Director responsible for Health and Safety, with assistance from Risk Management Solutions, will ensure that the following arrangements are carried out in connection with the use of this equipment:
   - Identify the equipment, which is classed as a workstation and assess the risk to health and safety of those operators who use them habitually or for continuous periods of an hour or more.
   - Arrange for workstations to conform to the relevant standards.
   - Plan work activities so that, where possible, short breaks away from the display screen are a regular feature. If this is not possible then deliberate breaks or pauses must be introduced.
   - Organise eye /eyesight tests at the request of the operator and ensure the provision of suitable basic spectacles etc. where these are required for the display screen work concerned.
   - Arrange for relevant health and safety training for operators, and provide adequate information regarding these aspects.

3. TRAINING
3.1 Training will be provided for those persons defined as users or operators, and will cover the health and safety aspects associated with the equipment, including recognition of risks, and their causes, adjustment of seating and equipment positioning, cleaning and maintenance, use of breaks, consultation arrangements, eye test arrangements.
4. **MONITORING**

4.1 The Director responsible for Health and Safety:

- Ensure that agreed procedures are implemented.
- Ensure that defective equipment is reported promptly and rectified as soon as possible. Where there is a risk to health and safety, the equipment will, if appropriate, not be used until remedied.
- Ensure that breaks are taken when planned, or when necessary, and organise work to accommodate them.

5. **CONTROL MEASURES**

5.1 In order to minimise any potential risks to the health and safety of VDU operators, the following guidelines have been drawn up. It should be stressed that, where the terminal is not used continuously, minor faults in equipment placement or design are not crucial. Conversely when intense and continuous operation is required, the need for optimum workplace and screen characteristics become crucial. These guidelines should, therefore, be the subject of full consultation between Management and Operators.

5.2 **Operator Selection**

- Any potential operator who suffers from photosensitive epilepsy must seek specialist medical advice before carrying out any work on a VDU.
- Any potential operator required to use equipment for continuous periods of one hour or more must satisfactorily undergo an eyesight test before taking up their duties. Eyesight test should be carried out at two-yearly intervals.
- Eyesight test should also determine the suitability of potential operators who currently wear spectacles or contact lenses. If there are particular problems envisaged, an optician should be consulted to advise on such matters.
- Common tranquillisers e.g. Valium, Librium, etc., affect the speed of eye movements and could compound any eye-strain problems. (Alcohol has a similar effect). Any potential operators being prescribed such drugs should consult their doctor to see whether such work will aggravate their condition.

5.3 **Training**

5.3.1 All operators will receive basic training and instruction in the use of VDU’s including specific information and advise on health and safety matters.

5.4 **Work Organisation**

5.4.1 Where ever possible, work should be arranged so as to prevent long periods of continuous viewing of the terminal by a single operator. Where work on VDU’s is continuous the
suitable regular breaks should be incorporated into the work cycle (many organisations have agreed that a break should be taken after one hour continuous viewing of the VDU’s). Periods of work not involved in viewing of the VDU integrated into the overall job cycle will also assist in preventing operator fatigue.

5.5 Display Screen

- The display screen should be set at right angles to the viewer’s line of sight, and should be freely adjustable to suit the operator.
- Characters should be clear and legible, sharp and well defined, with a stable image.
- Screens should be cleaned at regular intervals using the manufacturer’s recommended method, and should be free of reflected glare and reflections.
- Equipment will be regularly maintained in line with the manufacturer’s recommendations in order that problems with display visibility do not occur.
- The operator should be able to adjust the brightness and contrast to suit the conditions.

5.6 Workplace Design

5.6.1 Seating - Comfortable chairs provided for use with VDU’s which have an adjustable back rest and adjustable seat height. The backrest should adjust both up and down, forwards and backwards in order to provide good lumber support. Such facilities are crucial where the terminal is used by more than one person, and the ideal position is where the forearm is horizontal when operating the keyboard. For smaller operators, a footrest may be required to attain a proper seated position and a proper relationship to the work surface.

5.6.2 Viewing Distances - Where VDU’s are used in conjunction with documents (i.e. to transfer information) then to enable easy reading of both the viewing distance (from the eyes) should be within the range 450mm to 550mm and should not exceed 700mm. The distance from the eyes to the screen and from the eyes to the document should be approximately equal in order to minimise changes in focus.

5.6.3 Regular typing requires use of both hands for keying, keyboard should be in front of the operator, at a comfortable height with space in front to provide support for hands & arms. Data entry, requires one hand for typing & the other for such activities as maintaining a source document reference position or manipulating source documents for data entry; then the keyboard should be directly in front of the keying hand leaving a large area free for the activity of the other hand. The keyboard should, therefore, be detachable from the display screen console, tiltable and a document holder should be provided where necessary.

5.6.4 General - where the operator uses many documents, sufficient desk space should be made available. The desk-top and equipment should have matt surfaces in order to prevent reflections and glare. Cables & wiring should not trail over desks or across floors.
5.7 **Environmental Factors**

5.7.1 **Lighting** - An illuminance between 300 to 500 lux is recommended since this will permit the reading of source documents without impairing screen legibility. Alternatively a supplementary desk light may be provided to assist the reading of source documents. External windows whose light is reflected from the screen should be provided with curtains or preferably blinds in order to avoid glare.

5.7.2 **Heating** - Heating standards from rooms in which VDU’s are located should be the same as those for general office work (overheated rooms may cause drowsiness and dryness in the eyes). All VDU’s generate heat and so where a number of terminals are in use in one room consideration should be given to the provision of additional ventilation. Consideration should also be given to humidity to ensure an adequate level is established and maintained.

5.7.3 **Noise** - Care should be taken at the planning stage to avoid irritation and stress to operators (and other staff in the vicinity) from printer noise. The extent to which this may be a problem will depend on the equipment chosen, the siting of it and the other operations being carried out.

5.8 **Software**

5.8.1 It must be suitable for the task, easy to use & adaptable to the operators experience & knowledge and provide information in a suitable format and at a suitable pace.

6. **REFERENCES**

- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended).
- Provision and Use of Work Equipment Regulations 1998 (as amended).
- IND(G) 36L - Working with VDU’s
- HS(G) 48 - Human Factors in Industrial Safety
- HS(G) 57 - Seating at Work
- HS(G) 38 - Lighting at Work
- HS(G) 60 - Work related Upper Limb Disorders : A Guide to Prevention

British Standards also produce the following:

- BS 7179 - Ergonomics of Design and use of Visual Display Terminals in Offices
- BS EN 29241 - Ergonomics of Design and use of Visual Display Terminals in Offices
- BS EN ISO 9241 - Ergonomics of Design and use of Visual Display Terminals in Offices
OVERHEAD ELECTRICITY CABLES

1. HAZARDS
1.1 The main hazards are:
   - Contact with cables by plant or vehicles.
   - Contact by operatives handling long objects - scaffold tube, sheeting, ladders etc.
   - The fact that electricity can ‘arc’ across gaps must always be taken into account.

2. PLANNING PROCEDURES
2.1 When planning work, the existence of any overhead cables will be noted and allowed for in accordance with the relevant standards, and the appropriate Risk Assessments carried out.
2.2 At pre-contract stage, the Contracts Manager will arrange for any necessary diversions or confirm safe distances, clearances, precautions, etc. with the Electricity Company.
2.3 All contractors likely to be affected will be informed of any overhead cables on the site.
2.4 The protection provided will be checked by the Site Agent or other competent appointed person at regular intervals and maintained.
2.5 Permanent signs indicating the boundaries of hazardous areas will be installed and maintained. Work inside those boundaries will not take place until a specific procedure has been drawn up by either the Site Agent or Contractor as relevant.

3. TRAINING
3.1 All staff will be instructed in the necessary procedures for safe working and will have the boundaries pointed out to them before work commences.

4. MONITORING
4.1 The Site Agent will check that procedures are being followed and appropriate action taken against any person(s) who disregard procedures or damage protection provided.

5. CONTROL MEASURES
5.1 Where plant or vehicles are required to work adjacent to or pass under or any work activity takes place in the vicinity of, overhead power cables, then suitable barriers will be erected in order to maintain a safe distance from the cables.
5.2 Care will be exercised when handling long objects such as scaffold tube, ladders etc. which may be outside the barriers provided but may protrude a sufficient distance into the area to
allow the object to touch the power cables. Electricity can “arc” across a gap and this must also be taken into account.

5.3 Where specific work has to take place beneath overhead cables then the cables may need to be isolated and a permit-to-work system operated.

5.4 In certain situations, capacitiated or induced AC voltages can be created in fences and pipelines, which run parallel to overhead cables, which carry a voltage of more than 30kv. The Electricity Company must be consulted for specialist advice before work commences.

6. REFERENCES

6.1 The Electricity at Work Regulations 1989, Reg 14 and Memorandum of Guidance require precautions to be taken where work takes place near live conductors.

6.2 Health and Safety Executive Guidance note GS6 – ‘Avoidance of Danger from Overhead Electric Lines’ gives guidance on the precautions to be taken.

6.3 B.S. Code of Practice 7121 ‘Safe Use of Cranes’ also gives advice on precautions, which will be complied with.
LIQUEFIED PETROLEUM GAS

1. HAZARDS
1.1 The main hazards associated with the use and carriage of LPG are:
   • Fire, Explosion, Asphyxia, Traffic Accidents.

2. PLANNING PROCEDURES
2.1 When planning work, the requirements for liquefied petroleum gases and other compressed gases will be noted and allowed for in accordance with the relevant standards, and the appropriate risk assessments carried out.
2.2 The Site Agent will ensure that the provision, installation of equipment and storage facilities for liquid petroleum gases and any other compressed gases that will be used on site / workplace are planned in accordance with the above standards that, where necessary, liaison takes place with the local Fire Brigade to establish safe storage and sitting facilities.
2.3 If working as a sub-contractor, the Site Supervisor will ensure that suitable facilities are provided by the main contractor for the use and storage of LPG or other compressed gases to be used by Company employees on site before Company employees are sent to site.

3. TRAINING
3.1 The Site Agent will ensure that any necessary training in the safe working practices or emergency procedures associated with LPG or compressed gases is arranged and carried out before work starts.

4. MONITORING
4.1 The Site Agent will:
   • Storage facilities to be erected & maintained in accordance with relevant standards.
   • Check all storage facilities, appliances, hoses, connections, fire fighting equipment etc. at weekly intervals and ensure that action is taken to rectify any defects noted.
   • Take appropriate action against persons who disregards any instructions given for the safe use and storage of LPG or compressed gases or who misuses equipment provided.

5. CONTROL MEASURES
5.1 Where large quantities of LPG or compressed gases are to be used or stored, or where LPG or compressed gases are to be used in confined spaces or unusual situations, the Safety Adviser is to be asked to provide advice on precautions required.
5.2 Where LPG is transported in Company vehicles the following precautions must be taken:

- The Regulations and Approved Code of Practice cover the carriage of LPG (i.e. Propane, Butane, Calor Gas etc. in cylinders).
- The following notes provide an outline of the requirements for contractors carrying LPG cylinders in vans, lorries etc. to and from site.
- If an LPG appliance is carried in a van, or lorry (e.g. gas torch etc.) which is supplied by one cylinder then that cylinder plus an extra spare cylinder can be carried and the Regulations do NOT apply. (NOTE - obviously it is essential to ensure that precautions are taken to comply with the Health and Safety at Work etc. Act 1974).

5.3 In other cases if an LPG cylinder (or cylinders) of more than 5 litres capacity (NOTE - even if the cylinder is empty) is carried, the Regulations will apply as follows:

5.3.1 Suitable Vehicle

- Preferably the vehicle should be open.
- Closed vehicles should be avoided but may be used for a smaller number of cylinders.
- If a closed vehicle is regularly used then it should be adequately ventilated. Note that LPG is heavier than air so ventilation should be as low as possible.
- If an unventilated closed vehicle is occasionally used then the cylinder should be removed from the vehicle immediately the journey is completed.

5.3.2 Loading

- Cylinder must be secured in the vehicle to prevent damage while on the move.
- The cylinders should be secured upright.

5.3.3 Information

- The driver must be given written information on the dangers of LPG and the action to be taken in an emergency.
- This information must be kept on the vehicle when LPG is being carried.
- Written information can be obtained from LPG suppliers.
- Driver to be instructed on hazards, actions to be taken in emergency & responsibilities.

5.3.4 Fire Fighting

- A fire extinguisher should be carried on the vehicle. (e.g. 10 kg dry powder).

5.3.5 Marking of Vehicles

- If more than 500 kg of LPG is carried (the large propane cylinders contain 47 kg therefore this only applies if more than 10 large cylinders are involved) then orange reflectorised plates must be displayed front and back of the vehicle. The size of the plates and exact positions are defined in the Regulations.
• These plates must not be displayed if there is no LPG on the vehicle.
• It should be noted that additional requirements will apply if more than 3 tonnes of a dangerous substance is carried relating to supervision, parking, training records etc..

5.4 **Cylinders**

5.4.1 Cylinders should be stored in the open air, at ground level and in a lockable storage area. The store must be away from any basement areas, drains, excavations etc. as LPG is heavier than air.

5.4.2 Only those cylinders connected to equipment or in use will be kept in the work area. Empty cylinders will be removed to store as soon as possible.

5.4.3 Cylinders should be kept away from flammable materials and sources of heat.

5.4.4 Adequate ventilation must be provided to any work area/office where LPG is used to ensure no build-up of harmful gases including possible leaks from cylinders.

5.4.5 Where large quantities of LPG are used or stored, or if use in a confined space or unusual situation is required, then the Safety Adviser will be contacted for advice.

5.4.6 Equipment will be regularly inspected and maintained.

5.4.7 Fire fighting equipment will be available in appropriate locations.

5.5 **Bulk Tanks:**

5.5.1 Bulk tanks will be installed in accordance with British Standards.

5.5.2 Planning permission will need to be obtained for the positioning of storage tanks or globes, and these should be effectively protected in accordance with the approved standards.

5.5.3 Adequate protection will be given to bulk tanks during construction works operations, to ensure that damage is prevented, especially from site traffic.

5.5.4 Vehicle discharge facilities must be arranged, to be safe and convenient.

5.5.5 All isolation points, controls etc. should be brought to the attention of the purchaser.

6. **REFERENCES**


6.3 CS4, ‘The Keeping of LPG in Cylinders and Similar Containers’

6.4 CS6, ‘The Storage and Use of LPG on Construction Sites’

6.5 British Standards cover colours used for compressed gas cylinders, construction & materials of fittings, cylinders, hoses, etc. to be used with LPG / other compressed gases.

6.6 The LPG Industry Technical Association, publish Codes of Practice and advisory literature on the use of cylinders and appliances.
HIGHLY FLAMMABLE LIQUIDS

1. HAZARDS
1.1 The main hazards associated with highly flammable liquids include:
   • Fire, Explosion, Asphyxia.

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 The Site Agent will:
   • Ensure that suitable storage facilities are provided for highly flammable liquids in accordance with the relevant standards and will arrange for a licence for the storage of petroleum or petroleum mixtures where applicable.
   • Arrange for necessary fire fighting equipment to be available before work starts.

3. TRAINING
   • Training is to be provided in the procedures for working with highly flammable liquids, together with any relevant emergency procedures and use of fire fighting equipment.

4. MONITORING
4.1 The Site Agent will:
   • Ensure that the planned storage facilities are provided and maintained and that all highly flammable liquids are kept in the storage facilities until required for use.
   • Ensure that fire resistant absorbent material is available to soak up any spillages of HFL’s and that this material is immediately disposed of safely after use.
   • Ensure that any fire fighting equipment, storage facilities, signs, notices, containers, etc. are checked at weekly intervals and that any action is taken to rectify any defects noted.
   • Take appropriate action against any person disregarding safety instructions, signs or notices or misusing highly flammable liquids.

5. CONTROL MEASURES
5.1 Ensure flammable liquids are kept in the correct storage areas until required for work and returned there when finished.
5.2 Ensure the relevant fire extinguishers and materials are available before work commences e.g. Dry Powder (blue panel).
5.3 Ensure supplies of absorbent material are available to soak up spillages and a suitable closed metal container is available to contain waste until correct disposal can be arranged. Only use the correct containers, suitably marked, for such liquids.

5.4 Do not use liquids for purposes other than intended e.g. they must not be used for cleaning substances from the skin or clothing.

5.5 Transportation of liquids should only be in a vehicle approved for such carriage and then only in the authorised containers.

5.6 No person will smoke in any place where such liquids are stored or used and the liquids will be kept away from any source of heat and ignition other than that intended as part of authorised work procedures.

5.7 Do not use such liquids in a confined space as the vapour given off is likely to cause an explosive mixture with air.

5.8 Only use in well ventilated areas.

5.9 Report defects in equipment or facilities immediately.

5.10 The Safety Adviser will be asked for advice when there is any doubt about precautions required where highly flammable liquids are used in large quantities or in unusual situations.

5.11 Risk Management Solutions will arrange the supply of necessary signs, fire extinguishers etc. on request.

6. REFERENCES

6.1 Highly flammable liquids are defined in the Dangerous Substances and Explosive Atmospheres Regulations 2002 and must be stored and used in accordance with those Regulations. This section also applies to liquids, which are not highly flammable as defined in the Regulations but can be a fire hazard, e.g. gas oil.

6.2 The Petroleum (Consolidation) Act 1928 and the Petroleum Mixtures Order applies to the storage of petrol and products containing petroleum on site and other premises. (See also ‘Dangerous Traffic - List of Restrictions’ Booklet and Database.)

6.3 The Health and Safety Executive have produced the following guidance and gives advice on the requirements necessary to comply with the Regulations and will be complied with on company sites:

- HS(G)50 Storage of Flammable Liquids in Fixed Tanks (up to 10000m$^3$ total capacity).
- HS(G)51 ‘The Storage of Flammable Liquids in Containers’.
WORKSHOPS

1. HAZARDS

1.1 The main hazards associated with workshops include:

- Poor accesses and working places due to inadequate housekeeping, Poor lighting
- Fires and explosions, Trapping or entanglement in machinery, Electrocution.
- Injury to eyes, Substances or processes, which may be a hazard to health.

2. PLANNING PROCEDURES

2.1 Work to be planned in accordance with legislation and risk assessments carried out.

2.2 The Workshop Manager will:

- Ensure workshop is set out and maintained in accordance with the relevant standards.
- Ensure that the following arrangements or facilities are provided:
  - Adequate heating and lighting.
  - Fire precautions, fire equipment, means of escape etc. in accordance with conditions of the Fire Certificate and are maintained.
  - Adequate ventilation, extraction equipment, and protective clothing taking account of risks associated with substances, processes and work activities in the workshop.
  - Ensure workshop and other working areas are kept clean and tidy.
  - Regular inspection and maintenance of electrical installation.
  - Training of personnel and supervision.
  - Any necessary protective clothing and equipment.

2.3 Where repairs or maintenance are to be carried out, the work must be planned to ensure the safety of employees and of the Contractor’s employees carrying out repair work.

3. MONITORING

3.1 The Workshop Manager will:

- Ensure that all planned arrangements and facilities are installed, maintained and used in accordance with the relevant standards.
- Ensure that no person carries out any work, uses any machinery, substance or process, interferes with the electrical installation or enters any working areas unless trained and authorised to do so, and any relevant Permit to Work is correctly made out.
- Ensure workshop / all working areas are kept clean and tidy and fire exits are kept clear.
- Ensure that no person uses any machine for work, which it was not intended or without the necessary guarding, protective clothing or equipment.
4. **CONTROL MEASURES**

4.1 Ensure workplace is kept clean, tidy and clear access is maintained around working areas.

4.2 Ensure that lighting is adequate for the work being carried out.

4.3 Ensure adequate heating and ventilation is provided, especially extraction equipment for any relevant operations.

4.4 Ensure fire exits, fire extinguishers etc. are kept clear and are maintained.

4.5 Ensure items and materials are stored securely.

4.6 Electrical equipment to be inspected / maintained regularly. Report defects immediately.

4.7 Clean up spillages immediately and dispose of correctly.

4.8 Don’t use machines or equipment unless you have been specifically trained & authorised.

4.9 Wear the relevant protective clothing and equipment for the work being carried out.

4.10 Do not obstruct any notice provided for safety instructions.

4.11 Do not remove any guards or safety devices provided unless you are specifically authorised to do so. All guards must be securely in position before machinery etc. is used.

4.12 Ensure welfare facilities are available and kept clean.

4.13 Ensure adequate first aid facilities are provided and maintained.

5. **REFERENCES**

5.1 Workshops must be constructed, maintained, equipped & operated in accordance with;

5.2 The Health and Safety (First Aid) Regulations 1981 (as amended).

5.3 The Electricity at Work Regulations 1989.

5.4 The Control of Substances Hazardous to Health Regulations 2002.

5.5 The Control of Noise at Work Regulations 2005.

5.6 The Provision and Use of Work Equipment Regulations 1998 (as amended).

5.7 The Personal Protective Equipment at Work Regulations 1992 (as amended).

5.8 The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended).

5.9 The Regulatory Reform (Fire Safety) Order 2005.

5.10 HS(G)6 ‘Safety in Working with Lift Trucks’. HS(G)38 ‘Lighting at Work’.

5.11 Electrical installations must comply with the IEE Regulations and appropriate British Standards for industrial electrical equipment.
WORKSHOP HOUSEKEEPING

1. HAZARDS
1.1 The main hazards include:
   • Untidy access and work areas, Poorly stored or stacked materials, Slip or trip hazards.
   • Trailing cables, or other items crossing or protruding into walkways.
   • Excessive stock of materials or substances, Falling materials, Falls from height.
   • Failure to return items etc. to their correct place of use.

2. PLANNING PROCEDURES
2.1 All work will be planned taking into account the labour requirement and plant required to comply with the relevant standards, and the appropriate risk assessments carried out.
2.2 The Workshop Manager will:
   • Arrange for regular maintenance, painting etc. of the workshops and will arrange for damage to any fixtures or fittings to be attended to without delay. All maintenance work will be planned taking into account the safety of maintenance operatives (whether Company employees or contractors) and operatives working in the workshop.
   • Ensure that access routes are planned, deliveries are programmed to ensure that excess materials are not stored, storage areas are defined, compounds are planned and that any contractors are made aware of the Company requirements with regard to storage, clearing up, tidiness etc.

3. TRAINING
3.1 Staff will be instructed in the correct storage and disposal procedures, together with any other applicable procedures from other sections of this Policy.

4. MONITORING
4.1 The Workshop Manager will:
   • Operatives to be informed of the need to maintain the workshop in a tidy condition.
   • Ensure that storage areas are prepared and that materials are ordered in quantities, which will not create difficulties.
   • Ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered will be stored safely ensuring that accesses are not obstructed.
   • Ensure all openings or inspection pits in floors are securely covered when not in use.
• Arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc., to be carried out in accordance with relevant standards, and will report to the Director responsible for Health and Safety any damage or repairs required to the Workshop buildings, fixtures and fittings.

5. CONTROL MEASURES

5.1 Debris must not be disposed of by burning unless full agreement has been received from Local Authority and precautions taken to prevent fire spreading to adjacent premises.

5.2 No substance or materials giving off toxic or noxious fumes or leaving toxic residues may be disposed of by burning. Fires must not be left unattended.

5.3 Where debris is disposed of in skips, the debris must not be burnt in the skip and the skip must not be lifted by lifting appliances and lifting gear unless designed for the purpose and an accurate estimate of the load can be made.

5.4 Ensure openings are guarded.

5.5 Return equipment to its storage when work is completed.

5.6 Keep the access routes clear, and general work areas tidy.

5.7 Clean up spillages promptly and dispose of materials correctly.

6. REFERENCES


6.2 Provision and Use of Work Equipment Regulations 1998 (as amended).

6.3 Electricity at Work Regulations 1989


6.5 The Health and Safety at Work etc. Act 1974 requires that employers shall ensure that a safe working place and safe access are provided for their employees so far as is reasonably practicable (section 2), employers have a duty that their work does not affect others so far as is reasonably practicable (section 3) and persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe so far as is reasonably practicable for persons who are not their employees but are required to use the premises (section 4).
WORK ON / ADJACENT TO NETWORK RAIL PROPERTY

1. HAZARDS
1.1 The main hazards associated with work on railway lines include:
   - Rail traffic
   - Contact with live electrical apparatus (i.e. conductor rails, overhead lines).
   - Access for work at height and obstruction of tracks with materials, equipment debris.
   - Dangers associated with trapping in rails, spring point levers and points remotely operated.

2. PLANNING PROCEDURES
2.1 At tender or negotiation stage the special requirements of Network Rail will be noted and provision for their implementation allowed for, and the appropriate risk assessments carried out.
2.2 The Contracts Manager will ensure that the following arrangements for work on Network Rail lines are planned taking into account the consultation carried out and relevant standards:
   - Obtain permission before starting work near the track or electrified lines and ensure that where necessary written assurances / permits are obtained from Network Rail detailing the insulation, earthing or making safe of electrical apparatus and that warning limits are clearly defined.
   - Ensure approval and instructions are sought from the railway supervisor on a daily basis.
   - Conductor rails are clearly identified and that suitable precautions are taken if it is required to cross them.
   - Ensure that permission is obtained and working procedures are agreed for making attachments to railway structures / equipment, diverting any pipes, cables, wires, use of cranes or any other mechanical plant/equipment, placing a trolley on the line or any excavation work.
   - Work areas are clearly designated and that no one is required to stray outside.
   - Provision where necessary is made for the movement of men along the track or across it and where applicable through tunnels, that where necessary a lookout man is appointed by Network Rail and that signal procedures are defined and places of safety allocated.
   - Relevant safety / protective equipment is available for use including the use of high visibility clothing.
   - Adequate emergency procedures are established.
• Suitable access equipment is provided and available for use.

3. TRAINING
3.1 Relevant training is to be provided for personnel to ensure that they are all aware of special precautions associated with the work.

4. MONITORING
4.1 The Site Agent will:
• Ensure that all arrangements for safe working practices are adhered to and that the instructions of Look-out Man are observed.
• Ensure that the work area is kept tidy and that equipment / materials are not permitted to obstruct the track. (see also emergency procedures for materials / equipment falling onto the track)
• Ensure all emergency procedures are adhered to as detailed.
• Ensure that personnel are issued with the necessary protective clothing / equipment and that high visibility clothing is worn at all times.

5. CONTROL MEASURES
5.1 Specific measures will need to be identified but should include some or all of the following:
• Procedures identified for access along the track, across rails, through tunnels.
• Appointment of lookout man and signalling procedures.
• Emergency procedures adhered to.
• Safe warning methods.
• Isolation of plant.
• Issue of permits.
• Agreed working methods.
• Access for working at height to be provided.
• Provision of fire fighting equipment.

6. REFERENCES
6.1 In addition to the legal standards detailed elsewhere in this manual further precautions are detailed in the Track Safety Handbook 1995: GO/RT 3070. Copies of this booklet should be obtained and issued to all site personnel who will be involved in the work. Prior to work commencing, information and advise on specific requirements of safe working practices must be obtained at an early stage from Network Rail.
SITE TIDINESS

1. HAZARDS
1.1 The main hazards include:
   - Fire, Tripping, Collapse of stored materials, Handling problems
   - Restricted or blocked access, Health risks, Falling materials

2. PLANNING PROCEDURES
2.1 All work will be tendered for taking into account the labour requirement and plant required to comply with relevant standards, and the appropriate risk assessments carried out.
2.2 The Contracts Manager will:
   - Ensure that before the site commences, access routes are planned, demolition waste vehicle movements are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and all employees are made aware of the requirements with regard to storage, clearing up, tidiness etc.
   - Ensure that before employees are sent to site under the overall control of another contractor, arrangements are made for storage areas and that safe access and places of work will be available for employees to carry out their work safely.

3. MONITORING
3.1 The Site Agent will:
   - Ensure that all employees are made aware of the need to maintain the site in a tidy condition throughout the contract.
   - Ensure that the stacking areas are prepared and that stored materials will not create difficulties on site.
   - Ensure that working areas and accesses on sites where employees are required to work are safe. Where difficulties are experienced, the Contracts Manager must be informed to discuss improvements.
   - Ensure waste materials are cleared / disposed of safely as work proceeds. All materials delivered to site for use will be stored safely ensuring that accesses are not obstructed.
   - Ensure all openings in floors are securely fenced, covered and clearly marked to show that there is an opening below.
   - Arrange for labour / plant to enable clearing up / maintenance of safe accesses, cleaning of welfare facilities etc., to be carried out in accordance with relevant standards.
4. CONTROL MEASURES

4.1 Stack reclaimed brick packs on a level base and no more than 2 packs high.

4.2 Clear up waste materials as work proceeds and dispose of correctly. Keep floor areas clean and dry if possible.

4.3 Keep materials and items in their correct location until required and, if relevant, return them when finished. Keep access clear of material stacks.

4.4 Clean up spillages immediately and dispose of waste correctly.

4.5 Remove protruding nails from timber before stacking.

4.6 Do not leave loose materials or stack sheet materials on platforms or working areas unless safely contained, or restrained. Lay sheets flat if possible.

4.7 Keep welfare facilities clean and do not use them for storage of plant or materials etc.

4.8 Keep areas around plant and machinery clean and tidy.

4.9 Ensure all electrical leads are routed so as to avoid tripping hazards and they are protected from physical damage.

4.10 Do not throw demolition arisings, debris, materials etc. from a scaffold, they must be lowered to ground level or a debris chute used. Alternatively a fenced off drop zone should be installed to prevent third-party access if materials are to be dropped from height.

4.11 Platforms on open joists to be correctly guarded and installed to eliminate any traps.

4.12 Ensure edge protection and handholds are provided to all stairwells and landing openings

4.13 Ensure clear access to all working areas and where necessary provide sound temporary steps or ramps.

5. REFERENCES

5.1 The Construction (Design and Management) Regulations 2007

5.2 Electricity at Work Regulations 1989

5.3 Dangerous Substances and Explosive Atmospheres Regulations 2002
SCAFFOLDING

1. HAZARDS
1.1 The main hazards associated with the use of scaffold include:

- Falls from height.
- Falling materials.
- Collapse of structure.
- Unsuitable base.
- Overloading.
- Unsound materials.
- Unsafe access.
- Untrained erectors.
- Adverse weather conditions.
- Overhead cables and other obstructions.

2. PLANNING PROCEDURES
2.1 When planning work, so far as possible, the scaffold requirements for a project will be determined and allowed for in accordance with the relevant standards, and the appropriate risk assessments carried out.

2.2 The Contracts Manager will arrange for full details to be provided to the scaffolding sub-contractor or scaffolders regarding the use and loading of scaffold to be erected.

3. TRAINING
3.1 Training will be provided for Supervisors required to inspect scaffolds and for operatives erecting, altering or dismantling scaffolds up to 5 metres high.

3.2 Only competent scaffolders will erect, alter or dismantle tube scaffold.

4. MONITORING
4.1 Before accepting a scaffold erected by a specialist scaffolding sub-contractor for use by the Company’s employees, the Site Agent or, if required, the Safety Adviser, will check the scaffold and a hand-over certificate will be obtained.

4.2 The Site Agent will:

- Ensure that all scaffolds are erected in accordance with the relevant standards.
- Inspect the scaffold, when it forms part of a working platform, at the beginning of each week, and ensure that any defect is rectified. A written report of the inspection and
action to be taken will be made. A similar inspection will also be carried out after high winds or other adverse weather conditions.

- Ensure that all materials are properly stored and maintained on site.
- Ensure that no person other than a competent scaffolder is permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on the Company site or for use by Company employees.
- Ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.

5. CONTROL MEASURES

5.1 Scaffolders erecting scaffolds must be trained and competent and hold a current CITB record card.

5.2 All scaffolds must be plumbed, straight and square.

5.3 All materials must be in sound condition and checked before each use by the scaffolder.

5.4 Standards must be placed on a base plate and if necessary also on a timber sole plate to ensure a sound foundation.

5.5 Tube joints in adjacent bays or lifts should be staggered and as close to the standard / ledger connection as possible.

5.6 Swivel couplers must be used on ledgers or bracing joints.

5.7 Façade bracing must be provided to all scaffolds.

5.8 Ties must be fitted as the scaffold is erected, and be in accordance with Code of Practice requirements. Where ties cannot be provided then the method of ensuring that the scaffold is adequately supported must be specified and recorded.

5.9 Ledger bracing must be fitted as required.

5.10 Putlog / single couplers must only be used in non-load bearing situations.

5.11 Platform boards must be adequately supported. (A maximum span of 1.5m and maximum overhang of 150mm for 38mm boards).

5.12 Guardrails and toe-boards must be fitted to all exposed edges of working or access platforms. For platforms where a person can fall, where there is a risk of injury, double guardrails, or other suitable precautions, will be fitted.

5.13 Ladders must be in good condition and secured at the appropriate angle with sufficient projection or other handhold at the stepping off position.

5.14 Any scaffold being erected, altered, dismantled, or otherwise not suitable for use by employees, must have a notice erected warning that it is not to be used.
5.15 The Safety Adviser must be consulted at an early stage if there are any extensive or unusual scaffolding conditions.

5.16 All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children has been prevented.

5.17 Scaffold will be inspected weekly, and before first use, by a competent person and the results recorded.

5.18 Alterations to any scaffold must be carried out by a competent person. Nobody will remove any part of a scaffold unless authorised to do so.

5.19 Loading towers should be considered special structures and a design drawing available. Suitable access for loading should be provided. Base arrangement should be adequate for the extra loading. Adequate ties should be fitted. Gates must be provided and used on the loading side. Adequate bracing must be fitted.

6. REFERENCES

6.1 All scaffolds erected on the Company site, or used by employees, will be erected in accordance with the Work at Height Regulations 2005.

6.3 BSEN12811-1 Temporary Works Equipment 2003 and NASC Guidance – Good Practice for Scaffolding with Tube and Fitting TG20:05


6.5 B.S. 2482:1981.
MOBILE TOWER SCAFFOLDS

1. HAZARDS
1.1 The main hazards associated with the use of tower scaffolding include:
   • Falls from height, Falling materials, Collapse of structure, Unsuitable base.
   • Overloading, Unsound materials, Unsafe access, Untrained erectors.
   • Adverse weather conditions, Overhead cables and other obstructions.

2. PLANNING PROCEDURES
2.1 All work involving mobile tower scaffolds will be tendered for or negotiated in accordance with the relevant standards, and the appropriate risk assessments carried out.
2.2 The Contracts Manager will ensure that mobile towers can be used safely and efficiently on site taking into account floors, ceiling height, roof members, type of work, etc. Where any doubt, the Safety Adviser will be consulted for advice.

3. TRAINING
3.1 Training is to be provided for Supervisory staff required to carry out inspections and operatives required to erect, alter or dismantle mobile towers.

4. MONITORING
4.1 The Site Agent will:
   • Ensure all mobile towers are erected by trained operatives or by operatives under direct supervision of competent person, and that no person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised.
   • Check all mobile towers before use by employees, to ensure that they are in accordance with relevant standards.
   • Ensure all operatives required to use mobile tower scaffolds have been instructed in safe use and movement of scaffolds.
   • Ensure all mobile tower scaffolds are inspected at 7-day intervals (if they remain in the same position) by a competent person, and a record of the inspection made, which will be kept on site.
5. CONTROL MEASURES
5.1 Check location for overhead electricity cable hazards and other obstructions.
5.2 Towers should be erected on firm, level ground with metal base plates and adequate timber sole plates (unless ground is concrete or similar).
5.3 Castor wheels, if fitted, should only be used on level ground and be fitted with brakes.
5.4 Components should be correctly fitted together, and the tower kept vertical. Manufacturers instructions must be followed regarding erection, especially for bracing.
5.5 Maximum height to least base width ratio must be established from the manufacturer. This may include an allowance for outriggers where fitted.
5.6 Wherever possible, the tower should be tied to the structure using secure points. This applies especially in windy or exposed conditions.
5.7 When moving a tower, no personnel or loose materials should be on the platform. Always apply pressure at or near the base of the tower.
5.8 Ladder access must be inside the tower, either vertical or inclined stair types and fixed to the narrowest side. Use of the frame members (unless specifically designed as a ladder) for climbing the tower is not permitted.
5.9 All ladder loadings must be carried by the tower i.e. free standing ladders must not be used unless the tower is firmly secured to the structure and the ladder is similarly secured.
5.10 Platforms must be fully boarded, with guard rails and toeboards, and access provided by trapdoors.
5.11 Towers should be loaded only in accordance with manufacturers instructions.
5.12 Platforms where a person could fall, where there is a risk of injury, will be fitted with double guard rails.

6. REFERENCES
6.2 The Work at Height Regulations 2005
6.5 Manufacturer’s instructions, the Pre-Fabricated Aluminium Scaffolding Manufacturer’s Association (PASMA) Operator’s Code of Practice and BS1139 make recommendations on the erection of prefabricated aluminium mobile tower scaffolds.
LADDERS

1. HAZARDS
1.1 The main hazards associated with ladders include:
   • Not securing the ladder properly, Unsafe use of ladders (over-reaching, sliding down).
   • Using ladders where a safer method should be provided.
   • Using ladders with a defect. (Note: Painting of timber ladders - could hide defects - is prohibited.)
   • Unsuitable base to ladder, Insufficient foothold at each rung.
   • Insufficient handhold at top of ladder or at stepping off position.
   • Using ladder near overhead electrical cables, crane contacts, etc.
   • Ladder at unsuitable angle, swaying, springing, etc.
   • Insufficient overlap of extension ladders.

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 The Contracts Manager will:
   • Arrange for the required number and type of ladders to be provided taking into account the relevant standards and the work being carried out.
   • Ensure that the means of securing ladders is planned as far as possible and sufficient materials made available.

3. TRAINING
3.1 Training provided to Supervisory staff and operatives will include the hazards and precautions relating to ladders and their use.

4. MONITORING
4.1 The Site Agent will:
   • Check ladders before use to ensure that there are no defects and then check at least weekly whilst in use on site.
   • Ensure that where a ladder is damaged, it is taken out of use immediately.
   • Ensure that ladders in use are secured, have a solid, level base and are being used correctly.
• Ensure that ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands, etc.).

• Ensure the methods of use, which could result in damage to the ladder are not permitted, e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp etc.

• Ensure that proper storage is provided for ladders, under cover, where possible and with the ladder properly supported throughout its length.

5. CONTROL MEASURES

5.1 Ladders with a defective rung or stile must not be used.

5.2 Ladders must be in good condition and of adequate length and strength for the work in progress.

5.3 Ladders must be secured at the top and be long enough to extend above the landing place. It is recommended that ladders are placed at an angle of 1:4.

5.4 Place ladders on a firm, level base.

5.5 Ensure that the step-off area is clear if using a ladder to reach a platform.

5.6 Ladders should be positioned so that over reaching is not necessary and when working persons should not stand on the top three rungs.

5.7 Ladders should be inspected as part of the regular inspection of working platforms on the site, and entries made on the Inspection Report.

6. REFERENCES

6.1 The Work at Height Regulations 2005

6.2 Health and Safety Executive Guidance Notes GS31, “Safe Use of Ladders, Stepladders and Trestles”, will be applied to the work on site.

6.3 Only ladders constructed in accordance with B.S. 1129:1990 (Timber) Industrial Grade, B.S. 2037:1990 (Aluminium) and BS EN 131 will be used.
1. **HAZARDS**

1.1 The main hazards associated with stepladders, trestles and stagings include:
- Unsuitable base e.g. not level, packing pieces, loose materials, etc.
- Unsafe use of equipment (scaffold platforms / roof where special precautions not taken).
- Overloading, Use of equipment where a safer method should be provided.
- Excessive span of scaffold boards when used with trestles (must not exceed 1.5 metres where 38mm thick boards used).
- Overhang of boards or staging at support (“trap ends”).
- Using defective equipment. (Note: Painting of timber stepladders, trestles, stagings, etc. which could hide defects is prohibited).

2. **PLANNING PROCEDURES**

2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.

2.2 The contracts manager will arrange for the required number and types of equipment to be provided taking into account the work to be carried out and relevant standards.

3. **TRAINING**

3.1 Training provided to Supervisory staff and operatives will include the hazards and precautions relating to this equipment and its use.

4. **MONITORING**

4.1 The Site Agent will:
- Check all equipment, before use for defects and check at least weekly on site.
- Ensure that where a defect is noted, or the equipment is damaged, it is taken out of use immediately. Any repairs are to be carried out by a competent person only.
- Check that the equipment is being correctly used and not being used where a safer method should be provided.
- Ensure that, where stagings are being used in roof areas, supported from roof members, only experienced operatives are permitted to carry out this work and that all necessary safety harnesses, anchorage points, etc. are provided and used.
- Ensure proper storage is provided for steps, trestles or stagings – undercover.
5. CONTROL MEASURES

5.1 Equipment should be checked for defects before use (timber should not be painted which hides defects) e.g. cracks, wraps, loose hinges, missing screws, loose or damaged stiles or braces.

5.2 Equipment should be placed on a firm, level base.

5.3 If the platform is over 2m high, then alternative access methods should be considered.

5.4 Trestles are intended for light work and should not be overloaded.

5.5 Special precautions must be taken with regard to guardrails etc. if trestles are used on scaffold platforms, roofs or any location above ground level. Adequate access width should be provided around such trestles.

5.6 Lightweight staging should be used for the platform, if scaffold boards are used then span should not overhang support by more than 150mm, when using 38mm boards.

5.7 Platforms should not be higher than two-thirds the height of the trestles.

5.8 Any platform from which a person can fall leading to injury, must be fitted with double guard rails and toeboards.

6. REFERENCES

6.1 All stepladders, trestles and stagings will be provided and used in accordance with the Work at Height Regulations 2005

6.2 The Provision and Use of Work Equipment Regulations 1998 (as amended).

6.3 B.S. 1129:1990 (Timber) or B.S. 2037:1990 (Aluminium) give information on appropriate standards.

6.4 HSE Guidance Note GS31, ‘Safe Use of Ladders, Stepladders and Trestles’
WORKING AT HEIGHT

1. HAZARDS
1.1 The main hazards associated with working at heights include:
• Falls of persons from working places or accesses, Falls of materials or articles.

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 The Contracts Manager will:
• Ensure that work is planned to ensure that a safe access / egress and working place is provided for operatives to work at heights before work commences on site.
• Ensure that where practicable, work at heights is carried out from a safe position on a building or structure or from a scaffold provided.
• Ensure that suitable and sufficient materials and equipment is provided on site for work to be carried out safely in accordance with the relevant standards.

3. TRAINING
3.1 Training will be provided for any operative required to work at heights in the use of safety harnesses and other equipment before work commences.

4. MONITORING
4.1 The Site Agent will:
• Ensure that all work is carried out as planned and in accordance with the relevant standards and that operatives have received instructions in safe working procedures and the use of any safety equipment provided.
• Inspect all safety equipment, stagings, safety harnesses, anchorages, etc. and any defects noted at weekly inspections or reported by operatives shall be attended to immediately.
• Ensure that all necessary precautions are taken to ensure that persons do not walk or work beneath operatives carrying out work at high level.

5. CONTROL MEASURES
5.1 Safety Adviser will be asked for advice on safe working methods, precautions & safety equipment required for work at heights where standard procedures do not already exist.
5.2 All personnel on sites where work at heights is being carried out, will wear safety helmets.
5.3 The safety of other workers, the public and particularly children must be a priority consideration during the working period. Access to the working areas must be removed or fenced outside working hours or when unattended.

5.4 All working areas at height will be guarded to prevent falls of persons and materials where practicable, or other suitable protective procedures will be used.

5.5 Appropriate PPE will be used when necessary i.e. safety belts, harnesses, fall arrest devices

6. REFERENCES

6.1 All work at heights (i.e. where a person could fall and there is a risk of injury) must be carried out in accordance with the requirements for access and working places contained in the Work at Height Regulations 2005.

6.2 British Standard 2482 covering scaffold boards and British Standard 2037 covering lightweight stagings gives requirements for the materials to be used in working platforms.

6.3 BSEN1263 “Safety Nets, Safety Requirements and Test Methods”


6.5 British Standard 5845 covers permanent anchors for industrial safety harnesses.
PLANT ON SITE

1. HAZARDS
1.1 Hazards associated with the use of plant arises out of:
   • Unskilled operation, Incorrect use, Poor maintenance
   • Reversing unsupervised, Defects in machine unchecked, Noise

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards and
    the appropriate risk assessments carried out.
2.2 The Contracts Manager will take all aspects of the work into account to ensure that
    sufficient information is provided to hire companies or Plant Manager to enable correct
    type of plant to be provided.
2.3 The Contracts Manager will:
   • Ensure competent operators and signallers are provided or that, where necessary, full
     training and instruction is arranged. Where appropriate, only operators holding a
     current Operators certificate under the CPCS / C.I.T.B. Plant Operator’s Registration
     Scheme, or other suitable record of training, will be permitted to operate plant on site.
     Safety Adviser will advise on training and arrange to provide training as required.
   • Decide whether preparatory work is required for installation or use of plant on site and
     ensure any requirements are planned, e.g. forklift truck storage areas, loading towers,
     solid base for mobile cranes, fuel storage, road crossing.
   • Give special consideration to the stability of plant when working on unstable ground to
     ensure that the loading can be supported adequately.
   • Ensure a planned servicing schedule is prepared for all Company plant on site and
     records kept of repairs, alterations, maintenance etc.

3. TRAINING
3.1 Training will be provided to all plant operators and, where relevant, only holders of an
    approved certificate (e.g. CPCS / C.I.T.B. or equivalent etc.) will operate plant.

4. MONITORING
4.1 The Site Agent will:
   • Ensure that plant delivered to site is in good order and fitted with any necessary safety
     devices and guards.
• Ensure any defects noted, are reported to the Plant Manager or hire company immediately.

• Ensure that only authorised and, where appropriate, certificated operators are permitted to operate any item of plant. Where any doubt of the competency of an operator exists, report to the Contracts Manager or hire company immediately.

• Ensure no young person (under 18 years old) is permitted to operate any item of plant or act as a signaller unless being trained and under direct supervision of a competent person

• Ensure all plant is properly secured and immobilised at the end of each day.

• Ensure all necessary testing and thorough examination certificates are requested and checked and all items of plant requiring weekly inspections by operator or other competent person have the inspection recorded in the site register regardless of any register kept by the operator or plant hire-company.

• Ensure that any necessary preparatory work required to enable plant to be installed or used correctly is carried out in accordance with the specific requirements.

• Ensure that any defect notified by the plant operator during operations on site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.

• Ensure that plant operators are not allowed to carry out work with a machine for which it was not intended, unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

5. CONTROL MEASURES

5.1 Carry out daily checks on plant before use and report any defects. Notify your Supervisor immediately if any defect could be hazardous and do not operate the plant until it has been rectified.

5.2 Only trained, authorised and, where relevant, certificated persons will operate plant.

5.3 All guards must be in good order and in position while plant is operating.

5.4 Only use the correct item of plant for the work required.

5.5 Ensure the work area is suitable for the job being done e.g. level ground, clear working area, good ventilation etc.

5.6 Signallers must be trained, and available for some operations e.g. reversing, control of demolition machines.

5.7 Ensure servicing schedules are available and maintained.
5.8 Secure and immobilise plant when left unattended. Do not leave plant engines running when operator is not present, especially in public areas.

5.9 Wear high visibility clothing when working in the vicinity of operating plant vehicles.

5.10 Hearing protection must be worn when working in high noise levels.

5.11 Plant operators must not drink alcohol during the working day or shift.

5.12 All personnel required to enter areas where lifting appliances are in use (e.g. cranes, excavators, telehandlers, etc.) will be provided with safety helmets and will be required to wear them as directed by site supervision.

5.13 Children must not be permitted to enter working areas whilst plant is in use and all necessary measures required to avoid hazards to children on site outside working hours must be taken, particularly if it is not possible to fully fence the site.

5.14 Plant which contains pressure vessels such as air receivers, etc. will require specific inspection, tests, examinations of those parts and relevant records kept.

5.15 Lifting appliances will be inspected weekly and have a thorough examination at the specified period in accordance with statutory requirements.

6. REFERENCES


6.3 Provision and Use of Work Equipment Regulations 1998 (as amended).

6.4 Control of Noise at Work Regulations 2005.

6.5 Health and Safety Guidance notes contain a number of specific recommendations in the plant and machinery series (prefix PM). These will be referred to where applicable.

6.6 Other Guidance Notes also contain recommendations, which affect the use of plant on site. In particular HSG 144 - “The Safe use of Vehicles on Construction Sites”, which refers to the need to ensure plant and vehicles with moving parts are effectively immobilised when left unattended.

6.7 GS6, “Avoidance of Danger from Overhead Electrical Lines”.

6.8 British Standards are published on various items of plant, methods of guarding, etc.

6.9 BS5945 “Specification for Guards and Shields for Earth Moving Machinery”.

6.10 BS5744 & 7121 Codes of Practice for the Safe Use of Cranes.

6.11 These and all other British Standards will be referred to and complied with whenever relevant.
MOBILE ELEVATED WORK PLATFORMS

1. HAZARDS

1.1 The main hazards associated with Mobile Elevated Work Platforms include:

• Falls from height
• Overturning due to failure of the machine, to correctly estimate loads or by incorrect use of Mobile Elevated Work Platforms (uneven ground).
• Inadequate maintenance of equipment
• Use of defective equipment.
• Dropping tools, leading operatives and others being struck.
• Contact with electricity cables (see separate section).
• Incorrect signals.
• Unsuitable base for Mobile Elevated Work Platforms.
• Vehicles or plant striking platform

2. PLANNING PROCEDURES

2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.

2.2 The Contracts Manager will ensure that prior to use of a Mobile Elevated Work Platforms is planned, the following issues are considered:

• Competence of machine operators
• Safe working loads of Mobile Elevated Work Platform.
• Overhead electricity cables or other services.
• Limitations of height or radius on site (obstructions).
• Ground bearing capacities, position of ducts, drains etc.
• Safety of other contractors and the public.

2.3 Servicing, maintenance, testing, thorough examinations etc. must be arranged as required before the Mobile Elevated Work Platform is used on site

3. TRAINING

3.1 A competent appointed person is required to plan and control the operation of plant on site.

3.2 Training will be provided to operatives involved in the use of the plant.
4. **MONITORING**

4.1 The Site Manager will:

- Ensure that the Mobile Elevated Work Platform provided for use has a current certificate and has been thoroughly examined within the preceding 6 months, has been inspected within the previous 7 days, inspected prior to first use, and is fitted with all necessary safety devices.

- Ensure that only authorised and, where appropriate, certificated persons are permitted to operate Mobile Elevated Work Platforms. The authorised persons must be over the age of 18 and competent to carry out duties. Where there is any doubt of the competency of the authorised operatives, the Contracts Manager must be informed immediately.

- Ensure that where defects are noted or reported in any Mobile Elevated Work Platform and if the defect affects the safe use of equipment, it is taken out of use until rectified.

- Ensure that the Mobile Elevated Work Platform is used on site in accordance with planned procedures and the recommendations and requirements of the relevant standards are taken into account.

- Ensure that the weekly inspections of the Mobile Elevated Work Platform is recorded.

- Ensure Restraint Lanyards are worn at all times, attached to the Mobile Elevated Work Platform and the 3 monthly thorough examination is being carried out by a competent person on all harnesses and lanyards.

5. **CONTROL MEASURES**

5.1 Only trained and authorised persons will operate Mobile Elevated Work Platforms and if necessary be duly certificated.

5.2 Full body harness with fall restraint lanyard to be worn at all times when operating a cherry picker and securely attached to the designated anchor point on the machine.

5.3 On some sites it may be a requirement to use harnesses when working in scissor lifts.

5.4 Scissor lifts should not be moved whilst the platform is elevated.

5.5 Platform rails should not be used by operatives to gain extra height.

5.6 MEWP’s must have planned preventative maintenance undertaken as required by the manufacturer, and certification provided as required by LOLER 1998.

5.7 Area around the work platform to have barriers to warn other plant / vehicle drivers. Hazard warning lights to be on during operation.

5.8 Stabilisers to be used (where applicable) and extended prior to raising the platform. Only materials to be used to carry out work to be in the platform – not to be used as a goods hoist.
5.9 Mobile Elevated Work Platforms will be maintained and inspected regularly and any defects reported immediately.

5.10 Ensure the stability of Mobile Elevated Work Platforms when working on soft ground or slopes.

5.11 All personnel working with or near Mobile Elevated Work Platforms will wear a safety helmet.

5.12 All Mobile Elevated Work Platform must be secured and left in a safe condition at the end of each working period, taking into account the safety of children.

5.13 If a Mobile Elevated Work Platform, overturns or any part fails on site, the Safety Adviser must be contacted immediately and procedures for Dangerous Occurrences detailed in this Policy must be carried out.

5.14 Appropriate precautions will be taken to ensure adequate clearance is given to overhead electricity cables and other services. (see separate section).

6. REFERENCES


6.2 The Construction (Design and Management) Regulations 2007

6.3 The Work at Height Regulations 2005.

6.4 The Management of Health and Safety at Work Regulations 1999

6.5 Provision and Use of Work Equipment Regulations 1998.

6.6 BS8460:2005 Safe Use of MEWPS.

6.7 Health and Safety Executive Guidance notes:

• GS6 “Avoidance of Danger from Overhead Electric Lines”.
FORK LIFT TRUCKS

1. HAZARDS
1.1 The main hazards associated with these machines include:
   • Overturning
   • Instability of load
   • Working on slopes and gradients
   • Collapse of floor due to overload
   • Failure of truck due to poor maintenance.

2. PLANNING PROCEDURES
2.1 All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

3. TRAINING
3.1 Training will be provided for fork lift truck operators in accordance with the Approved Code of Practice.

4. MONITORING
4.1 The Site Agent will:
   • Ensure that, where applicable, chain test certificates are valid (for rising and lowering chains).
   • Ensure that loading towers / areas are erected and maintained in accordance with the design and that access to loading towers / areas is prepared in accordance with planned procedures.
   • Ensure that only qualified and authorised persons are permitted to operate forklift trucks.
   • Take appropriate action against any person who operates forklift trucks without authorisation and also where passengers are being carried in insecure positions.

5. CONTROL MEASURES
5.1 Trucks should be selected for the type of work to be done and the ground conditions on site.
5.2 Only trained and certificated operators will drive forklift trucks.
5.3 The truck must not be overloaded in excess of the manufacturer’s loading table.
5.4 Ensure the load is stable on the machine and driving operations are carried out smoothly. Well maintained pallets must be used.

5.5 Loading towers and scaffold platforms must be designed to take special loads.

5.6 Drivers and those involved with the use of forklift trucks are required to wear a safety helmet unless located within a protective cab (FOPS – Falling Object Protective Structure).

5.7 Ensure personnel are clear of the load during lifting operations and when travelling.

5.8 Trucks must be maintained and serviced in accordance with manufacturers recommendations, the Lifting Operations and Lifting Equipment Regulations 1998 (as amended) and the Provision and Use of Work Equipment Regulations 1998 (as amended) (thorough examination / testing and overturning provisions in particular).

6. REFERENCES


6.2 Provision and Use of Work Equipment Regulations 1998 (as amended).


6.4 Code of Practice L117 - Approved Code of Practice “Rider-operated lift trucks - Operator Training” provides guidance on the form and content of training for operators.

6.5 The Health and Safety series booklet (HSG6), “Lift Trucks”, contains information on the selection and use of lift trucks and its recommendations will be complied with.

TRANSPORT ON SITE

1. HAZARDS
   1.1 Hazards associated with the use of transport on site arise out of:
       • Incorrect use.
       • Working on slopes or gradients.
       • Speeding.
       • Poor maintenance (i.e. lack of checking water, oil fuel, lights, tyres and breaks weekly).
       • Reversing unsupervised. (As a policy, audible-reversing alarms will be fitted to all relevant transport.)
       • Carrying of passengers where no proper seat provided.
       • Undue care when refuelling.
       • Overloading or insecure loads.
       • Incorrect or improper towing.

2. PLANNING PROCEDURES
   2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.
   2.2 The Contracts Manager will:
       • Arrange for suitable transport to be provided taking into account the work to be carried out and the relevant standards.
       • Where necessary, arrange discussions with the local Highway Authority, Police, etc. on road crossings, traffic management, etc.
       • Plan temporary access roads, fuel storage, maintenance facilities, etc. for transport on site.
       • Ensure a planned maintenance schedule is prepared for all vehicles and details of repairs, maintenance etc. recorded.

3. TRAINING
   3.1 Training will be arranged for all drivers (including dumpers). Where appropriate, only drivers who possess a certificate under the CPCS / C.I.T.B. Plant Operator’s Registration Scheme, or equivalent will be permitted to drive vehicles on site.
4. MONITORING

4.1 The Site Agent will:

- Ensure that all vehicles when delivered to site are in good order and fitted with all the necessary safety devices, notices and guards. Any defect must be reported to the relevant manager in control of the transport, or the hire company and the vehicles must not be used until the defect is rectified.
- Ensure that only authorised licensed drivers are permitted to operate any vehicle. Where any doubt of competency of any operator exists, he will report to the relevant Manager or hire company immediately.
- Ensure that no young person (under 18 years old) is permitted to operate any transport or act as signaller unless being trained under direct supervision.
- Ensure any necessary preparatory work required to ensure that transport is used safely on site, (e.g. access roads, traffic control measures, one way systems, turning areas, unloading areas, etc.) is carried out in accordance with planned requirements.
- If appropriate set a site speed limit and enforce it by appropriate signs etc.
- Ensure that any defect notified to him by the transport driver during operations on site is reported immediately for repair and that where the defect could affect safety on site, the item of transport is not used until repairs are carried out.
- Ensure where possible site transport and pedestrians are kept separate and that pedestrians have a good view of any vehicle at gates or crossings.

5. CONTROL MEASURES

5.1 Only authorised, licensed drivers will drive site transport and be over the age of 18 unless under the direct supervision of competent person.

5.2 Site transport will be maintained in accordance with a planned schedule and will be inspected regularly for obvious defects. Checks will include water, oil, fuel, lights, tyres, brakes, etc.

5.3 Site transport will only be used for work it was designed for and will not be used improperly.

5.4 Loads on site transport will be secure and the vehicle will not be overloaded.

5.5 Vehicles used for transporting dangerous substances above the relevant quantity will carry the relevant marking plates and necessary information.

5.6 No person will ride in or on any vehicle unless there is correct seating provided, and it is used correctly.
5.7 No person will remain in or on a vehicle during the loading of loose materials unless they are adequately protected.

5.8 Where necessary signallers will be used during reversing or other operations.

5.9 Vehicles will be driven in relation to the site conditions with regard to the speed of the vehicle, especially on slopes.

5.10 Vehicles will be left securely braked and the engine switched off when left unattended.

5.11 Where vehicles are required to tip into any excavation or over the edge of an embankment, the signaller or physical stops will be used to prevent the vehicle overrunning the edges.

5.12 Refuelling will take place at the designated areas using the equipment provided to ensure no spillages.

5.13 Vehicles will not be driven in confined spaces unless specific ventilation measures have been installed.

5.14 When working in those areas designated, all persons will wear high visibility clothing, especially signallers.

5.15 All necessary guards will be in place before a vehicle is used on site and will not be operated without them.

5.16 Relevant parts of vehicles will be securely propped during maintenance operations e.g. tilt cabs and tipper bodies.

5.17 Transport drivers will not consume any intoxicating liquids during the working day or shift.

6. REFERENCES

6.1 All transport on site will be provided, maintained, operated and used in accordance with the Road Traffic Act 1984 and associated legislation.

6.2 The Construction (Design and Management) Regulations 2007 will apply when transport is required to be used in Construction areas.

6.3 Transport is work equipment and therefore The Provision and Use of Work Equipment Regulations 1998 (as amended) will apply.
DRIVING AT WORK – MANAGING ROAD RISK

1. HAZARDS
1.1 This Arrangement deals with the potential hazards associated with driving at work. These are identified as:
   - Vehicle accidents resulting in injury or death to company employees, other road users or members of public.
   - Vehicle damage and increased insurance premiums

2. PLANNING PROCEDURES
2.1 All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 The Director Responsible for Safety will:
   - Ensure drivers have a suitable means of communication available i.e. mobile phone. Mobiles will not be used whilst driving without Hands-free equipment.
   - Ensure a suitable general risk assessment has been undertaken for driving at work where necessary.
   - Outline the practical steps that can be taken to minimise the risks to the driver’s safety. This information will be passed to vehicle drivers during initial company induction. A driver’s manual will be issued to all company vehicle drivers and via safety Memos provided to employees.
   - Ensure materials transported are safe to travel and are not in breach of any legislation from being transported.
   - Ensure all vehicle drivers hold an appropriate licence for the vehicle they are driving.
   - Will ensure that Line Managers plan vehicle journeys taking into account required rest breaks and work loads / working hours
   - An internal investigation will be undertaken following an accident.

3. TRAINING
3.1 All company vehicle drivers will hold the appropriate license for the vehicle being used and will carry it in the vehicle at all times. If materials in the vehicle require further license / training this will be carried out prior to transporting the materials.
3.2 If a company vehicle driver is involved in an accident, appropriate re-training will take place to minimise the risk of further re-occurrences.
4. MONITORING

4.1 The Line Manager will:

- Will be aware when vehicle journeys are taking place.
- In the event that a driver does not arrive at his destination / return to site within an appropriate time limit, the manager must phone the driver. If he is unable to contact the driver, the manager must assess the situation and respond appropriately either by phoning other colleagues who may know of the driver’s location or ultimately to report the matter to the Police.
- Drivers have a responsibility to inform their immediate line manager if they have any concerns over the effectiveness and efficiency of the agreed arrangements for driving at work. These procedures will be reviewed on a regular basis. Any concerns or issues should be raised at Employee Safety Consultation Meetings.

5. CONTROL MEASURES

5.1 The following sets out driving at work procedure, which must be followed by company vehicle drivers at all times:

- Before journey ensure vehicle is fit for use by undertaking a simple pre-use check to ensure it is road worthy in accordance with the requirements of law, if vehicle is faulty, immediately report to line manager and take the appropriate steps to ensure vehicle is repaired and made safe.
- Report to line manager at appropriate checkpoints, (i.e. arrival / departure or every 50 miles / 60 minutes) dependant on the distance, time of day and materials transported.
- Drivers should always have a charged mobile phone with you. This is important so that the line manager can be summoned in the event of an accident or the company breakdown service provider / emergency services.
- Ensure driver is in good health and is suitable to carry out the journey without risking their own safety or safety of others. The driver should not travel when tired, ensure a 15 minute break is taken after every 2 hours of continuous driving to rest.
- Do not exceed any speed limit or engage with aggressive drivers.
- Ensure a first aid kit is in the vehicle and correctly stocked and if any replacement items are required, the driver should notify the line manager asap.

5.2 Driver

- Drivers must be Competent and have a valid driver’s license. They must be aware of the Company’s policy on work related road safety.
• Drivers will be suitably trained and know how to carry out routine vehicle safety checks on their vehicles. This issue will be covered within induction training received.

• Drivers must be fit to drive and know not to drive whilst taking medication that could impair judgement. Drivers must be able to satisfy eyesight requirements set out in the Highway Code

5.3 Vehicle

• Ensure adequate maintenance / servicing arrangements are in place
• Ensure the vehicle is equipped with properly fitted safety equipment
• Drivers will be provided with safety-related information about their vehicles, such as recommended tyre pressure.

5.4 Journey

• Routes will be planned thoroughly and are suitable for the vehicle being used
• Delivery and attendance schedules will be realistic and allow drivers sufficient time to complete their journeys safely and without speeding
• Drivers will not be put at risk of fatigue as a result of driving excessive distances without rest breaks.
• Drivers will not be put at risk due to adverse weather conditions, such as snow high winds. Weather will be taken into consideration when planning journeys.

6. REFERENCES

6.2 The Road Traffic Act 1988
6.3 The Road Vehicles (Construction & Use) Regulations 1986 (as amended)
6.4 The Management of Health and Safety at Work Regulations 1999
6.5 The Highway Code.
HEAVY HAULAGE

1. HAZARDS
1.1 Hazards associated with heavy haulage of plant to and from site arise out of:
   - Plant not secure on flat bed / trailer due to insecure chains.
   - Weight of plant exceeding the maximum safe load of the trailer
   - Plant not positioned evenly on trailer
   - Plant projecting beyond the limits of the trailer without due warning to other road users.
   - Overall height of trailer and plant may exceed safe maximum height for bridges and other overhead obstructions on route
   - Speeding on the highway
   - Unsafe road conditions
   - Poor maintenance (i.e. lack of checking water, oil fuel, lights, tyres and brakes weekly).
   - Reversing unsupervised. (As a policy, audible-reversing alarms will be fitted to all relevant transport.)

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 The Transport Manager will:
   - Arrange for suitable Heavy Haulage transport to be provided taking into account the Plant to be carried and the relevant standards.
   - Where necessary, arrange discussions with the local Highway Authority, Police, etc. on oversized loads, and the need for escort vehicles
   - Ensure a planned maintenance schedule is prepared for all heavy haulage vehicles and details of repairs, maintenance etc. recorded.

3. TRAINING
3.1 Training will be arranged for all drivers, all drivers must possess Heavy Goods Vehicle Class 1 Licences. Where appropriate, only drivers who posses a certificate under the CPCS / C.I.T.B. Plant Operator’s Registration Scheme, or equivalent will be permitted to drive relevant plant onto and off the trailer when delivering or collecting plant.
4. MONITORING

4.1 The Transport Manager will:

- Ensure Heavy Haulage transport is well maintained and fit for purpose.
- Ensure Driver’s Tachcographs are monitored and retained to ensure that driver hours are not exceeded and that necessary rest breaks are taken also that speeding on the roads is not undertaken. Where there are driver non-compliances the Transport Director will implement appropriate disciplinary procedures in accordance with Company Policy.
- Ensure that all vehicles when delivered to site are in good order and fitted with all the necessary safety devices, notices and guards. Any defect must be reported to the Transport Director, or the hire company and the vehicles must not be used until the defect is rectified.
- Ensure that only authorised licensed drivers are permitted to operate any vehicle.
- Ensure that no young person (under 18 years old) is permitted to operate any vehicle or act as signaller unless being trained under direct supervision
- Ensure any necessary preparatory work required to ensure that transport is used safely on site, (e.g. access roads, traffic control measures, one way systems, turning areas, unloading areas, etc.) is carried out in accordance with planned requirements.
- Ensure that any defect notified to him by the transport driver during operations on route to or from site is reported immediately for repair and that where the defect could affect safety, the item of transport is not used until repairs are carried out.

5. CONTROL MEASURES

5.1 The requirements of the Road Vehicles (Construction and Use) Regulations 1986 will be complied with at all times, the requirements include the following:

- The weight, distribution, packing and adjustment of the load of a vehicle or a trailer shall at all times be such that no danger is caused or likely to be caused to any person in or on the vehicle, or on the road.

5.2 The Department of the Environment Transport and Regions Code of Practice, Safety of Loads on Vehicles, should also be followed, which requires that:

- Loads carried on vehicles are adequately secured so there is no likelihood of them moving or falling off,
- Particular attention is paid to the dangers of high loads
- The design and construction of the vehicle is suitable for the load,
• The maximum expected floor loading is ascertained in order to ensure that the floor and supporting members are adequate,
• The load is arranged not to obstruct the drivers field of vision, including rearward vision through the driving mirrors,
• If practicable, the load is placed in contact with the headboard,
• To achieve maximum stability, the load is placed so that the centre of gravity is kept as low as possible, and near to the vehicles longitudinal centre line,
• The weight of heavy loads of small dimensions is distributed across the vehicle platform by use of load spreading devices,
• The load is checked frequently for security during the journey,
• Equipment used for securing loads is regularly inspected for wear and damage.

5.3 The Transporter Driver is responsible for safe loading of the plant on to the trailer, and for the necessary attachment, stowage, locking of brakes and construction plant safety devices.

Before driving plant on or off the transporter, the Driver must ensure that:

• Loading / unloading area is sufficiently large to accommodate the movement of the plant without striking obstructions or causing hazards to third parties,
• The transporter is on firm level ground and correctly positioned with its brakes on,
• Ramps are secure and long enough to keep the ramp angle low,
• The plant being loaded onto the transporter has serviceable and working transmission, clutches, brakes etc,
• The plant must be lined up with the ramps so the hazardous procedure of turning the plant whilst on the ramps does not become necessary,
• The loading and unloading is carried out at the slowest possible speed, particularly at any point of balance,
• Any necessary movement of the plant whilst it is on the transporter to centralise it is carefully undertaken,
• Brakes must be applied to the construction plant,
• Plant to be securely lashed / chained down,
• Loose items (e.g. spare buckets) are securely lashed

5.4 Only authorised, licensed drivers will drive site transport and be over the age of 18.

5.5 Transporters will be maintained in accordance with a planned schedule and will be inspected regularly for obvious defects. Checks will include water, oil, fuel, lights, tyres, brakes, etc.

5.6 Vehicles will only be used for work it was designed for and will not be used improperly.

5.7 Loads on haulage vehicles will be secure and the vehicle will not be overloaded.
5.8 Vehicles used for transporting dangerous substances above the relevant quantity will carry the relevant marking plates and necessary information.

5.9 No person will remain in or on a vehicle during the loading of loose materials unless they are adequately protected.

5.10 Where necessary signallers will be used during reversing or other operations.

5.11 Vehicles will be driven in relation to the road or site conditions with regard to the speed of the vehicle, especially on slopes.

5.12 Vehicles will be left securely braked and the engine switched off when left unattended.

5.13 Refuelling will take place at the designated areas using the equipment provided to ensure no spillages.

5.14 Vehicles will not be driven in confined spaces unless specific ventilation measures have been installed.

5.15 When working in those areas designated, all persons will wear high visibility clothing, especially signallers.

5.16 Relevant parts of vehicles will be securely propped during maintenance operations e.g. tilt cabs and tipper bodies.

5.17 Haulage drivers will not consume intoxicating liquids during the working day or shift.

5.18 Warning vehicle may be required to accompany the haulage vehicle to warn other road users of the hazard.

6. REFERENCES

6.1 All transporters will be provided, maintained, operated and used in accordance with the Road Traffic Act 1984 and the Road Vehicles (Construction and Use) Regulations 1986 and associated legislation. DETR – Code of Practice, Safety of Loads on Vehicles.

6.2 The Construction (Design & Management) Regulations 2007 will apply when transport is required to be used in Construction areas.

6.3 Transport is work equipment and therefore The Provision and Use of Work Equipment Regulations 1998 (as amended) will apply.

6.4 Information on the requirements of the legislation and guidance may be obtained from Risk Management Solutions.
USE OF SKIPS

1. PERMISSION
1.1 Under the Highways Act 1980, it is necessary to obtain written permission from the appropriate Highway Authority before siting a skip on any public highway. This may entail conditions being imposed as to the siting, dimensions, colour / markings, disposal of contents, lighting / guarding, removal.

1.2 Following permission being granted and a skip being placed on the highway then the skip owner must ensure:
   - It is adequately and correctly lit after dark.
   - It is clearly marked with the owners name and telephone number or address
   - It is removed as soon as practicable after filling.
   - Conditions imposed by the granted permission have been complied with.

2. SITING
2.1 Should be on level ground with adequate, firm access for vehicles loading / unloading. Should not cause an unnecessary obstruction. Manholes or drains must not be obstructed.

3. DIMENSIONS
3.1 Generally no longer than 5m long by 2m wide.

4. COLOUR / MARKINGS
4.1 Colour may be specified but Builders’ Skips (Markings) Regulations 1984 specify that a plate marked with red and yellow fluorescent reflex diagonal stripes (complying with BS Au /52 Rear Marking Plates for Vehicles), should be fitted to the outer edge of each end of a skip parked on the highway. These plates must be kept clean and should be unobstructed that they can be seen at a reasonable distance by any users of the highway.

5. LOADING
5.1 Front-opening skip is preferable when using wheelbarrows, but if not available then properly constructed ramps of adequate strength should be used.
5.2 Skips may require a cover to prevent debris flying out especially when using chutes.
6. CARE AND DISPOSAL OF CONTENTS

6.1 Waste can be split into 3 different types:

- waste that will not rot or decompose i.e. rubble, concrete, metal, rubber etc.
- waste that will rot or decompose i.e. timber, food, paper etc.
- Hazardous Waste which is harmful to use, keep and dispose of i.e. paint, solvents, adhesives etc.

6.2 Separate skips for different types of waste must be provided and details of the waste provided to the waste removal contractor for inclusion onto the transfer note provided by the contractor. Copies of all transfer notes will be kept on site, for future reference if required.

6.3 Materials should not be allowed to spill from the skip, especially during the transport and the load may require to be covered. Contents may require occasional dampening to prevent a dust nuisance.

7. LIGHTING / GUARDING

7.1 Generally a lamp will be required at each corner either on the ground or mounted on the skip.

7.2 A single skip on the highway should have an inclined line of cones on its approach side (on a main traffic route). At night, these cones should be alternated with road danger lamps.

7.3 Two or more skips may be guarded as one, provided they are close together in a row.

7.4 The cones requirement may be waived if they would interfere with an access.

8. REMOVAL

8.1 This should be carried out as soon as practicable after filling. The highway permit will also stipulate the period for which the skip may be left on the highway and no skip may remain after such a permit has expired.

9. LIFTING

9.1 Use of purpose-designed vehicles should be normal for raising and lowering of skips but lifting by crane which may be necessary due to restricted access may be possible provided the following is carried out:

- Consult the skip supplier.
- Inspect the skip and lifting lugs to ensure its safe lifting.
- Use suitable lifting gear marked with SWL.
- Ensure weight of skip and contents do not exceed SWL of crane at relevant radius.
• Ensure structure where skip is to be placed can adequately support the load.
• Consider adverse effects of wind during crane operation.
• Ensure adequate protection of the public and site personnel during lifting operations.

9.2 The Lifting Operations and Lifting Equipment Regulations 1998 (as amended) applies to any vehicle or crane used for the purpose of lifting skips.

10. REFERENCES
10.1 Clean Air Act 1968.
10.2 Control of Pollution Act 1974 (Amended 1989).
10.3 Highways Act 1980.
10.5 Environmental Protection Act 1990.
10.6 The Hazardous Waste (England and Wales) Regulations 2005
10.7 The Builders Skips (Markings) Regulations 1984.
10.9 The Environmental Protection (Duty of Care) Regulations 1991.
10.11 The Control of Substances Hazardous to Health Regulations 2002.
ELECTRICAL EQUIPMENT

1. HAZARDS
1.1 The main hazards associated with this equipment include:
   - Electric shock
   - Unguarded machinery
   - Tripping
   - Fire

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 All electrical equipment on the Company sites or other workplaces will be supplied, installed, maintained or used in accordance with the relevant standards.
2.3 The Contracts Manager will:
   - Plan the temporary electricity supply and distribution on site in accordance with the relevant standards. All temporary supplies are to be installed by competent electricians and tested in accordance with the IEE Regulations.
   - Ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards.
   - Ensure that no power tools or electrical equipment of greater voltage than 110 volt (CTE) are used on site unless special arrangements are made and discussed with the Safety Adviser. Lower voltage tools, lighting etc. may be required in damp or confined situations. The Safety Adviser must be consulted in these situations.
   - Ensure all sub-contractors are informed of the Company Policy on the use of electricity on site and that they will be expected to comply with these requirements.

3. TRAINING
3.1 Training will be provided for employees who are required to inspect, repair or maintain equipment. In most circumstances, only competent electricians will be authorised to carry out repairs or maintenance and carry out installation work.
4. MONITORING

4.1 The Site Agent will:

- Ensure temporary electrical supply is installed and tested as planned (i.e. 3 monthly).
- Ensure that all sub-contractor’s equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site.
- Take immediate action against any person or sub-contractor abusing or incorrectly using electrical equipment on site.
- Ensure all power cables are installed clear of access ways and above head height.
- Ensure that festoon lighting equipment is secured above head height. Where festoon lighting equipment is installed, it must not be of the screw on pin contact type. Only properly constructed sets with moulded on fittings will be used.
- Ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.
- Ensure that only authorised persons are permitted to repair or alter electrical equipment.
- Arrange for immediate action to be taken to have defects remedied by a site electrician or hire company, as soon as they are reported.

5. CONTROL MEASURES

5.1 All cable connections must be properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables. Work on equipment will only be done by a competent person.

5.2 Only 110v equipment (or less) will be used on site.

5.3 The correct extension cables will be used, to cope with wet and rough conditions. Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping of similar hazards.

5.4 Whenever possible, site electrical supplies will be protected by residual current and other such protection devices.

5.5 All portable tools, cables etc. should be identified and regularly inspected and maintained by a competent electrician. Check equipment before use for any signs of damage and report defects immediately. Portable generators should be regularly inspected and tested. If fitted with an earth rod, then the connections must be maintained and in good order.

5.6 If anything goes wrong, switch the equipment off and disconnect from the power supply.

5.7 Do not lift or pull equipment by the cable, the connection may become broken and create a hazard.

5.8 Cables will be routed to ensure protection from damage.
5.9 On festoon lighting, all bulb sockets are live. Open sockets must be protected where a bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires are still live.

6. REFERENCES
6.1 The Electricity at Work Regulations 1989.
6.2 The Provision and Use of Work Equipment Regulations 1998 (as amended).
6.3 The Personal Protective Equipment at Work Regulations 1992 (as amended).
6.5 The IEE Regulations for the Electrical Equipment of Buildings.
6.6 B.S. 7430 Code of Practice for Earthing.
6.7 PM29, “Electrical Hazards from Steam/ Water Pressure Cleaners”.
6.8 PM32, “The Safe use of Portable Electrical Apparatus”.
6.9 PM38, “The Selection and Use of Electrical Handlamps”.
6.10 GS27, “Protection against Electric Shock”.
6.11 GS38 “Electrical Test Equipment for Use by Electricians”. 
COMPRESSED AIR POWER TOOLS

1. HAZARDS
1.1 The main hazards associated with compressed air and its use include:

- Grit, swarf etc.
- Injury to eyes from use of tools or from blowing away dust.
- Vibrating White Finger (Raynauld’s phenomenon) particularly in cold weather or where considerable use is made of hand tools.
- Damage to internal organs or upper limbs due to incorrect posture when using breakers.
- Compressed air entering the body or blood stream via orifices or through the skin.
- Noise. (Note leaving engine covers open results in noise control measures being made ineffective and can cause overheating of the engine.)
- Damage to feet if breaker point slips (usually caused by lack of sharpening).
- Uncoupled hose swinging out of control.
- Machine starting unintentionally while changing disc, point, etc. due to air supply not being isolated at compressor.
- Manual handling accidents while moving compressor particularly if stand or jockey wheel damaged.
- Injuries while starting compressor due to lack of maintenance or to engine hood or cover stay failure.

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.

2.2 The Contracts Manager will:

- Ensure that any compressor and compressed air tools, which are purchased or hired for use on site or in the workplace are in accordance with the relevant standards and are selected in accordance with the Company Policy on noise.
- Ensure a schedule of examination is prepared for all Company compressors, fittings, and plant, which uses air under pressure.
- Ensure copies of the necessary thorough examination certificates and schedule are maintained at the office in the case of Company equipment. Documentation relating to Hired Plant should be requested from the Hire Company at the time of hire.
3. TRAINING

3.1 Operatives will be instructed in the general safety precautions to be observed, and where relevant, in any specific item of equipment, especially if required by legislation e.g. changing abrasive wheels etc.

4. MONITORING

4.1 The Site Agent will:

- Check that any compressed air tools provided for use, are fitted with all necessary guards and safety devices (jockey wheel, brake, engine cover stays etc.). Noise control measures must be in place and instructions given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc.

- Ensure that all necessary safety equipment, e.g. eye protection, gloves, is available and worn when required.

- Check that the necessary maintenance, lubrication, draining of receivers etc. is being carried out and that any defect in the compressor, towing arm stand, side panels, gauges, hoses, connections or tool is reported immediately to the relevant manager responsible for plant maintenance, or hire company. The operator will be responsible for carrying out a visual inspection, checking couplings etc., before the equipment is used.

- Ensure all operatives wear suitable protective footwear when using compressed air equipment, breakers, rammers etc.

- Ensure compressed air isn’t used to blow down clothing etc. and take disciplinary action against any operative seen directing a live compressor air hose at any other person.

5. CONTROL MEASURES

5.1 Check equipment daily before use, and report defects immediately.

5.2 Ensure all guards, safety devices, brakes etc. are in good condition and operating correctly.

5.3 Ensure engine cover stays are in good condition and fully locked into position when the cover is open.

5.4 Engine covers / flaps must be in place during use, to ensure noise control is effective, this also includes mufflers fitted to brakes. Additional protective equipment such as ear-muffs or goggles may be required and these will be worn.

5.5 Hoses, connection and valves must be in good condition and correctly fitted.

5.6 When using an air ‘lance’ or similar, eye protection must be worn and a valve fitted to the lance to shut off the air supply. The work area should be cleared of other persons unless they are also adequately protected.
5.7 Take care when blowing out condensation etc. from hoses and ensure that the open end is secure and not pointing at anybody.

5.8 Do not use compressed air for blowing down clothing etc. as compressed air can enter the body via the skin. This is a major reason for people not to ‘fool around’ with compressed air as severe injury can result

5.9 Disconnect equipment from compressor when changing discs, tools etc. Do not just fold.

5.10 Ensure the jockey wheel, stands and brakes are operational before manhandling compressors. Use a vehicle to move compressors wherever possible.

5.11 Wear eye & ear protection where needed but especially with breakers and abrasive discs.

6. REFERENCES


6.3 The Control of Noise at Work Regulations 2005.

6.4 The Control of Vibration at Work Regulations 2005.

6.5 The Personal Protective Equipment at Work Regulations 1992 (as amended).

6.6 Approved Code of Practice 37 Safety of Pressure Systems.
ABRASIVE WHEELS

1. HAZARDS
1.1 The main hazards associated with abrasive wheels include:
   • Bursting of the wheel or disc.
   • Injuries from flying particles.
   • Cuts to hands, legs, etc.
   • Dust from certain types of materials.
   • Loose clothing tangled in disc.
   • Electric shock.
   • Noise.
   • Fire and explosion.

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 The Contracts Manager will:
   • Ensure that any abrasive wheel machine hired or owned by the Company is provided and maintained in accordance with the Regulations.
   • Ensure that sufficient operatives have been trained in accordance with the Provision and Use of Work Equipment Regulations 1998 (as amended), in the mounting of abrasive wheels and discs on the type of machine to be used and that the names of the persons appointed are entered in the register.

3. TRAINING
3.1 Safety Adviser, on request, will arrange training for operatives & copies of registers as required.

4. MONITORING
4.1 The Site Agent will:
   • Ensure that any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed in accordance with the Regulations.
   • Ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantities of suitable eye protection and other protective equipment is available and issued when required.
• Arrange for persons to use abrasive wheel machine or tool to be given instructions in the precautions required, by a person trained under the relevant Regulations.

• Ensure that any abrasive wheel machine or tools being used with any defect, which could give rise to injury is taken out of use immediately.

5. CONTROL MEASURES

5.1 Ensure disc / wheel is mounted correctly. Only to be done by a competent person.

5.2 The machine must be regularly serviced to ensure machine spindle speed is correct.

5.3 Guards must be fitted to all abrasive wheels and kept in position.

5.4 Eye protection must be worn when using abrasive wheels.

5.5 Ensure protection is provided against hazardous dust, which may be generated.

5.6 Avoid wearing loose clothing especially ties, sleeves, scarves, etc.

5.7 Hearing protection should be worn where necessary.

5.8 All machines should be inspected regularly to ensure they are in good condition, this applies especially to electrically operated machines and associated power cables.

5.9 Sparks from loose particles can cause fires or explosion if near to flammable materials. Ensure the work area is clear of such materials and also of people who may be affected by such sparks. If this is not possible a hot work permit system must be used.

6. REFERENCES


6.2 The Control of Noise at Work Regulations 2005.

6.3 The Control of Vibration at Work Regulations 2005.

6.4 The Provision and Use of Work Equipment Regulations 1998 (as amended).

6.5 Control of Substances Hazardous to Health Regulations 2002.

6.6 Personal Protective Equipment at Work Regulations 1992 (as amended).

6.7 Health and Safety Executive booklet HSG 17, “Safety in the Use of Abrasive Wheels” and Guidance note from the Health and Safety Executive No. PM22, “Training Advice on the Mounting of Abrasive Wheels”, gives advice on the precautions required.
EXCAVATORS USED AS CRANES

1. HAZARDS
1.1 The main hazards associated with the use of excavators as cranes include:
   • Insecure attachment of lifting gear to machine or unsafe slinging of load.
   • Proper base for machine not provided
   • Personnel remaining in lifting area.
   • Machine or lifting gear not maintained in good order.
   • Improper use of machine

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards, and the appropriate risk assessments carried out.
2.2 The Contracts Manager will:
   • Ensure that before work commences on site, it is established if any excavator will be required to be used as a crane for work connected with excavations and arrange for an excavator, which complies with crane requirements to be provided.
   • Ensure that appropriate lifting gear and means of attaching the lifting gear to the excavator, together with the necessary test and thorough examination certificates, are arranged for issue to site before work commences.

3. TRAINING
3.1 Training will be provided for excavator operators required to use excavators as cranes.

4. MONITORING
4.1 The Site Agent will:
   • Ensure that only excavators, which comply with crane requirements, will be permitted to be used as a crane.
   • Ensure that the work of an excavator being used as a crane is restricted to work immediately connected with an excavation.
   • Ensure that the lifting gear is securely attached to the excavator.
   • Check that the safe working load specified in the crane test certificate is not exceeded.
   • Check that the safe working load(s) are marked on the machine or a copy of the table of safe working load(s) is fixed in a clearly visible position in the cab of the machine. A means of identification must be plainly marked on the machine(s).
5. **CONTROL MEASURES**

5.1 Only trained, authorised and if necessary duly certificated persons will operate machines.

5.2 Only trained and authorised persons will carry out slinging operations and give relevant signals to the drivers. The correct lifting gear must be used.

5.3 Excavators to be maintained and inspected regularly and any defects reported immediately.

5.4 Excavators must not be overloads by incorrect use or by failing to estimate loads correctly. Information on load weights lifted must be obtained before work commences.

5.5 Excavators must be marked with the safe working load permitted and if relevant be fitted with an automatic safe load indicator.

5.6 Ensure the stability of excavators when working on soft ground or slopes.

5.7 All personnel working near or with these excavators will wear a safety helmet.

5.8 All excavators must be secured and left in a safe condition at the end of each working period, taking into account the safety of children.

5.9 Loads will not be left suspended while the excavator is unattended.

5.10 Loads will not be carried over personnel or public areas unless such areas are protected by suitable precautions and loose materials fully secured or covered during lifting operations.

5.11 If any such excavator collapses or overturns on site or any part fails, the Safety Adviser must be contacted immediately and the procedures for Dangerous Occurrences detailed in this Policy must be carried out.

5.12 The Safety Adviser will be consulted at an early stage when any large or unusual lifting operation is to be carried out, especially tandem lifts.

5.13 Appropriate precautions will be taken to ensure adequate clearance is given to overhead electricity cables and other services. (See separate section).

5.14 Adequate clearance will be given when working next to any structure or object etc. to prevent personnel becoming trapped - a gap of at least 600mm or a barrier positioned to prevent access between machine and structure / object.

6. **REFERENCES**


6.3 Provision and Use of Work Equipment Regulations 1998 (as amended).
UNDERGROUND SERVICES

1. HAZARDS
1.1 The main hazards associated with underground services include:
   • Contact with electricity cables or gas pipes.
   • Flooding.
   • Contact with raw sewage.
   • Gas leaks with explosion / asphyxia risk.

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 The Client will provide details of known services in compliance with the CDM Regulations.
2.3 The Contracts Manager will obtain full details of all underground services from the various service authorities, e.g.:
   • Local Electricity Company and Main Power Generation Company.
   • Local Authority - street lighting cables and sewers.
   • Gas Company.
   • Water Company - mains water, sewers.
   • British Telecom.
   • Television Relay companies.
   • Adjacent private owners and any other local special circumstances.
2.4 Where conditions are such that there are a large number of existing services, e.g. in a town centre or large industrial complex, then a Permit to Work system for excavation work will be prepared. The Safety Adviser can provide advice on a suitable system.

3. TRAINING
3.1 Selected staff will be trained in the use of service location equipment, and the working procedures to be followed, where this is considered necessary by the Site Agent.

4. MONITORING
4.1 The Site Agent will:
   • Ensure that before any excavation work commences, all information on existing underground services has been obtained and that either all services are physically
located and marked by means of location equipment and/or carefully hand dug trial holes or that trial holes are carefully excavated along the line of the proposed trench or area of excavation.

- Arrange for full consideration to be carried out at all stages with representatives of the various service authorities to agree any precautions required.
- Ensure that all Supervisory staff, machine operators and signallers are instructed in the procedures to be followed. Any sub-contractors involved in excavation work will be issued with full information obtained from service authorities and will also be involved in any consultation procedures. All persons on site will be instructed in the operation of a Permit to Work system if applicable.
- Ensure that any service installed as temporary supplies or as part of the permanent works is accurately plotted on a site plan and, if necessary, is physically marked along its route by means of timber stakes and notices, or other appropriate means.

5. **CONTROL MEASURES**

5.1 Ensure that plans and locating equipment are available before any excavation work begins.

5.2 Do not assume that the plans are accurate or to scale, but use them as an indicator for position, layout and numbers of services.

5.3 Use the locating devices provided. Training will be arranged, for those persons required to use this equipment, by the Safety Adviser when requested.

5.4 Do not rely on the locating equipment alone. Look for physical indicators such as previous excavations, junction boxes, manholes, cable transmission poles & lampposts.

5.5 Dig trial holes carefully using hand tools only, to confirm the location of the services. If pointed implements have to be used then do so carefully and avoid thrusting spikes into the ground.

5.6 Mark the line of services with paint, crayon wooden pegs etc. and place signs to indicate their presence.

5.7 Do not assume that services will be at their recommended depth. Continue to use the location equipment as excavations proceed.

5.8 Do not use mechanical tools or excavators within 0.5m of any service.

5.9 Treat all services as hazardous until safely proved otherwise. Electricity cables and gas pipes can look like water services and both electric and gas services have been known to be laid in pipes or ducts etc.

5.10 Where services are believed to be encased in solid material such as concrete etc. then arrange for the service to be isolated before excavation or breaking away commences.
5.11 If any service is damaged then it should be reported immediately and the area cleared. If a cable is struck by a machine, the operator should stay in the cab or jump clear, do not climb down.

5.12 Water supply and sewage pipes can also be hazardous. Ensure safe exits from the excavation in case of flooding.

5.13 All services crossing an excavation must be adequately supported and services must not be used as stepping points for access.

6. REFERENCES


6.2 Regulation 14 of the Electricity at Work Regulations 1989 requires precautions to be taken to prevent danger from Electricity Cables.

6.3 Other services if damaged by excavation work could also be a hazard, e.g. water flooding trench, gas-causing asphyxia. Explosion risks caused by gas leaks, health risks from raw sewage and in all cases the costs involved in repair must be taken into account.

6.4 Health and Safety Executive Guidance in booklet HSG47 – Avoiding Danger from Underground Services, will be fully complied with.

6.5 Code of Practice for Safe Working in the Vicinity of British Gas Transmission Pipelines (BGC/PS/SSW2) published by British Gas.

6.6 The National Joint Utilities Group publish the following booklets:

- Recommendations on the Avoidance of Danger from U/G Electricity cables.
- Provision of Mains and Services by Public Utilities on Residential Estates.
- Underground Cable Locating Devices.
- Available from NJUG c/o the Electricity Council, 30, Millbank, London, SW1P 4RD Telephone 0207-834-2333.
LIFTING OPERATIONS

1. HAZARDS
1.1 The main hazards associated with lifting operations include:
   • Unsuitable or inadequate base for crane.
   • Overloading of lifting appliance, overloading or incorrect use of lifting gear.
   • Incorrect positioning of lifting appliance.
   • Insecure attachment of load.
   • Contact with overhead electricity cables (see separate section).
   • Failure of equipment due to lack of maintenance.
   • Incorrect signals.

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards, and the appropriate risk assessments carried out.
2.2 The Contracts Manager will:
   • Ensure lifting operations are planned taking into account siting lifting appliances, provision of suitable lifting gear, the weights and positions of load to be handled.
   • Arrange for suppliers to provide information on weights, lifting points, safe slinging procedures, etc. of materials or articles supplied.
   • Consider height, weight, overhead service or other restrictions on or adjacent to the site before work starts, especially taking into account the safety of the public.
   • Ensure that servicing and maintenance of all lifting appliances is planned before it is taken into use on site.

3. TRAINING
3.1 Training will be provided for operators of lifting appliances, signallers, slingers or riggers. Where appropriate, only persons who possess a certificate issued under the CPCS Scheme, or equivalent training scheme, will be permitted to operate a lifting appliance.

4. MONITORING
4.1 The Site Agent will:
   • Ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the relevant
standards and that copies of certificates, register entries etc. are available on site. Any other equipment will not be used to carry out lifting operations.

- Ensure that all lifting appliances and lifting gear is thoroughly examined in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (as amended) requirements and the relevant records kept, e.g. 6 monthly examination of lifting gear, 12 monthly thorough examination of lifting appliances or 6 monthly thorough examination if used for lifting persons.

- Ensure that areas where mobile cranes are to be set up to carry out lifting operations are levelled and consolidated. Where mobile cranes must be used in areas where there are underground ducts, drains, basements or where there is doubt of the bearing capacity of the ground an Engineer must be asked to confirm that the area is suitable or that additional precautions must be taken.

- Ensure that rubbish skips are not lifted by lifting appliances unless the skip is designed and marked as being suitable for lifting purposes.

- Check lifting appliances - gin wheels, pulley blocks, are correctly erected & used.

- Ensure competent person is appointed to take charge of the lifting operation.

- Ensure only authorised operatives are permitted to operate lifting appliances, sling loads or give signals. The authorised persons must be over the age of 18 and be competent to carry out the duties. Where there is any doubt of the competency of the authorised operatives, the Contracts Manager must be informed immediately.

- Ensure that any defect noted in any lifting appliance machine, gear or tackle is reported ASAP & equipment taken out of use if the defect could affect its safe use.

- Stop work where adverse weather conditions could affect the safety of lifting operations, until conditions improve.

- Ensure that all lifting appliances are inspected weekly and a record of the inspection made in the site inspection register for lifting equipment.

5. CONTROL MEASURES

5.1 All personnel working with or near lifting appliances must wear safety helmets.

5.2 All lifting appliances must be secured and left in safe condition at the end of each working period taking into account the safety of children.

5.3 Lifting operations must not be carried over personnel.

5.4 To inspect the bottom faces of heavy loads, purpose made & tested stands must be used.

5.5 Loose items must be secured or fully covered when being handled by a lifting appliance.
5.6 If any lift, hoist, crane or excavator collapses or overturns on site or any load bearing part fails, the Safety Adviser must be contacted immediately and the procedures detailed for Dangerous Occurrences in this Policy must be carried out.

5.7 The Safety Adviser will be consulted at an early stage when any large or unusual lifting operation is to be carried out, especially tandem lifts.

5.8 No person will remain in or on any vehicle being loaded or unloaded unless a safe place of work is provided.

6. REFERENCES


6.3 Provision and Use of Work Equipment Regulations 1998 (as amended).

6.4 This Policy section applies to the use of all lifting appliances or machines, i.e. pulley blocks, gin wheels, winches, excavators, cranes, MEWPs, forklift trucks etc. and to the use of all lifting gear and tackle, i.e. chain slings, rope slings, shackles, eye bolts, hooks.

6.5 BS7121 Code of Practice for Safe Use of Cranes will be applied to the work.

6.6 The information and recommendations of B.S. 5744 Code of Practice “Safe Use of Mobile Cranes” Overhead, Manually operated, Light Cranes, etc. was not replaced by B.S. 7121 and will be applied to the work as appropriate.

6.7 BSEN12811-1 Temporary Works Equipment 2003 and NASC Guidance – Good Practice for Scaffolding with Tube and Fitting TG20:05 give recommendations on the use of gin wheels, scaffold jib cranes, multiple ropes, blocks.

6.8 Some of the Health and Safety Guidance Notes applicable to lifting operations are:

- PM46, “Wedge and Socket Anchorages for Wire Ropes”.
- PM54, “Lifting Gear Standards”.
LIFTING GEAR

1. HAZARDS
   1.1 The main hazards associated with lifting gear include:
   • Overloading, incorrect slinging method.
   • Incorrect use, i.e. angle too wide between legs of sling, use of eye-bolt at an angle.
   • Use of defective equipment.
   • Damage to sling, i.e. lack of packing to load.

2. PLANNING PROCEDURES
   2.1 All work will be tendered for or negotiated in accordance with the relevant standards and
   the appropriate risk assessments carried out.
   2.2 The Contracts Manager will ensure provision of lifting gear is planned taking account of
   size, weight & type of loads & the conditions in which the lifting gear is to be used.

3. TRAINING
   3.1 Slingers and Signallers should be trained and competent.

4. MONITORING
   4.1 The Site Agent will:
   • Ensure all lifting gear is in good order, has a record of being thoroughly examined, in
     accordance with statutory requirements, within the previous 6 months.
   • Arrange for proper storage facilities for lifting gear.
   • Ensure only competent slingers over 18 years are permitted to use lifting gear.
   • Ensure that where defects are noted, equipment is taken out of use immediately.

5. CONTROL MEASURES
   5.1 Lifting gear will be checked before use for obvious defects and not used if any are found.
   Report defects immediately.
   5.2 Return lifting gear to the storage area after use and put away correctly and tidily.
   5.3 Only trained authorised persons will carry out slinging operations.
   5.4 Slings must be securely attached and take into account the angle of the legs, the centre of
   gravity, the weight of the load and the attachment method.
   5.5 Ensure that all parts can carry the load to be lifted before operations commence.
   5.6 Slings must not be knotted, or bolted together.
5.7 Slings will be protected at the edges of loads by the use of suitable packing.
5.8 Do not drag slings from beneath loads.
5.9 Ensure the SWL is displayed on lifting gear.
5.10 Ease loads from the floor to check the security before the full lift is performed.
5.11 Hard hats will be worn near all lifting operations. No person must stand near or under a load during a lift and if necessary suitable, attached guide ropes will be used.
5.12 Repairs to lifting gear will only be carried out by authorised persons and not used again until the relevant test certificate has been issued.
5.13 Hooks must be fitted with a suitable device or designed to prevent the displacement of the sling or load from the hook and be fitted so that the device operates correctly.
5.14 “Dynamo” type eye bolts will not be used, only the “Collar” type will be used.
5.15 Ensure loads are securely fixed and covered where loose items are being lifted.

6. REFERENCES
6.2 Provision and Use of Work Equipment Regulations 1998 (as amended).
6.4 B.S. EN 818 - Short link chain for lifting purposes.
6.5 BS 6968 - Guide For Use and Maintenance of Non-Calibrated Round Steel Lifting Chain and Chain Slings.
6.8 The following Health and Safety Executive Guidance Notes will be applied as required:
   • PM16 - “Eye bolts”.
   • PM20 - “Cable Laid Slings and Grommets”.
   • PM46 - “Wedge and Socket Anchorages for Wire Ropes”.
   • PM54 - “Lifting Gear Standards”
LOADING AND UNLOADING MATERIALS

1. HAZARDS
1.1 Hazards associated with the loading and unloading of materials arise out of:
   • Materials falling from the vehicle whilst loading / unloading
   • Working on slopes or gradients, leading to unstable loads.
   • Poor maintenance and inspection of lifting equipment (i.e. forklift truck) used in loading / unloading
   • Poor communication between signaller and driver.
   • Incorrect use of forklift truck
   • Reversing unsupervised.
   • Overloading of working platform / loading bay.
   • Load not secure due to insecure chains / slings / ropes / load not secure on pallet
   • Weight of load exceeding the maximum safe load of the vehicle or trailer
   • Load not positioned evenly on trailer
   • Load projecting beyond the limits of the trailer without due warning to other road users.

2. PLANNING PROCEDURES
2.1 When planning the loading and unloading of materials on site, all due consideration will be given to the relevant legislation, standards and the appropriate risk assessments will be carried out.
2.2 The Transport Manager / Site Supervisor will:
   • Arrange for suitable transport to be provided taking into account the load to be carried.
   • Ensure a suitable general risk assessment has been undertaken for loading and unloading of vehicles.
   • Ensure materials transported are safe to travel and are not in breach of any legislation from being transported.
   • Ensure all vehicle drivers hold an appropriate licence and training for the vehicle they are driving and the loads they are carrying.
   • Ensure the area / loading bay / scaffolding that materials are to be unloaded on to are capable of withstanding the imposed loadings.

3. TRAINING
3.1 Appropriate Training will be arranged for all drivers and operators. Where appropriate, only drivers who posses a certificate under the CPCS Plant Operator’s
Registration Scheme or RTITB training scheme, or equivalent will be permitted to operate the forklift truck.

3.2 All company vehicle drivers will hold the appropriate license for the vehicle being used and will carry it in the vehicle at all times. If materials in the vehicle require further license / training this will be carried out prior to transporting the materials.

3.3 If a company vehicle driver is involved in an accident, appropriate re-training will take place to minimise the risk of further re-occurrences.

3.4 Site induction training will be delivered by the Site Manager covering loading and unloading areas.

4. MONITORING

4.1 The Transport Manager / Site Supervisor will:

- Ensure that all delivery vehicles are in good order and fitted with all the necessary safety devices, notices and guards. Any defects must be reported by the driver to the Transport Manager, the vehicles must not be used until the defect is rectified.
- Ensure that only authorised licensed drivers are permitted to operate any transportation vehicle.
- Ensure that no young person (under 18 years old) is permitted to operate any lifting equipment or drive any transport vehicle on the highway unless being trained under direct supervision of a competent person.
- Ensure all required safety procedures when loading / unloading vehicles are complied with at all times.
- Ensure that any defect notified to him by the driver during delivery operations is reported immediately for repair and that where the defect could affect safety, the vehicle is not used until repairs are carried out.
- Ensure where possible delivery vehicles undertaking loading / unloading operations and pedestrians are kept separate with suitable barriers or similar.
- Delivery Drivers have a responsibility to inform the Transport Manager if they have any concerns over the effectiveness of the agreed arrangements for loading / unloading at work. These procedures will be reviewed on a regular basis. Any concerns or issues should be raised at Employee Safety Consultation Meetings.
- Ensure good communication is established between the signaller / banksman and the driver prior to commencement of loading / unloading of materials.
5. CONTROL MEASURES

5.1 Where reasonably practicable all loads will be palletised and loaded / unloaded using a forklift truck to avoid the need for the driver to stand on the lorry flatbed.

5.2 Where palletised loads are not used, small loads will be placed around sides, hand lifted on and off the vehicle with the driver standing at ground level. Or long loads will be removed from the rear of the vehicle.

5.3 Loads on vehicles will be secure and the vehicle will not be overloaded.

5.4 Vehicles will be left securely braked and the engine switched off when left unattended.

5.5 When working in those areas designated, all persons will wear high visibility clothing, especially signallers.

5.6 Transport drivers will not consume any intoxicating liquids or take any substances (legal or illegal) which may affect their ability to load and unload vehicles safely during the working day or shift.

5.7 The following sets out driving at work procedure, which must be followed by company vehicle drivers at all times:

- Before journey ensure vehicle and its load is safe and fit for use by undertaking a simple pre-use check to ensure it is road worthy in accordance with the requirements of law, if vehicle is faulty, immediately report to Transport Manager and take the appropriate steps to ensure vehicle is repaired and made safe.

5.8 The requirements of the Road Vehicles (Construction and Use) Regulations 1986 will be complied with at all times, the requirements include the following:

- The weight, distribution, packing and adjustment of the load of a vehicle or a trailer shall at all times be such that no danger is caused or likely to be caused to any person in or on the vehicle, or on the road.

5.9 Code of Practice; Safety of Loads on Vehicles, will be followed, which requires:

- Loads carried on vehicles are adequately secured so there is no likelihood of them moving or falling off
- Particular attention is paid to the dangers of high loads
- The design and construction of the vehicle is suitable for the load
- The maximum expected floor loading is ascertained in order to ensure that the floor and supporting members are adequate
- The load is arranged not to obstruct the drivers field of vision, including rearward vision through the driving mirrors
- If practicable, the load is placed in contact with the headboard
• To achieve maximum stability, the load is placed so that the centre of gravity is kept as low as possible, and near to the vehicle’s longitudinal centre line.

• The weight of heavy loads of small dimensions is distributed across the vehicle platform by use of load spreading devices.

• The load is checked frequently for security during the journey.

• Equipment used for securing loads is regularly inspected for wear and damage.

5.10 Van drivers will not climb on top of their vans under any circumstances. Any load on the roof rack will be secured to the vehicle by working from a stable and secured ladder. The ladder should be secured either by another person footing it at the base or the driver tying the top of the ladder on to the roof rack to prevent it slipping.

5.11 **Offloading Materials from Roof Level / Scaffold Loading Bay**

• A part load of loose materials, should be shrink-wrapped by an operative before off-loading from the roof or scaffold loading bay or a suitably-sized cargo net should be secured over it.

• Alternatively they should be placed in a crate with sides to prevent anything falling out or off.

• The driver must either visually or at least verbally confirm that his load is safe and secure. The area below the unloading / loading activity must be secure by using barriers or fencing to prevent third-parties walking into the danger area.

• Operatives must always be behind the edge protection or be wearing a suitable fall-restraint harness and lanyard secure to a suitable anchor point when assisting with unloading / loading.

• If using a gin wheel, gin wheel must be inspected before first use, thoroughly examined every 6 months and long loads must be secure so they don’t become displaced when raising and lowering.

6. REFERENCES


6.2 The Management of Health and Safety at Work Regulations 1999

6.3 The Construction (Design and Management) Regulations 2007

6.4 The Work at Height Regulations 2005

6.5 The Provision and Use of Work Equipment Regulations 1998.

6.6 Lifting Operations and Lifting Equipment Regulations 1998

6.7 The Road Vehicles (Construction & Use) Regulations 1986 (as amended)
HEALTH HAZARDS (INCLUDING COSHH)

1. HAZARDS
1.1 Health hazards from substances can be divided into the following categories:

- External contact- corrosive, skin absorption, dermatitis, etc., e.g. cement, acids, epoxy resins, etc.
- Inhalation - gases, fumes, dusts, vapours, vehicle exhaust fumes, etc.
- Ingestion - swallowing.
- Hazards may be classified as toxic, harmful, irritant, biological, or a combination of these.

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 The Contracts Manager will:

- Arrange a written Risk Assessment, for substances, processes, health hazards etc. normally used or encountered on the site, and this information will be made available to all Company personnel and sub-contractors etc. who may be affected.
- Ensure that before any operation commences, information is obtained on any material, substance, or process to be used or likely to be encountered which could be a hazard to the health of operatives, and which is not covered by a Risk Assessment or is covered but requires more detailed assessment. A written site / job specific assessment will then be made of any risk involved in handling, using etc. the substance and appropriate control measures planned and this information provided to the relevant supervisory staff with instructions on implementation as necessary.
- Ensure, if possible, arrangements are made for alternative, less hazardous material to be specified.
- Arrange for any necessary equipment, enclosures, extraction equipment, hygiene facilities, monitoring, medical examinations, protective clothing etc. to be planned before work commences.

3. TRAINING
3.1 All operatives engaged in any process involving the use of handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.
4. MONITORING

4.1 The Site Agent will:

- Ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any, equipment, hygiene measures, protective clothing are provided and maintained as required.
- Arrange for any necessary air sampling, medical examinations, testing, etc. to be carried out as required and records kept on site during the operations.
- Ensure all measures necessary to protect other workers and the general public from any substance hazardous to health are provided and maintained.

5. CONTROL MEASURES

5.1 Where necessary, the Safety Adviser will be engaged to provide advice on precautions required with any substance where a risk to health is known or suspected and will carry out any sampling, analysis, monitoring, etc. as required. The details of assessments will be kept in the appropriate section of the Construction Phase Health and Safety Plan.

6. GENERAL PRECAUTIONS

6.1 The following general precautions apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given in the specific written assessments.

6.2 Almost all chemical materials are potentially dangerous. Although they may find their way into day to day use, it is usually a very diluted or otherwise modified form. The following general rules should always apply:

- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store products in ventilated areas away from extremes of temperatures / environment.
- Clean all spillages instantly and dispose of waste and used containers properly.
• Except for transport in closed packages, materials only handled by authorised personnel.
• Ensure the correct equipment for handling the products is available.
• If any person handling the materials shows the symptoms which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
• Read the data sheet, container labels before using any products.

7. REFERENCES
7.1 The Control of Substances Hazardous to Health Regulations 2002.
7.2 The Control of Asbestos Regulations 2006.
7.3 The Control of Lead at Work Regulations 2002.
7.4 The Construction (Design and Management) Regulations 2007 - requirements for ensuring hygiene measures are provided on site.
7.5 The Personal Protective Equipment at Work Regulations 1992 (as amended).
7.6 EH40, “Occupational Exposure Limits” (note this is updated annually).
7.7 EH42, “Monitoring Strategies for Toxic Substances” (Rev.).
7.8 EH44, “Dust - General Principles of Protection”.
7.9 HS(G)53, “Respiratory Protective Equipment - A Practical Guide for Users”
CONTAMINATED GROUND

1. HAZARDS

1.1 The Company undertakes demolition, which may include the removal of foundations, digging excavations, cut and fill activities and development of contaminated ground. Sites that could be contaminated include; former industrial sites where the production of town gas was produced, the disposal of domestic and industrial waste, processes involving former production / storage / distribution of chemicals, former ammunition production facilities (radioactive / explosives), former tannery sites, former burial grounds and sewage treatment plants. This list is not exhaustive.

1.2 Health hazards from undertaking demolition on, or developing sites that are contaminated can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis,
- Inhalation - gases, fumes, dusts, vapours,
- Ingestion - swallowing.

Hazards are classified as toxic, harmful, irritant, biological, or combinations of these.

2. PLANNING PROCEDURES

2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.

2.2 The Contracts Manager will:

- Obtain from the Client (via the CDM Co-ordinator or the Principal Contractor) the Site Investigation Report showing location and types of contamination present
- Arrange a written Risk Assessment, for substances, processes, health hazards etc. that were used or likely to be encountered on the site, and this information will be made available to all Company personnel and sub-contractors etc. who may be affected.
- Ensure that before any operation commences, information is obtained on any material, substance, or process that took place or likely to be encountered which could be a hazard to the health of operatives, and which is not covered by a Risk Assessment or is covered but requires more detailed assessment. A written site / job specific assessment will then be made of any risk involved in handling, removal etc. the substance and appropriate control measures planned and this information provided to the relevant supervisory staff with instructions on implementation as necessary.
- Ensure, if possible, arrangements are made for alternative, least hazardous method of removal of material to reduce exposure as far as reasonably practicable.
• Arrange for necessary equipment, enclosures, extraction equipment, hygiene facilities, monitoring, medical examinations, PPE etc. to be planned before work commences.

3. TRAINING
3.1 Operatives engaged in processes involving the handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.

4. MONITORING
4.1 The Site Manager will:
• Ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any, equipment, hygiene measures, protective clothing are provided and maintained as required.
• Arrange for any necessary soil testing, air sampling, medical examinations, testing, etc. to be carried out as required and records kept on site during the operations.
• Ensure all measures to protect other workers & the general public from the effects of contaminated ground & any substance hazardous to health are provided and maintained.

5. CONTROL MEASURES
5.1 Where necessary, the Safety Adviser will be engaged to provide advice on precautions required with any contamination where a risk to health is known or suspected and will carry out any sampling, analysis, monitoring, etc. as required. The details of assessments will be kept in the appropriate section of the Construction Phase H&S Plan.

6. GENERAL PRECAUTIONS
6.1 The following general precautions apply to the treating, removal, handling, transporting and use of all contaminated ground and hazardous substances. Special precautions relating to specific contamination will be given in specific written assessments.
6.2 Contaminated ground is potentially dangerous. The following rules should always apply:
• Contaminated ground must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
• Do not swallow materials or handle in areas where food is being consumed. Smoking is also prohibited during work with Contaminated ground.
• Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.

• Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.

• Store Contaminated soil / materials in ventilated areas away from extremes of temperatures and environment.

• Clean all spillages instantly.

• Ensure the correct equipment for handling the Contaminated ground is available.

• If any person handling the materials shows the symptoms, which may possibly have been caused by exposure to Contaminated ground, they should be removed from the area and medical advice sought without delay.

• Read the Site Investigation Report and project specific risk assessments and method statements before working with Contaminated ground.

• Vehicle movements from site have the potential to contaminate the public highway, thereby exposing members of the public to health risks. A suitable means of washing vehicle wheels will be utilised to prevent cross contamination.

• All site operatives who are likely to be exposed to contaminated ground will be thoroughly inducted before work commences. All control measures to be complied with will be relayed at this time, particular emphasis will be placed on personal hygiene and use of the shower / welfare facilities as well as avoidance of contact with contaminated soil.

6.3 Specific control measures for operatives working in close proximity to Contaminated ground include:

• Always wear appropriate PPE as supplied by the Company

• Always wash in showers provided at the end of each work period.

• Smoking and eating (other than in facilities provided) on site is prohibited as this can lead to ingestion of Contaminated soil.

• Wash contamination from skin immediately using proprietary cleaner, followed by soap and water and change of clothes.

• Cuts and grazes must be thoroughly cleaned and covered with a waterproof dressings

• Non-working clothes must be left in storage facilities provided, with working overalls worn before work commences.

• Never enter any trench, pit, or other confined space unless specifically instructed by the Site Manager. Entry into confined spaces to be under control of Permit to Work.
• Report to the Site Manager any sightings of the following:
  o Patches of thick black material, blue or yellow powders,
  o Smell anything unusual particularly rotten eggs
  o Observe any sign of fire
  o Find any old containers

7. REFERENCES
7.1 The Control of Substances Hazardous to Health Regulations 2002.
7.2 The Control of Asbestos Regulations 2006.
7.3 The Control of Lead at Work Regulations 2002.
7.4 The Construction (Design and Management) Regulations 2007 – hygiene measures
7.5 The Personal Protective Equipment at Work Regulations 1992 (as amended).
7.6 EH40, “Occupational Exposure Limits” (note this is updated annually).
7.7 EH42, “Monitoring Strategies for Toxic Substances” (Rev.).
7.8 EH44, “Dust - General Principles of Protection”.
7.9 HS(G)53, “Respiratory Protective Equipment - A Practical Guide for Users”
ASBESTOS

1. HAZARDS
1.1 If materials containing asbestos are cut or damaged, minute fibres of asbestos can be released into the air, which may be inhaled if adequate precautions are not taken. Some people exposed and in particular those who also smoke cigarettes, develop asbestosis and/or certain types of cancer.

1.2 Asbestos in its various forms is found either used on its own or mixed with other materials in many situations in the construction industry, e.g.

- Lagging of pipes, drainage goods etc.
- Fire protection for steelwork.
- Ceiling tiles, roof and cladding sheets, insulating boards
- Brake linings.
- Stipple coating (e.g. “Artex”).

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards, and the appropriate risk assessments carried out.

2.2 The Contract Manager / Contract Supervisor will:

- Ensure that requirement to give notice of work to the H.S.E. is complied with.
- Arrange, in consultation with RMS, the working methods, precautions, safety equipment, protective clothing, special tools, etc.
- Ensure that information on working methods and precautions agreed is issued to Site Manager before work starts.

3. TRAINING
3.1 Training and information will be given to all employees who are required to work with asbestos, or who could be exposed to asbestos during their work.

4. MONITORING
4.1 The Site Manager will:

- Ensure that the removal work has been set up in accordance with the agreed Method Statement and that the precautions required are fully maintained throughout the operation so that others not involved are not exposed to risk.
- Arrange, where necessary, smoke testing of the enclosure and monitoring of airborne asbestos fibre concentration outside the removal enclosure to be carried out.
• Ensure that when removal operations have been completed, no unauthorised person enters the asbestos area until clearance samples have been taken, and confirmation received that the results are satisfactory.

• Ensure appropriate safety equipment and protective clothing is provided and agreed safe working procedures are understood by employees and complied with.

• Ensure all warning labels are left in place on any asbestos materials used on site.

5. CONTROL MEASURES

5.1 As a Licensed Asbestos Contractor only fully trained and authorised persons will carry out work involving asbestos, and specific control measures applicable will be defined in the appropriate Method Statement. If erecting scaffolding around or within premises containing notifiable asbestos requiring a license, scaffolders must hold ASB2 License.

5.2 The supply for use at work of materials containing Crocidolite (blue), Amosite (brown), and Chrysotile (white) asbestos is now prohibited. Any materials containing asbestos must be marked with a warning transfer or label.

5.3 In the event of any unanticipated find of asbestos the operatives in the vicinity will immediately seize work, secure the area and vacate the vicinity, the Site Manager will then be informed. Arrangements must be made for a fully trained and authorised person to assess and remove the asbestos.

6. REFERENCES

6.1 The Control of Asbestos Regulations 2006.
6.3 L127 The Management of Asbestos in Non Domestic Premises
6.4 L143 Work with Materials Containing Asbestos
6.5 HSG210 Asbestos Essentials
6.6 HSG213 Introduction to Asbestos Essentials
6.7 HSG227 A Comprehensive Guide to Managing Asbestos in Premises
6.8 HSG247 Asbestos: The Licensed Contractors Guide
6.10 HSG264 The Survey Guide
6.11 EH40 Workplace Exposure Limits
# NOISE

## 1. HAZARDS

1.1 The main hazard associated with noise is hearing loss or impairment. This may be long term due to prolonged exposure, or could be due to excessive peak levels.

1.2 Another hazard is impaired communications, which could lead to other problems due to unheard or misinterpreted instructions.

## 2. PLANNING PROCEDURES

2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.

2.2 The Contracts Manager will:

- Ensure that information on the noise level of any plant, which it is intended to hire or purchase is obtained and taken into account before hiring or purchase takes place.
- Ensure that any static plant to be installed on site or in the workshop is planned to be in a position, which takes account of the effects of noise on the workers or the public.
- Ensure that where personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, full information is obtained before work commences on the levels and frequencies of noise.
- Arrange for the following depending on levels of noise and the action values which apply to that noise level, i.e.,
  - Lower Exposure Action Value 80dB(A) daily / weekly exposure.
    - Peak Sound Pressure 135dB(C)
  - Upper Exposure Action Value 85dB(A) daily / weekly exposure.
    - Peak Sound Pressure 137dB(C)
  - Exposure Limit Value 87dB(A) daily / weekly exposure
    - Peak Sound Pressure 140dB(C)

2.3 Above Lower Exposure Action Value / below Upper Exposure Action Value - A noise assessment by a competent person in writing. Ensure that suitable measures to reduce the risk are available to employees, on request.

2.4 Above Upper Exposure Action Value or Peak Sound Pressure - A noise assessment as above. Measures to reduce the risk. Suitable ear defenders must be provided and worn. Ear protection zones must be demarcated and BS5378 signs displayed.

2.5 Equipment must be maintained.
2.6 The Exposure Limit Value, Daily or weekly personal noise exposure of 87 dB or more must not be exceeded

3. TRAINING
3.1 Instruction and training will be provided to employees required to work in premises or with plant likely to result in exposure to noise levels above the Lower Exposure Action Value

4. MONITORING
4.1 The Site Agent will:
   - Ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc. and that all equipment and noise reducing doors etc. are used.
   - Arrange ear defenders or other hearing protection to be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit.
   - Arrange for hearing protection equipment to be issued to operatives as required and ensure that it is worn at all time when operatives are exposed to noise above the Upper Exposure Action Value or Peak Sound Pressure.
   - Ensure that all noise control items fitted to plant or in premises are kept in good order and that any defects noted are reported to the relevant Manager responsible for plant maintenance or hire-company immediately.

5. CONTROL MEASURES
5.1 Ensure you obey any site instructions regarding the wearing of hearing protection in those areas designated.
5.2 Ensure plant and equipment is selected and maintained to minimise noise levels, and keep all engine covers etc. closed during use, and where possible select equipment to minimise the noise levels.
5.3 When necessary, ensure that you have been instructed in the use of any equipment provided for your protection.
5.4 Where possible, site noisy equipment away from working or public areas.
5.5 If the noise level exceeds 80dB then ear protectors will be made available.
5.6 Consider alternative methods of work to eliminate or reduce possible noise levels.
5.7 Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the noisy environment.
5.8 Ensure adequate means of communication in noisy environments, especially if there are alarm sounds, which may need to be heard, alternative signals may need to be provided.
5.9 The Safety Adviser will provide the following services on request - noise survey, noise assessment, noise monitoring, noise control measures, individual noise monitoring.

6. REFERENCES
6.1 The Control of Noise at Work Regulations 2005, together with ACoP & Guidance (L3).
6.2 The Control of Pollution Act 1974 requires contractors to use the best practical means of controlling construction and demolition noise.
6.3 The Health and Safety (Safety Signs and Signals) Regulations 1996 implement the EC directive of the minimum requirements for the provision of safety signs.
6.4 BS5228:1984, “Code of Practice for Noise Control on Construction and Demolition Sites”
6.5 HSE Guidance HSG56, The Control Noise at Work
VIBRATION

1. HAZARDS

1.1 The main hazards associated with exposure to vibration are Vibration White Finger known as Raynaulds Syndrome. Symptoms include: cold / white fingers, tingling sensation and lack of manual dexterity. Hand Arm Vibration (HAV) and Whole Body Vibration are also problems associated with exposure to vibrating plant, machinery and tools.

1.2 This can be due to prolonged exposure, or due to excessive short term exposure.

1.3 5 million UK workers are exposed to HAV, with 1.7 million exposed to levels where there’s a clear risk of illness.

1.4 3000 people per year make claims for Disability Benefit.

1.5 2-64 vibrations per second are the most hazardous range likely to cause injury.

1.6 There is a transitional period where by equipment provided before 06 July 07 doesn’t have to conform until 06 July 10 (re exceeding exposure limit values) but all reasonable control measures must be implemented.

2. PLANNING PROCEDURES

2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.

2.2 The Contracts Manager will:

• Ensure that information on the vibration output level of any plant, which it is intended to hire or purchase is obtained and taken into account before hiring or purchase takes place.

• Ensure that any static plant to be installed on site or in the workshop is planned to be in a position, which takes account of the effects of vibration on the operatives or third parties.

• Ensure that where personnel will be required to work in situations where potentially harmful levels of vibration magnitude are likely to be encountered, full information is obtained before work commences on the vibration levels from the supplier of the tool.

2.3 If Operatives are likely to be exposed to vibration levels above the Exposure Action Value (EAV) of 2.5 m/s² A(8) (100 points using the HSE’s ‘Ready Reckoner’ table), this is over an 8-hour working day. The employer must then implement appropriate control measures, these include:

• Undertaking suitable Risk assessment

• Specify Low vibration tools
• Ensure tools are well maintained and appropriately service tools
• Rotation of operatives to reduce personal exposure to vibration
• Ensure workforce are healthy and physically able to undertake the work
• Advise operatives to keep their hands warm
• Undertake Monitoring, which will include the measuring of vibration levels and undertaking personal Health Surveillance which will identify if personal injury is resulting from exposure to vibration.

2.4 The Exposure Limit Value (ELV) of 5.0 m/s² A(8) (400 points using the HSE’s ‘Ready Reckoner’ table) must not be exceeded over the 8-hour working day. If it is exceeded the employer must implement immediate action to ascertain why and then undertake the necessary control measures to ensure that it does not occur again.

3. TRAINING
3.1 Instruction and training will be provided to employees required to work with vibration producing tools and equipment or with plant which is likely to result in exposure to vibration levels above the EAV or ELV.

4. MONITORING
4.1 The Site Agent will:
• Ensure that all plant and equipment provided is so far as reasonably low vibration plant which will not expose operatives above the EAV or ELV and fitted with vibration dampers etc.
• Arrange for supplies of gloves to be made available on the site or for any operations where vibration tools are being used. Gloves will not reduce exposure to vibration but will improve blood circulation in operatives’ hands, which does reduce the risk of exposure to vibration.
• Ensure that operatives are rotated on vibration tools to reduce their daily exposure to below the EAV of 2.5m/s² or where this is not reasonably practicable they are not exposed to levels of vibration exceeding the ELV of 5.0m/s². See required control measures above when EAV is exceeded.
• Ensure that all plant and tools are kept in good order and that any defects noted are reported to the relevant Manager responsible for plant maintenance or hire company immediately.
5. **CONTROL MEASURES**

5.1 Ensure you obey any site instructions regarding the control measures to reduce exposure to vibration.

5.2 Ensure plant and equipment is selected and maintained to minimise vibration levels.

5.3 When necessary, ensure that you have been instructed in the use of any procedure, control measures or equipment provided for your protection.

5.4 If the vibration level exceeds 2.5m/s² then appropriate control measures as stated in 2.3 above.

5.5 Where possible, consider alternative methods of work to eliminate or reduce possible vibration levels.

5.6 Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the vibration equipment.

5.7 The Safety Adviser will provide the following services on request – vibration survey / assessment, vibration monitoring, vibration control measures, and advise on individual Vibration Health Surveillance.

6. **REFERENCES**

6.1 The Control of Vibration at Work Regulations 2005.

6.2 HSG88 – Hand Arm Vibration

6.3 HSG170 – Vibration Solutions. Practical ways to reduce the risk of hand-arm vibration injuries.

6.4 INDG126 / 175 – Health risks from hand-arm vibration – employee / employer guide

6.5 INDG338 – Power tools. How to reduce vibration health risks.
LEAD

1. HAZARDS
1.1 The main hazards associated with lead arise from work operations such as:
   - Gas cutting or welding painted steel or iron, lead burning.
   - Painting with lead based paints, paint removal.
   - Grit blasting painted surfaces.
   - Lead jointing for cables / pipes, soldering.
   - Handling sheet lead, work with petrol tanks, breaking up batteries.
   - Disc cutting or grinding painted surfaces.
   - Other operations may also involve contact with lead.

2. PLANNING PROCEDURES
2.1 All work will be tendered for and negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 Contracts Manager arrange for written risk assessment of the level operatives are likely to be exposed to before work involving lead commences.
2.3 The Contracts Manager will ensure that the following arrangements are planned taking into account advice from the Safety Adviser:
   - Sampling, analysis and monitoring, control measures, ventilation etc.
   - Respiratory protective equipment, protective clothing and storage facilities.
   - Washing facilities, medical examinations.
   - Training for operatives, supervisors, records of assessments and monitoring

3. TRAINING
3.1 Ensure adequate information and training given to the employees under the CLAW 2002 and the HSWA1974. Training for supervisors and operatives will be provided.

4. MONITORING
4.1 The Site Agent will:
   - Ensure that an assessment of the risk has been carried out before any work commences which will involve lead in any form.
   - Ensure arrangements & facilities are provided & set up before work commences.
   - Ensure that no person, other than those authorised carries out any work or enters any areas which could involve contact with lead in any form.
• Ensure that protection for the public is provided and maintained. Check that all welfare facilities, respiratory protective equipment, protective clothing, etc. are used by operatives and are maintained, cleaned, etc. as required.
• Check that operatives do not eat, drink or smoke in working areas or equipment and clothing storage facilities where lead may be present.

5. CONTROL MEASURES
5.1 Protective clothing must be worn as required by statutory Regulations.
5.2 Adequate ventilation will be provided.
5.3 Welfare facilities to be provided and maintained.
5.4 Sampling, monitoring and analysis will be carried out and results actioned.
5.5 No eating or drinking or smoking will be permitted on the job.

6. REFERENCES
6.1 Personal Protective Equipment at Work Regulations 1992 (as amended).
6.2 Control of Substances Hazardous to Health Regulations 2002.
6.3 Construction (Design and Management) Regulations 2007.
6.4 Control of Lead at Work Regulations 2002 and Approved Code of Practice (COP 2).
6.5 EH28, “Control of Lead: Air Sampling Techniques and Strategies”.
6.6 EH29, “Control of Lead: Outside Workers”.
6.7 EH40, “Occupational Exposure Limits” (reviewed annually).
6.8 BS2091 – Specification For Respirators For Protection Against Harmful Dusts, Gases.
6.9 BS4275 – Recommendations For The Selection and Maintenance of R.P.E.
WEIL’S DISEASE (LEPTOSPIROSIS)

1. Persons working in areas where there may be contact with rat’s urine, or water contaminated by rats may contract Leptospirosis (or Weil’s Disease). The infection can enter the body via damaged skin or by accidental ingestion through the nose or mouth.

2. The disease is a form of jaundice and can be fatal or result in permanent disability if not diagnosed and treated at an early stage. The symptoms are similar to influenza.

3. Areas of risk include sewers, drains, watercourses, canals, docks, derelict buildings, rubbish tips, farms or other locations where rat infestation is likely.

4. Personnel working in likely contaminated areas should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a waterproof dressing. After contact with rat water, the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking, and persons should also avoid rubbing their nose, mouth or eyes during work.

5. Wherever possible, protective clothing including impervious gloves should be worn to avoid any contact with infected areas.

6. Leptospirosis cards will be issued to those employees at risk and this should be shown whenever you attend your doctor or a hospital.
BIOLOGICAL HAZARDS

1. INTRODUCTION

1.1 When entering un-occupied premises to undertake cleaning of the property, there is a risk it may have been occupied by pigeons and other vermin (see section on Weils Disease), drug users and could also include a variety of substances containing Clostridium Tetani (Tetanus).

1.2 When pigeons are left undisturbed to use areas like roof spaces inside buildings as roosting sites, their droppings accumulate to cause serious problems for those people using the properties or working in the vicinity. The droppings contain many diseases carrying micro-organisms which may cause ornithosis, psittacosis, histoplasmosis, salmonellosis and other serious diseases.

1.3 Removal of Discarded Needles are also a serious hazard and if not removed correctly can cause severe health problems, there is a possibility of contracting a number of diseases including HIV and Hepatitis.

1.4 Tetanus is an infectious disease caused by contamination of wounds from bacteria that live in the soil. The causative bacterium Clostridium Tetani is a resilient organism capable of living many years in soil, dust and animal waste in a spore form.

2. HAZARDS

2.1 Pigeon Guano and Discarded Needles can be found almost anywhere, pigeons will be found on nearly every site, so droppings will be encountered.

2.2 Discarded needles are most likely to be found in secluded areas on site or within unoccupied buildings.

2.3 Clostridium Tetani is in soil, dust, and animal waste and can survive there for many years. The disease typically follows an acute injury that results in a break in the skin. Most cases result from a puncture wound, laceration, or an abrasion.

3. PLANNING PROCEDURES

3.1 All work will be tendered for or negotiated in accordance with the relevant standards, and the appropriate risk assessments carried out.

3.2 The Contracts Manager will:

• Ascertain at an early stage whether Pigeon Guano, Discarded Needles or substances containing Clostridium Tetani are likely to be present on the site.

• Prepare Method Statements in conjunction with an occupational hygiene specialist.
• Arrange, in conjunction with RMS, the working methods, precautions, safety equipment, protective clothing, special tools, etc

• Ensure that information on working methods and precautions agreed is issued to the site supervisor before work starts.

4. TRAINING

4.1 Training and information will be given to all employees who are required to work with Pigeon Guano / Discarded Needles / Soil, or who could be exposed to them during their work.

5. MONITORING

5.1 The Site Manager will:

• Ensure that the work has been set up in accordance with the agreed Method Statement and that the precautions required are fully maintained throughout the operation, so that others not involved are not exposed to the risk.

• Ensure appropriate safety equipment and protective clothing is provided and agreed safe working procedures are understood by employees and complied with.

• Ensure employees have all open wounds protected and are aware of any hazards on site likely to cause puncture wounds, lacerations, or abrasions.

6. CONTROL MEASURES

6.1 Only fully trained and authorised persons will carry out work involving Pigeon Guano / Discarded Needles / Soil, and specific control measures applicable will be defined in the appropriate Method Statement

6.2 Hypodermic needles will be collected by operatives using grippers and equipped with ballistic trousers, face shields and puncture resistant gloves and footwear. The needles will be placed into a sharps box which will be collected by a licensed medical waste carrier for correct disposal.

6.3 No enclosure will be required for these works. However the area will be barrier taped off and warning signs will be prominently displayed throughout.

6.4 The pigeon guano will be moistened with a mist of water to keep spores from becoming airborne.

6.5 The bulk deposits of pigeon excrement will be sprayed with a disinfection agent. Using shovels it will be scraped off the floor and deposited into waste sacks.
6.6 Prior to the removal of soil all operatives must be checked for cuts / abrasions and treated appropriately.

7. REFERENCES
7.1 Health & Safety at Work Act 1974
7.2 The Management of Health and Safety at Work 1999
7.3 Hazardous Waste Regulations 2005.
7.4 INDG304 Understanding Health Surveillance
ALCOHOL AND DRUG ABUSE

1 HAZARDS

1.1 Hazard and Adverse Effects of Alcohol

1.1.1 It has been estimated that 20% of all work accidents are related to alcohol.

1.1.2 Regular excessive consumption of alcohol is likely to lead to serious medical problems. These include the following:

- Cirrhosis of the liver and/or hepatitis
- Stroke, raised blood pressure
- Stomach ulcers and cancers
- Psychological dependency and depression
- Sexual dysfunction
- Sudden death - alcohol poisoning

1.1.3 There is overwhelming evidence of the effect of alcohol on social and psychological disturbances and its implications for an increased risk of accidents and even violence in the workplace.

1.2 Hazards and Adverse Effects of Drugs

1.2.1 The effects of taking drugs depend on the type of drug and the method by which they are administered. This may include the following:

- Psychological dependence, possibly leading to psychotic illnesses
- Hepatitis, HIV Infection and Septicaemia
- Overdose

1.2.2 Further, as with alcohol, consumption of drugs can be a cause of accidents putting the employee, colleagues and others at risk.

1.3 Categories of Illegal Drugs

1.3.1 Unlike drinking alcohol, there are no sensible intake levels for drugs and many are illegal. The Misuse of Drugs Act 1971 (as amended) defines three categories according to the relative harmful nature when used/abused.

**Class A:** Includes cocaine, ecstasy, heroin, LSD, mescaline, methadone, morphine, opium and injectable forms of Class B drugs.

**Class B:** Includes oral preparations of amphetamines, benzodiazepines, cannabis, cannabis resin, codeine and methaqualone.

**Class C:** Includes most benzodiazepines (sleeping pills, tranquillisers) and the less harmful amphetamines.
N.B. The above list is not exhaustive. Penalties for offences tend to be more severe the more harmful the drug class.

1.4 Medication and Other Substances
1.4.1 Prescribed medication and some over-the-counter drugs such as anti-depressants, sleeping pills or hay fever remedies can cause drowsiness and loss of concentration. These effects may be intensified if even small quantities of alcohol are also consumed.
1.4.2 Operatives taking medication are advised to ascertain potential side effects from their GP / pharmacist and to inform their Supervisor / Site Manager if there are safety implications particularly if operating plant or driving vehicles.

2 PLANNING PROCEDURES
2.1 Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect their safety and health and others on Company sites therefore it is the policy of this Company that any person known to be, or strongly suspected of being, affected by or under the influence of alcohol or drugs must be referred to the appropriate manager who must arrange for the person to be removed from site.
2.2 Note that symptoms suggesting a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc., also the person may be affected by legal medication prescribed by a G.P. These conditions, will still require the person to be removed for safety reasons from their work and will affect any disciplinary action that may be considered, therefore, if there is any doubt as to the person’s condition or cause of their condition medical advice should be sought immediately.

3 TRAINING
3.1 The Site Manager and Supervisors will receive adequate training so they are fully aware of the signs and symptoms of someone who is, or has been, consuming drugs or alcohol.
3.2 All operatives will receive safety induction training to cover the effects of being under the influence of drugs and alcohol in the workplace and the actions that will be taken if they are found to be under the influence.
3.3 Where necessary all operatives will receive a Tool Box Talks on the effects of alcohol and drug abuse.
4 MONITORING
4.1 Site Managers and Supervisors will monitor site personnel and their activities to ensure that no personnel are allowed to work if suspected to be under the influence of drugs or alcohol.
4.2 Operatives will be advised to report any colleague to the Site Manager if they suspect they may be working whilst under the influence of drugs or alcohol.

5 CONTROL MEASURES
5.1 Operatives will be made fully aware of the dangerous effects of drugs and alcohol, especially whilst in the workplace. This will take place during the site induction.
5.2 Operative will be briefed on this arrangement to make them fully aware of the effects of being under the influence whilst at, or consuming drugs and alcohol in the workplace. They will be informed of the actions to be taken against them if under the influence.
5.3 If any operative is found to be working whilst under the influence of drugs or alcohol they will immediately be removed from site and will not commence work on the current or any future sites.

6 REFERENCES
6.1 HSE Leaflet INGD240 – Don’t Mix It
6.2 HSE Leaflet INDG91 – Drug Misuse at Work
6.3 Health and Safety at Work Act 1974
6.4 The Misuse of Drugs Act 1971 (as amended)

7 CONTACT NUMBERS
7.1 Alcohol Concern – 01719 287377
7.2 Alcoholics Anonymous – 01904 644026
7.3 Drinkline – 01713 320202
7.4 Drug Crisis – 01712 788671
7.5 Angel Drug Project – 01712 263113
7.6 Talk to Frank – 0800 77 66 00 – www.talktofrank.com
MANUAL HANDLING AND LIFTING

1. HAZARDS
1.1 The main injuries associated with manual handling and lifting are:
   - Back strain, slipped disc, Hernias, Lacerations, crushing of hands or fingers.
   - Tenosynovitis, beat conditions, Bruised or broken toes or feet.
   - Various sprains, strains, etc.

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 The Contracts Manager will ensure that relevant assessments of manual operations are carried out. Materials etc. will be handled as far as possible by machine. Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads. Materials should be purchased in sizes, which reduce the risks of injury when handling (25kg bags as opposed to 50kg).
2.3 All staff will be given training in the correct methods of handling and lifting loads as part of the normal site safety training.

3. TRAINING
3.1 All operatives and supervisory staff involved in manual handling operations will be trained in the relevant procedures.
3.2 Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

4. MONITORING
4.1 The Site Agent will:
   - Instruct any operative in the correct handling and lifting of loads as required.
   - Ensure that a suitable supply of gloves are available for issue as required for the handling of materials which could cause injuries to the hands.
   - The Company will enforce the wearing of safety footwear and supervisory staff will caution any employee or sub-contractor wearing unsuitable footwear.
   - Ensure that no operative, particularly a young person, is required to lift without assistance a load which is likely to cause injury.
5. CONTROL MEASURES

5.1 Wherever possible use mechanical means to lift and transport items.
5.2 Where use of mechanical means is impracticable, then sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load.
5.3 Ensure that items are lifted correctly with the back straight and using the legs to lift. Use a good grip with the feet apart to hip width and one foot slightly in front of the other.
5.4 Avoid twisting, stooping or reaching to lift or deposit the load.
5.5 Ensure that access areas are clean and that the lighting is adequate.
5.6 Wear gloves and safety footwear and Protect sharp edges.
5.7 Avoid long lifts and if necessary change grip when the load is at waist height.
5.8 Keep the load close to your body.
5.9 Arrange storage so that the heaviest loads are in the most convenient position i.e. from knee to shoulder range.
5.10 For long distances arrange supports to allow the load to be placed for brief breaks.
5.11 During repetitive work, ensure sufficient time for resting.
5.12 If more than one person is involved, a suitable person to be nominated to control the job.
5.13 If possible, break the load down into smaller items.
5.14 If possible, provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc.
5.15 Secure items which are loose to prevent the load shifting when being carried.
5.16 Avoid carrying up and down steps.
5.17 Suitable training can be arranged by the Safety Adviser, if requested.

6. REFERENCES

6.5 INDG109L / 110L- Lighten The Load - Guidance to Employers / Employees.
6.6 INDG143L - Getting To Grips With Manual Handling.
EMPLOYEE FATIGUE

1. HAZARDS
   1.1 The main hazards associated with employee fatigue include:
       • Lack of concentration and awareness
       • Affected health and well being
       • Decreased productivity

2. PLANNING PROCEDURES
   2.1 The Contracts Manager will ensure no operatives are working unreasonable hours ensuring full compliance with the Working Time Regulations
   2.2 The programme will allow for sufficient number of breaks will be taken throughout the day.
   2.3 Suitable welfare facilities will be made available to all employees where food can be prepared. Eating facilities should include a facility for preparing or obtaining a hot drink, such as an electric kettle, a vending machine or a canteen. Workers who work during hours or at places where hot food cannot be obtained in, or reasonably near to, the workplace should be provided with the means for heating their own food.

3. TRAINING
   3.1 Suitable Tool Box Talks will be delivered to ensure employees are aware of the dangers of working whilst fatigued.

4. MONITORING
   4.1 The Site Manager will:
       • Monitor the hours worked by all employees to ensure they are not exceeding work times as laid down in the Working Time Regulations
       • Ensure sufficient breaks and welfare facilities are made available
       • Monitor employees for signs of fatigue.

5. CONTROL MEASURES
   5.1 Employees will consume enough food and water throughout the day to avoid feeling fatigued.
   5.2 Sufficient breaks will be taken with suitable resting facilities.
   5.3 No employee will work excessive hours.
5.4 If required to work more than 48 hours per week a disclaimer form will be signed by employees

6. REFERENCES
6.1 The Health and Safety at Work Act 1974
6.2 The Management of Health and Safety at Work Regulations 1999
6.3 The Working Time Regulations 1998 (as amended)
6.4 Workplace (Health, Safety and Welfare) Regulations 1992
HEALTH SURVEILLANCE

1. INTRODUCTION
1.1 The Management of Health and Safety at Work Regulations 1999 (Management Regulations) states that;

‘Every employer shall ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified.’

1.2 Health Surveillance is required to ensure that any pre-cursors to ill health to an employee are identified as soon as possible and the appropriate actions are taken to prevent the condition from worsening.

2. HAZARDS
2.1 Health hazards can be split into four distinct groups:

- Chemical
- Biological
- Physical
- Psycho-social

2.2 Chemical – Chemical Health Hazards relate specifically to health problems, illnesses and diseases attributable to the use of or exposure to chemicals / hazardous substances such as lead based paints or undertaking lead burning, drilling through asbestos containing materials without the appropriate controls in place.

2.3 Biological – Biological Health Hazards relate to infections, allergies or poisoning attributable to bacteria, viruses, fungi and insects. Examples might include Weils disease due to coming into contact with infected rat’s urine or psittacosis caused by pigeon guano.

2.4 Physical – the main Physical Health Hazards include, noise / vibration, extremes of temperature, electricity and physical stress on the body as a result of poor manual handling techniques.

2.5 Psycho-social – Psycho-social hazards include, unsociable hours, unreasonable deadlines and repetitive work, these can directly lead to stress.

3. PLANNING PROCEDURES
3.1 The Management Regulations requires that in the first instance, health problems should be managed by eliminating or reducing significant risks as far as is reasonably practicable
through good management and design by specifying less hazardous material, e.g. water based paints instead of isocyanate or solvent based paints. Significant risks to employees can then be reduced.

3.2 Effective management of health risks can be achieved through good communication, co-operation and access to Health Professionals (Occupational Health Nurse etc) with the right level of competence, at all stages of a project. ‘Prevention is better then cure’ must remain uppermost in the minds of those involved in health risk management.

4. TRAINING
4.1 All employees engaged in any process which involves a significant risk to their health must be given adequate information and training in the health hazards and risks they may be exposed to. Also the required control measures, use of PPE, hygiene measures, etc. as required.

5. MONITORING / CONTROL MEASURES
5.1 The Site Manager will:
   • Ensure Health Surveillance is undertaken by a Competent Practitioner (i.e. Occupational Health Nurse) on company employees, as required by virtue of Regulation 6 of the Management of Health and Safety at Work Regulations 1999.
   • Ensure that a health record is kept, once it is decided that health surveillance is appropriate, it should be maintained throughout an employee's employment
   • Ensure inspection of readily detectable conditions are carried out by a responsible person acting within the limits of their training and experience
   • Ensure on site health monitoring is being undertaken, e.g. when using vibrating tools, check hands on a regular basis for any symptoms of vibration white finger such as finger blanching, numbness, tingling and loss of dexterity.
5.2 Specific frequency of Health Surveillance will be dependant on the activities taking place, the level of risk the person is exposed to and also as determined by the Medical Practitioner.

6. REFERENCES
6.1 The Management of Health and Safety at Work Regulations 1999
6.2 The Control of Substances Hazardous to Health Regulations 2002
6.3 The Construction (Design and Management) Regulations 2007
6.4 The Control of Lead at Work Regulations 2002
6.5 The Control of Asbestos Regulations 2006
6.6 HSG65 Successful Health and Safety Management
DEMOLITION

1. HAZARDS
1.1 The main hazards associated with demolition activities include:
   • Collapse of structure, Falling or flying debris, Health risks, including asbestos dust etc.
   • Presence of existing services, Protection of the public.

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out. Where demolition work falls within the Construction (Design and Management) Regulations 2007, the appropriate notification etc. will be complied with.
2.2 Section 80 of the Building Act 1984 requires that six weeks advance notice must be given to the Local Authority Building Control Office, requesting permission for demolition. The Control of Asbestos Regulations 2006 requires 14 days notice on Form ASB5 must be given to the HSE where work with notifiable asbestos is involved.
2.3 All preliminary procedures required by the Code of Practice and Guidance Notes GS29/1 will be carried out by the Contracts Manager, in conjunction with a specialist contractor if used, who will draw up a Method Statement and a programme of work detailing the methods to be used, plant, safe systems of work, special requirements for dealing with health hazards, precautions and sequence of work, etc. This Method Statement and programme will be issued to the Site Agent responsible for the work on site.

3. TRAINING
3.1 All operatives and supervisory staff engaged in this work must be given training and instruction on the Method Statement, and details of any particular activities which require special consideration.
3.2 Specific training must be given to the Site Agent responsible for overseeing this work.

4. MONITORING
4.1 A competent person will be appointed in writing, by the Contracts Manager, to plan and supervise the work on site.
4.2 The Site Agent will:
   • Be responsible for ensuring that the work is carried out in accordance with the relevant standards and will be responsible for carrying out any inspections of scaffolding, etc., which may apply on site.
• Be experienced in the work and shall receive full training to enable him to carry out any of the responsibilities required.

5. **CONTROL MEASURES**

5.1 The nominated supervisor will ensure that protective measures for the safety of the public or visitors on site shall be provided and maintained. These measures must take into account the prevention of accidents, especially to children.

6.1 Before work commences, existing services into the site must be located and disconnected. Confirmation of disconnection in writing must be requested from the appropriate utility service company.

6.2 Before work commences, the existence of any hazardous substances e.g. asbestos, lead painted steel work, etc. on site must be determined from the document provided and from a physical survey on site, carrying out any sampling required.

5.1 Where the building or structure to be demolished contains unusual or possible hazardous design features, or is in a dangerous structural condition, e.g. pre-stressed or post-tensioned concrete, fire damaged building, cantilevered balcony etc. then before work commences advice must be obtained from an appropriate qualified structural engineer.

5.2 All plant used on demolition sites will be suitable for demolition work and will be provided with any necessary safeguards to protect operators.

5.3 All operatives on demolition sites will be required to wear safety helmets and other protective equipment provided.

6. **REFERENCES**


6.3 BS6187 – Demolition, gives guidance on the planning and execution of demolition work.

6.4 HSE Guidance Notes, GS29, Parts 1-4, cover health and safety in demolition work - preparation and planning, legislation, working methods, health hazards. The recommendations in these Guidance Notes should be applied to work carried out.
CRUSHING OF DEMOLITION MATERIALS

1. HAZARDS
1.1 Personnel becoming trapped within the crushing mechanism, and / or conveyors,
1.2 Being struck by fly material from the crusher,
1.3 Being struck by dumper and tipper vehicles feeding the crusher,
1.4 Crusher collapsing due to being struck by loading vehicle or being positioned on unstable ground,

2. PLANNING PROCEDURES
2.1 All work will be tendered for and negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 Contracts Manager will arrange for a written risk assessment and method statement to be undertaken and produced. These will be communicated to the crusher operatives before work commences.
2.3 Registration with the Environment Agency will be required to be made to undertake crushing activities, as required by the Environment Protection (Prescribed Processes and Substances) Regulations 1991.

3. TRAINING
3.1 All operatives and supervisory staff engaged in work involving crushing activities will be given appropriate training and instruction on the safe method of work, and details of any particular activities which require special consideration.
3.2 Specific training will be given to the Supervisor responsible for overseeing work.

4. MONITORING
4.1 The Site Agent will:
   • Be responsible for ensuring that the work is carried out in accordance with the relevant standards and will be responsible for carrying out any inspections of the crusher and associated plant and equipment as applicable on site.
   • Be experienced in the work and shall receive full training to enable him to carry out any of the responsibilities required.
5. **CONTROL MEASURES**

5.1 The nominated supervisor will ensure that protective measures for the safety of other site operatives and the public or visitors to site shall be provided and maintained. These measures must take into account the prevention of accidents, especially to children.

5.2 Before work commences, the ground on which the crusher is located must be firm and level. Vehicle approach routes for loading plant must also be firm and compacted to ensure stability of plant and vehicles.

5.3 All vehicle movements undertaking loading of the crusher must be controlled by a competent Signaller (Banksman). The Signaller will wear hi-visibility clothing.

5.4 No person should enter a dump hopper to release any blockage except when the feeder mechanism is stopped, and the tipping signal on ‘stop’. Another person must also be in attendance to ensure that tipping does not take place.

5.5 A Crusher Attendant will control the feeder and is responsible for operating and giving ‘dumping’ signals. No person must be allowed to climb on to any scalping screen or feeder except when the machinery is on ‘stop’ and the dumping signal is on ‘stop’. No person will be allowed to ride on the conveyor.

5.6 Site operatives should be prevented from walking under the conveyor by the use of suitable barriers and signage.

5.7 All pulleys, idlers and belt nips will be protected by suitable guarding.

5.8 Gangways and walkways where operatives could fall and injure themselves will be protected with suitable guardrails in accordance with the Construction (Design and Management) Regulations 2007.

5.9 All belt conveyors will be fitted with emergency stop buttons or emergency trip wires, which will be fully operational at all times.

5.10 All operatives on crusher sites will be required to wear safety helmets and other protective equipment provided.

6. **REFERENCES**

6.1 All relevant requirements of the Construction (Design and Management) Regulations 2007 which apply to construction work also apply to crushing activities.

6.2 Provision and Use of Work Equipment Regulations 1998 (as amended).

6.3 The Environment Protection (Prescribed Processes and Substances) Regulations 1991
ENTRY INTO CONFINED SPACES

1. INTRODUCTION

1.1 The Confined Spaces Regulations 1997 state that a confined space can be either:

- A place which is substantially (though not always entirely) enclosed; or
- A place where there is a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby.

1.2 Some confined spaces are fairly easy to identify, for example, closed tanks, vessels and sewers. Others are less obvious but may be equally dangerous, for example, open-topped tanks and vats, closed and unventilated or inadequately ventilated rooms and silos, or constructions that become confined spaces during their manufacture.

1.3 Some places which fall within the definition of a confined space may be so only occasionally, perhaps due to the type of work to be undertaken, for example, a room during spray painting. Also, a confined space may not necessarily be enclosed on all sides. Some confined spaces, for example vats, silos and trenches, may have open tops. Places not usually considered to be confined spaces may become confined spaces because of a change in the condition inside or a change in the degree of enclosure or confinement, which may occur intermittently.

1.4 The expression ‘confined space’ may also refer to the following examples and other similar places: ducts, vessels, culverts, tunnels, boreholes, bored piles, manholes, shafts, excavations, sumps, inspection pits, cofferdams, freight containers, building voids, some enclosed rooms (particularly plant rooms) and compartments within them, including some cellars, enclosures for the purpose of asbestos removal, and interiors of machines, plant or vehicles. However, application of the Regulations in any of these places will depend on the presence of a reasonably foreseeable risk of serious injury.

2. HAZARDS

2.1 Hazards associated with confined spaces fall into two categories:

- Hazards associated with conditions which exist in the confined space before work takes place e.g. lack of oxygen, toxic chemicals, explosive gases, etc.
- Hazards which can be introduced into the confined space by the work to be carried out, e.g. fumes from welding operation, unsuitable electrical equipment, etc.

2.2 The main hazards associated with confined spaces include:

- Asphyxiation due to oxygen depletion.
- Poisoning by toxic substance or fumes.
• Explosions due to gases, fumes, dust.
• Fire due to flammable liquids, oxygen enrichment, etc.
• Electrocution from unsuitable equipment.
• Difficulties of rescuing injured personnel.
• Drowning.
• Fumes from plant or processes entering confined spaces.
• Diseases from animal waste, infected materials or micro-organisms, e.g. fungal infections, tetanus, Weil’s Disease (from rats urine), pigeon droppings, etc.

3. PLANNING PROCEDURES

3.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.

3.2 The main priority under the Regulations is to avoid entry into confined spaces is reasonably practicable. If this is not reasonably practicable, the Contracts Manager in conjunction with the Site Agent must identify situations and working operations on site which would involve entry into a “confined space”. These must be marked on site to indicate to personnel that confined space procedures will apply.

3.3 The Contracts Manager will:
• Prepare a risk assessment in respect of each operation required to be carried out in confined spaces. The assessment must include all necessary control measures required. Guidance on control measures is to be found in the Company safety documentation under Permit To Work Procedures.
• Arrange for any necessary surveys, assessments, sampling, equipment, working procedures, training etc. to be provided taking into account the hazards likely to be encountered.
• Ensure all continuous monitoring equipment is regularly checked, re-calibrated and records maintained. Personal monitoring equipment will be provided for personnel required to carry out entry into confined spaces, this equipment will also be included in the regular checking and re-calibration as for continuous monitoring equipment. Your Safety Adviser carries oxygen / toxic / flammable atmospheric test equipment.

4. TRAINING

4.1 Training will be provided for all personnel required to carry out testing and monitoring of atmospheres and for operatives required to use breathing apparatus, resuscitation apparatus, rescue and permit procedures etc.
5. MONITORING

5.1 The Site Agent will:

- Ensure that all necessary equipment is available on site in accordance with the planned procedures before and person is required to enter a confined space.
- Ensure planned procedures, including any Permit to Work systems, are carried out as planned and that only authorised persons are permitted to enter the confined space.
- Ensure that any changes in working methods or conditions which were not included in the planning procedures are referred to the Site Agent before work recommences.
- Ensure that all safety equipment is regularly checked and maintained, and any defects in equipment are attended to immediately.

6. CONTROL MEASURES

6.1 Only suitably trained and authorised persons are permitted to enter confined spaces.

6.2 Set procedures will be agreed and followed before work commences and if necessary a Permit-to-Work may be used.

6.3 Carry your Leptospirosis Card (Weil’s Disease) at all times and show this whenever you go to your doctor or to a hospital because of illness.

6.4 Check the weather before entry into sewers, sudden storms can cause rapid rises in water levels.

6.5 Ensure that the correct equipment is available and checked before entry e.g. gas monitor, harnesses, breathing apparatus, resuscitators, lamps, protective clothing, first aid kit, barriers, winch, air horn, etc., as relevant.

6.6 Ensure that the area is well ventilated before entry by opening manholes etc. above and below the point of entry. Place barriers around the manholes if needed.

6.7 Establish a suitable communication link for use in emergencies and to notify of commencement and finish of operations.

6.8 Check the gas monitor and test the confined space by lowering the monitor in.

6.9 Put on your safety equipment as needed.

6.10 Enter the confined space with a lifeline attached to your harness (if needed). Check step-irons and rungs before putting your full weight on them.

6.11 Lower tools and equipment by use of a line and leave both hands free for climbing up and down.

6.12 If the alarm sounds, put on the escape set (if needed) and leave the area quickly and calmly. Do not attempt to retrieve other equipment.
6.13 If anyone collapses, assume the worst and put on your escape set, stop only to put on the face mask of the collapsed person, leave the sewer and arrange a rescue with full working sets or the emergency services.

6.14 If work is required along a sewer then set procedures will be followed including use of lifelines, check depth of flow, establish clear communication between team members.

6.15 Keep areas of skin covered which may come into contact with sewage.

6.16 Avoid rubbing your nose, eyes or mouth with your hands during work and wash thoroughly before eating, drinking or smoking.

6.17 Do not take matches, naked lights or smoke in a confined space.

6.18 Do not take petrol, diesel or LPG powered equipment into confined spaces, and ensure the exhaust systems outside are sited away from openings (down wind) into the area.

6.19 Do not use electrical equipment in confined spaces unless specifically authorised. Check, if there is any doubt.

6.20 Clean, and cover with a waterproof dressing, any cut, scratch or graze before entry.

6.21 Replace manhole covers after use.

**REMEMBER: IF IN DOUBT - GET OUT.**

7. **REFERENCES**

7.1 Confined Spaces Regulations 1997.

7.2 Provision and Use of Work Equipment Regulations 1998 (as amended).

7.3 Personal Protective Equipment at Work Regulations 1992 (as amended).

7.4 Control of Substances Hazardous to Health Regulations 2002.

7.5 Construction (Design and Management) Regulations 2007.

7.6 HSE ACOP L101, “Safe Work In Confined Spaces”, provides guidance on the hazards involved, precautions and procedures required.

7.7 HS(G)53, “Respiratory Protective Equipment - A Practical Guide to Users”.

7.8 BSEN 361, “Safety Harnesses”.

7.9 BS4275, “Recommendations for the Selection, Use and Maintenance of Respiratory Protective Equipment”.
PERMIT TO WORK

1. HAZARDS
1.1 A Permit to Work procedure will be required as part of a safe system of work when, because of potentially hazardous circumstances, there is a need to strictly control access into areas, rooms, confined spaces, etc. and / or control specific work to be carried out.

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 A Permit to Work procedure may be a requirement of a client, controller of premises or other contractor or may be set up by this Company.
2.3 In the case of procedures operated by others, detailed discussions will be requested between management and supervisors from our company involved in the contract and the organisation of the company operating the procedure.
2.4 If the permit procedure does not cover the requirements of this Policy, improvements must be requested.
2.5 When Permit to Work procedures are set up by this Company, the Contracts Manager will ensure that the procedures are clearly defined and the personnel who will operate the system have been fully instructed.
2.6 Permit to Work forms, together with guidance, in relation to Hot Works, Entry into Confined Spaces and General Use, are contained in the Company Site Safety Management documentation.

3. TRAINING
3.1 Supervisors and operatives must be aware of the Permit Procedure and trained and instructed on the type of Plant / Machinery they are expected to use.

4. MONITORING
4.1 The Site Agent will:
   • Ensure that all persons under their control are aware of the permit procedure and the areas / work for which a permit is required.
   • Ensure that notices, signs, etc. prohibiting access to areas, plant, specific work without permits are displayed and that they are maintained in position and replaced immediately if lost, damaged or become unreadable.
• Take disciplinary action against any person disregarding the permit procedure.
• Carry out regular checks to ensure that the permit procedure is being followed and that current permits are in the possession of persons in areas carrying out work covered by the permit system.

5. CONTROL MEASURES

5.1 In most cases, the person who will issue the permit and carry out the precautionary procedures etc. will be the client company or another company, therefore the procedure must be fully discussed and agreed before any work takes place.

5.2 For Company issued permits, these must be issued and cancelled by Site Managers who themselves are not involved in carrying out the work subject to the issue of the permit.

5.3 Permits will be issued on a daily basis (or part thereof) only.

5.4 Define whether the personnel who will operate the system have been fully instructed.

5.5 The following checklist will be used by contracts management to ensure that any permit procedure fully meets this Company’s Policy:

• Does the permit procedure satisfy the legal requirements applying to the site / installation?
• Is the permit procedure recognised throughout the site / installation as being essential for certain types of work?
• Are types of work, types of jobs or areas where permits must be obtained clearly defined and known to all concerned?
• Does the permit procedure extend to all other contractors, client personnel, etc.?
• Is it clearly laid down who may issue permits and how permits may be obtained?
• Are personnel who issue permits properly authorised and trained to undertake the duties placed on them and have sufficient time to carry out the duties properly.
• Is the permit procedure flexible enough to allow it to be applied to other potentially hazardous work other than that for which it was originally set up.
• Is there a clear system for requiring a stoppage of work under a permit procedure if any new hazards have arisen or old hazards recurred?
• Does the permit procedure contain clear rules about how the job should be controlled or abandoned in the event of a major or general site emergency?
• Is the issue of a permit by a person to himself constrained by the procedure in force?
• Do permits specify clearly the job to be done?
• Do permits specify clearly to whom they are issued?
• Does the recipient have to sign the permit to show that he has both read the permit and understood the conditions laid down in it?
• Does the procedure provide both for the recipient to retain the permit and for a record of live permits to be maintained at the point of issue?
• Do permits specify clearly a time limit for expiry or renewal? (see 5.3 above)
• Do permits specify clearly the plant or geographical area to which work must be limited?
• Does the permit procedure include a hand-over mechanism for work, which extends beyond a shift or other work period?
• Is a hand-back signature required when the job is complete?
• Is there a system of spot checks to ensure that permits are being followed?
• Is there a procedure for reporting any incidents that have arisen during work carried out under a permit and for reviewing the permit procedure as necessary?

5.6 The Safety Adviser may be requested to assist in the setting up of a permit procedure of the checking of an existing procedure as required.

5.7 A consecutive permit number must be given to each permit issued.

5.8 The permit must be completed in duplicate with the carbon copy retained with the record book by the person responsible for the issue of permits.

5.9 The permit to work used by this Company must be completed as follows: Permit number, site, date and time issued must be completed on each Permit.

5.9.1 Limits of Permit
• This section of the permit must clearly define the area or room to be entered or work to be carried out under the permit.
• Where work has to be carried out under a permit procedure set up by this Company, e.g. entry into confined spaces, work on electrical equipment made dead, then the standard Company Permit to Work will be used as part of the procedure.
• The date and time until which the permit is valid must be completed. Permits should be issued for one day only or less.

5.9.2 Restrictions
• A permit may be issued for entry into a room or confined space but certain specific work in that area may require a further permit in which case this requirement must be noted in this section.
• Similar restrictions may apply to entry into adjoining rooms or areas, use of power tools, welding operations, etc.

5.9.3 Hazards
• Those hazards which do not apply to the area / work should be deleted and details noted on applicable hazards in the space on the permit, e.g:
“Fumigation of room carried out using formaldehyde”.
“Machinery is controlled by micro-processor and may start without warning”.
“11,000 volts underground supply into adjacent transformer”, etc.

5.9.4 Precautions
- Details of isolation of electrical supply, ventilation and gas testing of atmosphere, locking-off of machinery controls and any other pre-entry or pre-work measures carried out to ensure safety must be noted in this section. If information is given on additional sheets, this must be noted and the additional sheet attached to the permit.

5.9.5 Conditions
- Any protective clothing required, on going gas testing, radiation monitoring, emergency alarm and escape procedures and any other requirement while work is taking place must be noted in this section.
- If information is given on additional sheet, this must be noted and the additional sheet attached to the permit.

5.9.6 Issue of Permit
- When the permit is issued, the person issuing the permit, before signing the permit, will ensure that the precautions have been carried out and then discuss the limits, restrictions, precautions and conditions with the person to whom the permit is issued.

5.9.7 Receipt of Permit
- The person receiving the permit, before signing it, will ensure they understand fully the limits, restrictions and conditions of the permit and will then accept the responsibility for informing all the persons under their control.
- Note: the permit will only be valid while the person to whom it was issued is still on the site. If that person must leave the site, then the permit must be cleared and cancelled and another person nominated to receive a fresh permit.
- If the person to whom the permit is issued is not satisfied in any way with the precautions and conditions which apply at any time during operations, then all persons under his control must be withdrawn and the permit returned to the person who issued it with details of any difficulties, unsafe conditions, etc. encountered.

5.9.8 Clearance
- When the permit time limit is reached, the work is complete and all tools and equipment have been removed, then the section which refers to this should be crossed out.
- The permit can only be cleared by the person to whom it was issued.
5.9.9 Cancellation

- The permit cannot be cancelled unless both copies are with the person who issued the permit and the person to whom the permit was issued has cleared the permit.
- Normally, only the person who issues a permit should cancel it but in some cases it may be necessary to authorise other persons to cancel permits providing that the permit recorded book is maintained and up to date.
- When a permit is cancelled, both sides of each copy must be marked with a clear bold diagonal line from corner to corner and both copies must be filled in a cancelled permit file. The Safety Adviser will assist, as requested, with any training required with the above procedures and any adaptations etc. of the permits.

6. REFERENCES

6.1 In addition to the Health and Safety at Work Act 1974 overall requirements for a “safe system of work”, the following legal requirements are examples which can be related to Permit to Work Procedures:

6.2 Confined Spaces Regulations 1997 - Regulation 4 - Work In Confined Spaces.
6.3 Electricity at Work Regulations 1989: Regulation 13 - Work on electrical equipment made dead.
6.7 Health and Safety Executive ACOP L101, “Safe Work In Confined Spaces”.
DEBRIS CHUTES

1. HAZARDS
1.1 The hazards associated with the use of this equipment include:

- Collapse of the chute due to inadequate support.
- Collapse due to blockage and overloading with debris at any level.
- Person being struck by debris being discharged from the chute.
- Eye injuries from dust.
- Collapse of support scaffold of chute due to inadequate ties and bracing.
- Falls of debris from loading area of chute due to lack of toe boards, careless handling of debris whilst loading etc.

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.

2.2 The Contracts Manager will:

2.2.1 Establish if chutes are to be required on a contract for the safe lowering of debris.

2.2.2 Ensure that the arrangements made for scaffolding take account of the loadings of the chute, debris handled, securing of support scaffold or chutes to existing buildings etc.

2.2.3 Ensure that calculations include the following:

- The inclusive weight of the chute and all fittings.
- The packing of the bottom of the chute in the event of blockage to a height of 2 metres.
- Horizontal wind loading.

2.2.4 Ensure that calculations and design requirements, limitations, conditions etc. as well as details of construction procedures, instructions for safe use, etc. are available and issued to site supervisory staff before work commences.

3. TRAINING
3.1 Instructions and training if necessary must be provided to site supervisory staff on the construction of the chute, loading, procedure in the event of blockages, inspections, etc.
4. MONITORING

4.1 The Site Agent will:

- Ensure that the chute is constructed according with the details provided by the scaffold contractor or supplier and that all personnel on site are instructed in loading the chutes and what to do in the event of a blockage.
- Inspect the chute daily. After any blockage a full inspection of the chute and all supporting elements, chains, yokes, karabiner hooks, beams, etc. must be carried out for signs of distortion and any damaged components replaced.
- Check regularly any measures taken to reduce dust from the chute at any level and at the discharge position.
- Ensure that barriers, notices, clearance distances, etc. are provided and maintained around the discharge point of the chute.

5. CONTROL MEASURES

5.1 Chutes constructed from pre-fabricated tube sections are normally only designed to hang vertically and should not be inclined unless specifically designed.

5.2 Winches provided for the erection of pre-fabricated chutes must not be used for any other purpose.

5.3 Safety helmets must be worn by all personnel working in the area of a debris chute.

5.4 Where a chute is used in areas where the public have access, suitable protective measures are required by means of solid hoardings, etc.

5.5 No piece of debris longer than the smallest chute internal dimension must be placed in the chute.

5.6 The discharge end of the chute must be kept clear to prevent a build-up in the chute.

6. REFERENCES

6.1 Construction (Design and Management) Regulations 2007: “Falling Objects”

6.2 The design of chutes constructed from scaffold materials must take into account the design factors provided in BSEN12811-1 Temporary Works Equipment 2003 and NASC Guidance – Good Practice for Scaffolding with Tube and Fitting TG20:05. Pre-fabricated chutes must be erected in accordance with the supplier’s instructions.
WASTE MANAGEMENT

1. HAZARDS

1.1 What is waste?

1.1.1 Any kind of household, commercial or industrial waste, including:

- Scrap metal, Effluent, Clinical Waste, Unwanted surplus substances.
- Building or demolition waste.
- Broken, worn out, contaminated or spoiled plant materials.
- Controlled waste is liquids or solids EVEN if it is not hazardous or toxic.

1.2 Collection of refuse

1.2.1 Any refuse awaiting collection must be stored in receptacles which are appropriate to the refuse composition i.e. food refuse must be stored in refuse containers with tight fitting lids to avoid possible infestation, and must not be sited close to emergency escape and exit routes.

1.2.2 Where there is a need to position refuse awaiting collection on any highway (which includes the footpath) it is the building occupier’s responsibility to consult the highway authority prior to doing so.

1.2.3 It is the occupier’s responsibility to identify hazardous waste, such as broken glass and ensure that it is properly protected prior to disposal to minimise the risk of injury.

1.2.4 The occupier must identify hazardous waste such as containers which have contained toxic materials and ensure that it is properly disposed of in accordance with the regulations. If a contractor is employed to undertake this work the occupier is responsible for ensuring that the contractor has appropriate disposal arrangements. It is suggested that disposal arrangements are a condition of the contract for services.

2. PLANNING PROCEDURES

1.1 When planning work, consideration shall be given to all aspects of waste management.

1.2 We will implement and develop the Site Waste Management Plan produced by the Client where a project value exceeds £300,000 excluding VAT.

1.3 A Waste Champion will be nominated to establish what can be re-used, with a full understanding of the types and quantities of waste generated and whose role will be to identify the largest areas of waste production and greatest opportunities for waste re-use. They will identify waste streams, collect data and set up a strategy for reporting and dealing with waste with the authority to ensure that measures are implemented.
3. REQUIREMENTS

3.1 Anyone who “imports, produces, carries, keeps, treats or disposes of any controlled waste or a broker who has control of such waste” is subject to the “Duty of Care” requirements. Breach of the Duty is a criminal offence.

3.2 Controlled waste is defined as any household, commercial or industrial waste, such as waste from a house, shop, office, factory, construction site or any other business premises. It does not include waste from agriculture, mines and quarries, explosive waste and most radioactive waste. Householders are exempt from the Duty as far as their own household waste is concerned.

3.3 The Duty of Care is described in Section 34 of the Environmental Protection Act 1990 which states that all those subject to the Duty of Care must:

- Prevent others from depositing, storing, treating or otherwise disposing of waste without a valid licence or contravene the licence conditions: or, act in a manner likely to cause environmental pollution or harm human health. These are offences under Section 33 of the 1990 Act (note: licensing is currently regulated by the Control of Pollution Act 1974).
- Prevent the waste from escaping.
- Ensure that the waste is only transferred to an authorised person.

3.4 The WASTE CARRIER is responsible for:

- The adequacy of packaging of the waste whilst under his control.
- Ensuring a description accompanies the waste and that this description is accurate.
- Ensuring any alteration to the waste is recorded in the description of the waste.

3.5 The WASTE BROKER is responsible for ensuring that the waste is correctly and adequately described and is transferred by a registered or exempt carrier and that all documentation is properly completed.

3.6 The WASTE MANAGER is responsible for:

- Carrying out the disposal operation in accordance with the conditions of the Waste Regulation Authority Licence.
- Checking the description of the waste they receive. Sample checks on the composition are considered to be “good practice” and should be implemented.
- Ensuring that correctly completed documentation accompanies the waste.

3.7 All duty holders should look out for breaches of the Duty committed by others in the chain. Breaches of the Duty should be reported to the Waste Regulations Authority and further dealings with the offenders should be reconsidered.
3.8 Duty holders are only expected to do what is “reasonable in the circumstances”. The extent to which they should check up on others in the chain depends on the nature of the waste, how it is to be dealt with and what the holder might “reasonably be expected to know or foresee”. It is, for example, more important to check up on a consignment of toxic chemical waste than a load of waste paper.

3.9 The Approved Code of Practice advises that the law does not require audits of waste disposal sites by waste producers, however, this is advised where hazardous waste is involved.

3.10 Those subject to the Duty should keep a copy of the waste description transferred and the completed transfer note for a period of two years after the transaction.

3.11 Hazardous waste as defined by the Hazardous Waste (England and Wales) Regulations 2005, are subject to the Duty of Care. Compliance with the Duty of Care does not in anyway discharge the need to comply with the Hazardous Waste (England and Wales) Regulations 2005. It will be necessary to add details of relevant authorisation to the consignment notes.

4. WASTE MANAGEMENT

4.1 If you dispose of the waste at one of your own sites then a copy of your Waste Disposal Licence should be available.

4.2 If a sub-contractor disposes of the waste, how do you check:
   • Where the waste is being transported to? And
   • that the site to which the waste is transported has a Waste Disposal Licence.

4.3 A certificated copy of your registration with the Waste Regulations Authority as a carrier of waste should be available if all or part of the waste from the works site is transported.

4.4 NB: If you arrange for all or part of the waste to be transported from the works site by a sub-contractor a certified copy of the proposed sub-contractor’s registration as a carrier of waste will be required from the successful tenderer).

4.5 Controlled Waste Transfer Note should be available as required to comply with the Duty of Care Code of Practice issued by the Department of The Environment.

4.6 Arrangements made to comply with the Duty of Care should be readily available.

5. SITE WASTE MANAGEMENT PLAN

5.1 The Site Manager will ensure the Site Waste Management Plan is updated to accurately reflect the progress of the project.
5.2 **If the project has an estimated cost of £500,000 or less**, whenever waste is removed from the site we will record the identity of the person removing the waste, the types of waste removed; and the site that the waste is being taken to. Within three months of the work being completed we will add to the plan confirmation that the plan has been monitored on a regular basis to ensure that work is progressing according to the plan and that the plan was updated in accordance with the regulations and an explanation of any deviation from the plan.

5.3 **If the project has an estimated cost greater than £500,000** the Site Manager will update the site waste management plan, recording the identity of the person removing the waste, the waste carrier registration number of the carrier, a copy of, or reference to, the written description of the waste required by section 34 of the Environmental Protection Act 1990; and the site that the waste is being taken to and whether the operator of that site holds a permit under the Environmental Permitting (England and Wales) Regulations 2007 or is registered under those Regulations as a waste operation exempt from the need for such a permit. The Plan shall be reviewed to record the types and quantities of waste produced; re-used, recycled, sent for another form of recovery, sent to landfill; or otherwise disposed of.

5.4 Within three months of the work being completed we will add to the plan confirmation that the plan has been monitored on a regular basis to ensure that work is progressing according to the plan and that the plan was updated in accordance with the regulations. This will include
- A comparison of the estimated quantities of each waste type against the actual quantities of each waste type;
- An explanation of any deviation from the plan; and
- An estimate of the cost savings that have been achieved by completing and implementing the plan.

5.5 The Site Manager will ensure that the site waste management plan is kept at the site office, or if there is no site office, at the site.

5.6 The Site Manager will ensure that every contractor knows where it is kept, and make it available to any contractor carrying out work described in the plan.

5.7 Plans will be retained for two years after the completion of the project.

5.8 We will not intentionally obstruct any person acting in the execution of the Regulations and will provide any assistance or information that that any person may reasonably require under these Regulations. It is an offence to provide false or misleading information or to
fail to produce a site waste management plan or any other record when required to do so by any person acting in the execution of the Regulations.

5. **REFERENCES**

5.1 The Environmental Protection Act 1990.
5.2 The Site Waste Management Plan Regulations 2008
5.4 The Environmental Protection (Duty of Care) Regulations 1991.
5.5 The Controlled Waste (Registration of Carriers & Seizure of Vehicles) Regs 1991.
5.6 The Clean Air Act 1993.
5.7 Highways Act 1980.
5.8 Control of Pollution (Amendment) Act 1989.
5.9 Hazardous Waste (England and Wales) Regulations 2005
5.10 Builders Skips (Markings) Regulations 1984.
5.12 Control of Substances Hazardous to Health Regulations 2002.
ENVIROMENTAL

1. INTRODUCTION
1.1 In accordance with good environmental practice, care will be taken in all stages of operations to ensure that the least possible damage is done to the environment around the site by protecting water courses, trees, wildlife, and wild flowers and preventing unnecessary pollution of the environment.
1.2 In addition, care will be taken to protect the interests of persons who occupy premises in the vicinity (where applicable), work will be carried out with the least possible disruption to the lives of the occupiers and other persons.

2. ENVIRONMENTAL PROTECTION
2.1 The following matters will be given consideration during the pre planning stage to ensure that the work is carried out with the least damage to the environment and the maintenance of aspects of local natural beauty.
2.2 If necessary, protection will be erected around trees & areas where wild flowers grow.
2.3 Care will be taken to ensure that existing water courses and ponds are not polluted, dirtied or obstructed during the work period.
2.4 The burning of rubbish on site will not be permitted at any time.
2.5 Existing footpaths and rights of way will be protected throughout the demolition period.
2.6 Diesel and fuel storage tanks will be adequately protected with bund walls or be contained within proprietary double-skinned bunded containers.
2.7 Drip trays will be placed under plant and machinery to minimise the effects of any oil or fuel leaks. Spill kits appropriate to the nature of the project will be provided on site to minimise the effects of fuel and oil spills.
2.8 Noise pollution on site will be kept to the absolute minimum.
2.9 Biodegradable oil will be used within plant when working adjacent to or over water.

3. PLANNING PROJECTS WITH CONSIDERATION TO THIRD-PARTIES
3.1 It is sound policy to ensure that good relationships are maintained with third parties and near neighbours who may be affected by our work. To this end, the following matters will be taken into account when commencing and planning work on site.
3.2 Check that site boundaries are clearly identified to avoid disputes with adjoining sites or property: make records - film / video.
3.3 Make contact with persons in the vicinity of who may be affected by our operations.
3.4 Contact local authority representatives or other parties to agree means of protection over or against public roads, footpaths or right of way where this applies to our work.
3.5 Ensure adequate lighting & protection, warning signs & lighting are available at all times.
3.6 Erect all warning signs in agreed positions and in accordance with Company Policy.
3.7 Make arrangements to reduce noise and smoke pollution on site to the minimum possible.
3.8 Ensure all plant & equipment is left in a safe & secure condition at the end of the day.
3.9 Regularly check procedures for preventing pollution by fumes (filters / limiting use of plant / regularly serviced plant).
3.10 Ensure that emergency procedure notices are displayed on site so that they are readily visible to all who may require them.
3.11 Ensure that appropriate fire fighting equipment is supplied.
3.12 Ensure that all materials are stacked in safe and secure positions and do not present a hazard to children, visitors and occupiers on the site.
3.13 Provide lockable dry storage for hazardous materials and these are removed from the working area at the end of each day.

4. **OIL SPILLAGES**
4.1 One of the main problems the Company can be faced with on site is the spillages of fuel and oils contaminating water, consideration shall always be given to the methods adopted by operatives when refuelling or transferring fuel and oils.
4.2 Drip trays will be placed under plant & equipment and the fuel decanted by manual pumps or a funnel and container, drip trays will be checked twice daily.
4.3 Spillage kits will be on all sites where fuel and oil is being used.
4.4 In the event of a spillage on site the fuel / oil should be contained using absorbent material such as sand, soil or the spillage kit. In the event of a spillage, the site manager must be contacted immediately, if the Environment Agency needs to be informed this will be undertaken.

5. **REFERENCES**
4.1 Control of Pollution Amendment Act 1989 and related Regulations.
4.2 Control of Smoke Pollution Act 1989.
4.3 The Clean Air Act 1993
4.4 Environmental Protection Act 1990.
4.8 The Site Waste Management Plans Regulations 2008
PROTECTIVE CLOTHING AND EQUIPMENT

1. HAZARDS
1.1 Refer to the specific sections of this Policy for the relevant hazards and the protective equipment required.
1.2 Some examples include:
3 Head injury, Eye injury, Foot injury
4 Cuts and scratches, Weather, Temperature - hot and cold
5 Falls from height, Excessive noise, Respiratory damage

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 The Contracts Manager will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required and any signs relating to the wearing of helmets, eye protection, ear defenders etc. are ordered and available for use on site and that sub-contractors are made aware of the site requirements for the wearing of safety helmets.

3. TRAINING
3.1 Training will be provided to staff in the use and maintenance of all protective clothing and equipment issued.

4. MONITORING
4.1 The Site Agent will:
• Ensure that adequate supplies of all the necessary protective clothing or equipment are available on site / workplace for issue as required and that when issued to employees, a record is kept in the Protective Clothing Issue Register.
• Ensure that before employees are set to work, that any necessary protective clothing is provided and that signs are erected for safety helmet areas, machinery requiring eye protection, ear defenders etc.
• Inform any person on site / workplace, observed carrying out any process which requires the issue of protective clothing or equipment, of statutory and Company Policy requirements and instructed not to continue working until protective clothing or equipment is obtained. This applies to any subcontractors as well as direct employees.
• Ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued can be provided by the Safety Adviser as required.
• All supervisory and management staff will set a good example in the wearing of safety helmets, protective footwear, etc. and will use all necessary protective clothing and equipment where required.

5. CONTROL MEASURES
5.1 All operatives are required to wear suitable footwear whilst at work on Company sites or in Company workplaces. Suitable footwear may contain some or all of the following features: steel toecap, steel mid-sole, waterproof (e.g. Wellingtons), oil or chemical resistant soles, electrically insulating, specific protection (e.g. chainsaws etc.).
5.2 Operatives will obey the requirements of any sign or notice indicating that equipment is to be worn.
5.3 When necessary operatives will wear the appropriate hearing defenders issued and be instructed in its maintenance and use.
5.4 Operatives will wear the eye protection issued as appropriate to the work carried out.
5.5 Where necessary, operatives will wear the relevant respiratory protective equipment provided.
5.6 All management, supervisory staff, visitors, sub-contractors and employees, shall wear safety helmets whilst on Company sites, other than in areas specifically designated in writing by the Company as being areas where the risk of head injury is negligible. Information on any areas or working conditions where helmets need not be worn must be displayed in the site mess room or issued to each person or contractor etc. Normal disciplinary proceedings will be issued against employees not complying with this requirement.
5.7 Where other protective measures are not practicable, then for certain operations, the use of a safety harness may be necessary. The equipment must be suitable for the particular purpose intended. This equipment will be issued when required and operatives instructed in its use together with any other related equipment such as lifelines, connectors, shock absorbers, fall arrest devices etc.
5.8 All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.
5.9 Other sections also make reference to various protective clothing and equipment required.
6. REFERENCES
6.1 The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:
6.2 The Personal Protective Equipment at Work Regulations 1992 (as amended).
6.3 The Construction (Head Protection) Regulations 1989
6.4 The Control of Asbestos Regulations 2006 - protective overalls, respiratory equipment, breathing apparatus.
6.5 The Control of Noise at Work Regulations 2005 - provision of ear defenders.
6.6 Control of Lead at Work Regulations 2002 - provision of protective overalls, respirators, breathing apparatus, etc.

SAFETY HELMETS

1. HAZARDS
   • Falling materials.
   • Lifting operations.
   • Materials handling
   • Contact with obstructions

2. PLANNING PROCEDURES
2.1 All work will be tendered for or negotiate in accordance with the relevant standards and the appropriate risk assessments carried out.
2.2 Before work starts, the Contracts Manager will ensure that any signs relating to the wearing of helmets, are ordered and available for use on site and that sub-contractors are made aware of the site requirements for the wearing of safety helmets.

3. TRAINING
3.1 Personnel are to be informed of the areas where helmets need to be worn and instructed in their use and maintenance.

4. MONITORING
4.1 The Site Agent will ensure that safety helmets are available, and are worn in all areas unless specifically designated.
5. **CONTROL MEASURES**

5.1 Wearing of Safety Helmets, where there is a risk of head injury, is now mandatory. Failure to comply could result in disciplinary action being taken against offenders.

5.2 All supervisory and management staff are required to set a good example by the wearing of safety helmets, where required.

5.3 All persons shall wear safety helmets whilst on site, other than in areas specifically designated in writing as being areas where the risk of head injuries is negligible. Information on any areas or working conditions where helmets need not be worn must be displayed in the canteen and site office.

5.4 Safety helmets will be worn by persons undertaking demolition work. The helmets will be provided with chin straps for use at heights where necessary.

5.5 Plant operators and vehicle drivers must wear safety helmets when out of their cabs.

5.6 Any person failing to comply with the mandatory Regulations will be required to leave site immediately and not return that day. Repetition of this action will debar an individual from re-entering site.

5.7 Safety helmets will only be used for head protection and not for any other purpose.

6. **REFERENCES**

6.1 The Personal Protective Equipment at Work Regulations 1992 (as amended)

6.2 Construction (Head Protection) Regulations 1989