



Health, Safety and Welfare Policy

This Policy is prepared in accordance with section 2(3) the Health and Safety at work etc. Act 1974, with the intention of promoting a safe working environment that will, so far as is reasonably practicable, ensure the safety and health of all employees and to enable the company to comply with legislation.

A safe place of work and safe systems of work can only be achieved by the co-operation of employees and management with determination to promote and maintain a strong safety culture in all of the company's activities.

This document sets out the aims of DRG Interior & Building Solutions Ltd (also referred to as 'the company' throughout this document), details the organisation that will manage and promote its objectives, together with the arrangements that it considers necessary to inform and guide personnel in achieving a good health and safety culture.

For ease of reference the policy documentation consists of 6 sections

This Policy will be reviewed as necessary to ensure it complies with all relevant Regulations, Codes of Practice, etc.

THIS DOCUMENT IS IMPORTANT TO YOUR PERSONAL SAFETY AND HEALTH WHILST AT WORK.

IT IS ESSENTIAL THEREFORE THAT YOU READ IT.

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Section A.

Health, Safety and Welfare Policy.

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DRG Interior & Building Solutions Ltd

Health, Safety and Welfare Statement.

1. It is the The Company (DRG Interior & building Solutions Ltd) policy that its operations shall be conducted in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees. The company will also ensure that any of its activities will not adversely affect the health and safety of others, including the general public, children, contractors, subcontractors, etc.
2. The company requires high standards of safety, health and welfare to be achieved and constantly maintained at all of its sites, workshop and offices. There is also the need to have a strong commitment to the protection of the environment and to minimise waste. Therefore, the company's Environmental Policy Statement is set out in this policy document to support this commitment.
3. The safety policy will be regularly reviewed and monitored in order to meet current legal requirements. All new legislation, codes of practice, etc. will be considered as necessary, and all significant changes will be made to the policy to ensure it continues to reflect working practices.
4. This policy and all revisions of it will be brought to the attention of all employees by the safety director in compliance with company procedures.
5. The company will ensure compliance with the requirements of the policy by maintaining a thorough monitoring programme. If the company feels any part of the policy is not effective, appropriate steps will be taken to rectify the problem.
6. All matters concerning health and safety will be implemented only after full consultation with employees. The employees have the right to nominate safety representatives, under the **Safety Representatives and Safety Committee Regulations**, and request the organisation of a safety committee. The Company recognises there is a requirement to consult with employees under provisions of **The Construction (Design and Management) Regulation** and the **Health and Safety (Consultation with Employees) Regulations** and **The Management of Health and Safety at Work Regulations** and will therefore encourage full employee participation in all matters relating to health and safety. Employees will be afforded every opportunity to discuss health and safety issues with a senior management representative, or with the visiting safety adviser should the employee choose to do so.
7. The Company will ensure that all relevant safety and health training will be undertaken and that all the necessary information required to do a job safely will be forwarded to the appropriate parties. The safety director and directors will also ensure that sufficient resources are available to meet all reasonable health and safety requirements.
8. It is the function of management to provide all the necessary requirements in order to carry out work in a safe manner. However, no safety policy can function properly without the support and co-operation of all its employees. Therefore, The Company reminds its employees that they have a legal duty not only to work in a safe manner, but also to co-operate in efforts to create safe and healthy working conditions.

Health, Safety and Welfare Statement.

(continued)

- 9. Veritas Consulting** have been appointed as health and safety advisers to **DRG Interior & Building Solutions Ltd ('the company')** and will advise and assist in implementing procedures to meet statutory obligations and the objectives set out in this policy.

Signed **Date**

Mr D Gregory – Director Responsible for Safety, Health and Welfare.

Training and Information.

Sufficient and appropriate training is the key to the efficient operation of The Company. The company does not see health and safety training as an activity undertaken just to meet the minimum requirements of health and safety law. Neither does it see health and safety training as a 'bolt-on' extra to skill or professional training, but as an integrated part of general skill training, for the correct undertaking of any work activity.

The company has therefore set out its **aims** to training as follows:

a) Training that is both suitable and sufficient and cost effective.

The cost of training and the degree of risk to be countered by the training will be taken into account when deciding if the training is justified.

b) Training will be prioritised to ensure that training, information and instruction for high-risk activities and emergency procedures is undertaken before general skill training.

The company **objective** is to ensure that all employees can carry out their duties with the least chance of harm occurring either to themselves or to others; or causing damage to property.

c) The more information, instruction and training received by the employee, the greater their level of competence and therefore the greater the opportunity to act as supervisors of their own work.

Training provided:

1. **Contract Managers,**
Management of Health & Safety & CDM.
Accident Investigation
Risk Assessment.
Confined Space Entry
Manual Handling
CSCS Contracts manager
2. **Project & Site Managers, General Foremen**
CITB Site Management Safety.
Accident Investigation
Risk Assessment.
Scaffold Inspection.
Confined Space Entry
Manual Handling
First Aid.
Tool Box Talks.
CSCS Site Management
3. **Setting out Engineer**
CSCS Setting Out Engineer
CITB Site Management Safety Training Scheme
First Aid
Tool Box Talks
4. **Trades Foremen & Gangers**
Health & Safety for Supervisors
Risk Assessment.
First Aid.
Scaffold Inspection.
Confined Space Entry.
Manual Handling.
Site Induction Training.
CSCS Site Supervisors
Tool Box talks.

Training and Information (continued)

5. **Trades Operatives**
Site Induction Training.
CSCS Training / Safety Awareness.
Abrasive Wheels.
Cartridge Tools
Confined Spaces.
Tool Box Talks.

6. **Labourers**
Site Induction Training.
CSCS Training / Safety Awareness.
Abrasive Wheels.
Confined Spaces.
Tool Box Talks.

7. **Plant Operators**
Itemised Plant Training.
Safety Awareness.
Site Induction Training.
Tool Box Talks.

The company maintains detailed records of all training and annual reviews of training needs are undertaken, from which a training plan is developed.

All personnel attending site, including visitors, must report to the site manager, or his deputy, and are made aware of the site-specific rules for that project. The site manager will ensure all persons undergo formal induction training, and will maintain accurate records. The extent of the induction training provided (workers & visitors) will be at the discretion of the site manager.

All contractors and their employees have access to the **DRG Interior & Building Solutions Ltd Health & Safety Policy and Company Procedures Manual**, which contain details of relevant health and safety matters. These documents are held on site, together with the project Health and Safety Plan.

Reasonable enquiries are made of contractors' and their employees' level of training, to ensure appropriate general safety awareness and site-specific awareness training has been undertaken. The Company will instruct the contractor to organise such training, or organise the training on behalf of the contractor as necessary, where awareness or training is deemed to be lacking.

The contracts manager and site manager will ensure the construction phase health and safety plan for individual sites is adequately maintained and available for access. Any areas of risk identified in the plan will be made known to all relevant personnel.

Specific risks, which may affect others, including contractors and subcontractors, will be informed in writing to all persons concerned.

Chain of Responsibility.

1. The safety director is responsible for the safety policy being implemented, amended or updated as required. The directors will assist the safety director in this task and will ensure that the appropriate health and safety documentation is available for all relevant departments and personnel.
2. The company secretary is responsible for office safety.
3. The contracts managers are responsible for ensuring the implementation of the safety policy on all sites.
4. The projects managers, site managers and foremen are responsible for ensuring all aspects of the safety policy are complied with on individual sites.
5. The appointed health and safety advisers are responsible for providing all specialist health and safety advice to all sites, and offices. The terms of appointment are to be read in conjunction with health and safety advisers duties and responsibilities outlined in this policy.
6. All employees are responsible for ensuring that all aspects of the safety policy are complied with when undertaking work tasks on behalf of the company.
7. Employees are expected to involve themselves in safety matters and report any unsafe equipment or dangerous situations to their supervisors.
8. All functional management and specialist staff (including design, buyers, advisers, etc.) will be actively encouraged to provide all essential safety support to the mainline management team. Particular regard will be given to the introduction of better, safer systems of work for the benefit of all employees.
9. Anyone who may be affected by operations undertaken by the Company will be kept fully informed and the requisite liaison between the parties will be effectively maintained.

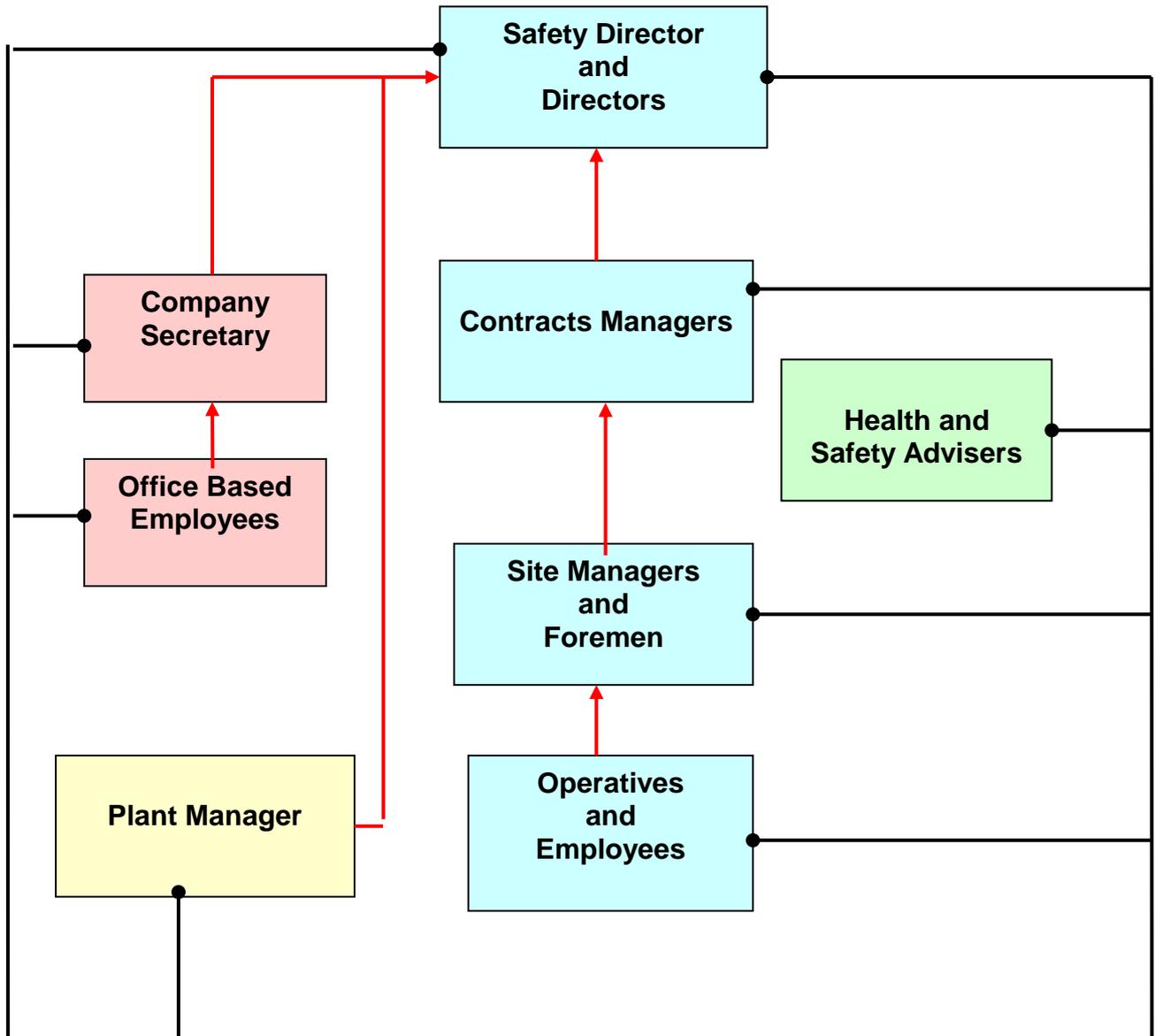
e.g. contractors will be advised at site level, through pre-start meetings and induction, on the company's safety policy and safety procedures. Contractors will be informed that they must work to equal or better standards to those laid down in the safety policy. Failure to do so may result in them being removed from site and may disqualify that contractor from tendering for future work with the company. The directors and contracts manager, via the monitoring process, are to ensure there is the required liaison between all parties and that it is effectively maintained.
10. All employees are issued with a copy of the the Company safety policy statement and an extract of the duties and responsibilities applicable to them, as will all new starters with the company. All employees will be informed of any changes or updates to the safety policy.
11. Monitoring compliance with the safety policy is the responsibility of all staff, employees and the safety director (see also "Monitoring and Review" and "Safety Assistance")

Chain of Responsibility (continued)

12. No safety policy can work without the full co-operation of all the employees of the company and the co-operation of all those working on behalf of the company. The safety policy cannot be forced onto employees without those employees having the right to forward criticism, comments, etc. about the safety policy.

In order to achieve a safety policy that can work in practice with the full approval of everyone concerned, The Company regards employer, employee consultation and co-operation as essential.

The Company Organisation Chart.



Monitoring and Review.

The Company will ensure that an effective management structure is in place to effect appropriate control over its activities and to make sure these controls are sufficient to meet its needs. The controls include policy making, planning and policy implementation. It is also necessary to monitor and review the work activities and procedures to enable the company to maintain standards and manage risks to the best possible extent. To this end The Company will, together with the safety advisers, carry out regular monitoring of its sites, and other activities, measuring its performance against known standards and accepted best practices.

Close monitoring of all work places and work practices will be undertaken to identify any unsafe practices or anything not complying with the company policy. Any person found not complying, or in breach of health and safety requirements, will be warned and disciplined according to the company disciplinary procedure. All failings will be rectified immediately.

The **projects manager, site manager or foreman** is responsible for the day-to-day control of safety on site and is given full backing from the company regarding any actions he feels necessary to enforce site safety.

The **safety director and contracts manager** will also undertake visits to sites. The frequency of these visits will be dependant upon other commitments, the nature and complexity of the project etc. During any site visit, identified problems or failings are highlighted, discussed and appropriate action taken.

Following site safety inspections, the **appointed** safety advisers will report back their findings via the site report form, with two copies being given to the site manager and a third copy sent to the safety director. **The site manager, is required to complete the "feedback" section of the report**, indicating what action has, or will be taken to correct any weaknesses in compliance with the policy or procedures. This completed feedback copy will then be returned to the safety director.

The company will carry out an annual review of its safety performance to determine areas of weakness and actions required. The appointed safety advisers will be called upon to participate in the review and provide input on the company's safety performance. The findings of the reviews, including changes to policy or company rules, will be disseminated to all relevant employees.

The company may also review the performance of the safety advisers and suggest ways the services provided by them can be improved.

Safety Assistance.

Management of Health and Safety at Work Regulations.

This is to confirm that the **Veritas Consulting** have been appointed as safety advisers for the purpose of the above requirements for **DRG Interior & Building Solutions Ltd.**

The Company will ensure that appointed safety advisers are informed of the location, start date, duration and nature of **all** contracts.

The company will utilise whatever notification procedure is applicable at the time.

General Safety Arrangements.

The Company are involved in several activities, a number of which, are on a day-to-day basis.

A comprehensive list of common and special hazards involved with all aspects of work are included in the **DRG Interior & Building Solutions Ltd Company Procedures Manual**.

Each site manager holds the Company Procedures Manuals, containing the arrangements and instructions for carrying out work safely on site. A complete document (Policy Statement, Responsibilities and Company Procedures Manual) is also available for reference, upon request, at the company's head office.

1. To assist in complying with these arrangements, all management and supervisors are to note that the company expects the minimum standards set out in the company procedures manuals to be achieved.
2. In order to ensure safe systems of work on site, special attention must be given at the planning stage regarding any safety considerations that might arise on that particular contract. Precautions required to address unusual considerations will be included in the contract health and safety plan, and adequate resources will be available to meet the requirements of the plan and policy objectives.
3. In the case of there having to be an emergency evacuation of a site or premises, an assembly point will be organised by the site manager prior to the start of the work. All persons under the control of the company will be informed about the location of the assembly point. All personnel will meet at this point and will remain there until such time as a thorough check has been completed to ensure that no one is missing. All personnel will then be advised of further procedures before being allowed to leave the assembly point.
4. It is essential that a high level of housekeeping be maintained on all sites and at all premises. There is a duty on everybody to ensure that all areas are kept tidy, unneeded equipment locked up or returned to the stores, waste removed, etc. Connected with this is the requirement to maintain safe access to, and egress from, the site or premises. There must be adequate safe walkways and these must not be obstructed with materials, rubbish, etc. Any emergency exits must be clearly marked and kept free from obstruction.
5. Employees must not operate any plant, machinery or equipment unless he or she has either been fully trained on the working of the machine etc. or deemed to be competent by experience, which can be demonstrated; is fully conversant with all safety requirements and has reached the required statutory age.
6. The company, in conjunction with the appointed safety advisers, and other training providers, will ensure that all employees are fully trained as required and are made aware of all the requirements with regard to health and safety matters.
7. Safety inspection of sites and premises will be undertaken by a number of persons:
 - (a) The safety director, directors and contracts manager will carry out visits to sites and premises. They will report their findings directly to the person responsible for the site or premises.

General Safety Arrangements (continued)

- (b) Projects managers, site managers and foremen will undertake regular safety inspections. The safety inspection will form a vital part of any site or premises inspection.
- (c) Regular visits will be undertaken by safety advisers of Veritas Consulting. These advisers will leave written reports of their findings with the site or premises supervisors and a copy will be sent to the safety director. The company, via the contracts manager and projects, site managers will ensure that any findings on these reports will be dealt with quickly and effectively.

The appointed safety advisers may suspend work operations, without reference to directors or managers, where there is serious or imminent danger to personnel, public or property.

Section B.

Individual Responsibilities

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25	Plant Manager.
26	Plant Operators.
27	Plant Fitter/Driver.
28	Company Secretary (Office Safety)
29	Planning Engineer and Quantity Surveyors.
30	Materials Buyer.
31	Estimators.
32	Office Based Employees.
33	Site Operatives & Employees
34	All Employees.

Safety Director and Directors.

Main Duties and Responsibilities.

1. To formulate the The Company safety policy and organise all revisions to it.
2. To ensure that the contents of the policy are circulated as appropriate to all employees.
3. To arrange for sufficient funds and resources to meet the requirements of the policy.
4. To ensure that all levels of staff receive appropriate and adequate training, and each employee has the opportunity to contribute to discussions on health and safety
5. To ensure health and safety issues are co-ordinated between the company and all contractors, including subcontractors, working on site to ensure safe working, in accordance with the health and safety plan for the project.
6. To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
7. To encourage all employees to work in a safe manner and at all times to set a good personal example.
8. To ensure the risk of injury and damage to the health of all persons affected by the company's operations, the prevention of fire, waste and damage to all property and plant is minimised by arranging procedures for risk assessments and by effective management of health and safety.
9. To provide and ensure preventative maintenance of plant, equipment and places of work that are safe when in use.
10. To arrange for procedures to be implemented for the carrying out of risk assessments and the formulations of safe working procedures; recording of these assessments and procedures and ensure that employees are made aware of them and to take whatever steps may be necessary to comply with them, including bringing the requirements of the health and safety plan to the notice of employees.
11. To ensure the provision in tenders, and other preparatory procedures, for adequate safe working methods, welfare facilities, storage of materials and hazardous substances, waste disposal, co-ordination and co-operation between employers and safe access, etc.; and ensure adequate response to identified hazards contained in the health and safety plan.
12. To ensure that procedures are implemented that assures employees' exposure to harmful substances is reduced or eliminated in line with the **Control of Substances Hazardous to Health Regulations (COSHH)**
13. The observance of, and to encourage others to observe, the requirements of the **Construction (Head Protection) Regulations.**
14. To monitor the effectiveness of this policy at all levels and bring into effect changes which are considered necessary.
15. To understand the main principles of the company safety policy and appreciate the duties and responsibilities given to each grade.

Appointed Safety Advisers.

Main responsibilities to The Company

1. To provide all specialist health and safety advice on all aspects of The Company activities.
2. To provide regular visits to all notified sites and premises belonging to, or worked on, by the company.
3. To formally advise the company of all new legislation and any changes to current legislation and offer advice and assistance on the implementation of the same.
4. To advise and assist the directors in keeping the health, safety and welfare policy under review; and to advise on changes that may be required to the policy as appropriate or necessary.
5. To take control, where necessary, of any internal investigation into an accident or incident, prepare a report on the accident or incident and advise and assist the contracts manager and site management in any remedial action required following recommendations to prevent a recurrence.
6. To liaise with the enforcing authority, client and client's representative on matters of health and safety.
7. To recommend and monitor safety training requirements and to arrange, upon request, such training.
8. The identification of hazards and risks during site visits. Advise and assist in the preparation of risk assessments and the development of preventative and protective measures to combat the risks.
9. Monitor the development and implementation of health and safety plans to ensure The Company comply with the **Construction (Design and Management) Regulations**.
10. Prepare reports of company health and safety performance and make available such reports for management review.
11. Liaise with the directors and safety director on all matters concerning health, safety and welfare.
12. Suspend work operations of The Company and/or that of contractors and subcontractors, where there is imminent risk of injury to personnel; or risk of damage to property, which has the potential to cause harm or incur an economic loss to the company or insurers.

Contracts Managers.

Responsible to the safety director for implementing the company safety policy on designated sites and co-ordinating related health and safety matters. Main duties and responsibilities:

1. To be aware of, and observe, the requirements of the company safety policy, the construction phase health and safety plan, the **Health and Safety at Work etc. Act**, construction regulations, other statutory requirements, Approved Codes of Practice, Guidance Notes and safety procedures appropriate to the operations under their control, seeking guidance and assistance from the directors and safety personnel as necessary.
2. To ensure site managers understand their duties and responsibilities under the company policy and to take all steps to ensure that these are carried out.
3. To determine at the planning stage (seeking advice from the safety advisers where necessary)
 - **The most appropriate order and method of working.**
 - **Allocation of responsibilities (including that of contractors and subcontractors)**
 - **Consideration of all existing and potential hazards, including fire hazards, and methods deemed necessary to overcome any such hazards.**
 - **Facilities for welfare and sanitation.**
 - **Check over work method statements and safety precautions before work commences.**
 - **The development (where appropriate) of the construction phase health and safety plan; and ensure this development is instigated.**
 - **Ensure risk and COSHH assessments are carried out as required, and to monitor the application and effectiveness of the assessments and their control measures.**
4. Carry out regular site inspections of operations under your control with particular reference to safety procedures, ensuring that statutory registers and records etc. are being completed accurately. Arrange for any remedial or improvement work to be carried out without delay. Pay particular attention to any comments made by the company's appointed safety advisers and to see that action has been, or will be, taken to correct any failings or shortcomings.
5. To set a good personal example at all times.
6. To ensure that once work has commenced, it is carried out as planned, following the health and safety plan where appropriate and complying with the requirements of the **Health and Safety at Work etc. Act** and other statutory requirements.
7. To ensure the construction phase health and safety plan is updated and managed as required by the **Construction (Design & Management) Regulations**, during the construction phase of a project; and that all-relevant information is issued to the directors.
8. To arrange for procedures to be implemented for the carrying out of specific risk assessments and the formulations of safe working procedures required by the **COSHH Regulations** and the **Management of Health and Safety at Work Regulations**. Arrange for recording of these assessments and procedures and ensure that employees are made aware of them and take whatever steps may be necessary to comply with them. Ensure the requirements of the health and safety plan are brought to the notice of employees. Assist the site managers in the preparation and implementation of assessments and safe working procedures.

Contracts Managers (continued)

9. To co-operate with the company in identifying training needs of individuals under their immediate control and, as necessary, ensure the individuals are given the opportunity to undertake training.
10. To monitor the work activities against the **policy standards** and **construction phase health and safety plan** and bring into effect any changes necessary that are within your immediate control. To bring to the attention of the company's directors, any failure to comply with policy standards that require the director's action. Implement and maintain arrangements with contractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion concerning areas of responsibility. Liaise with clients or their representatives to ensure the safety of any person affected by the works.
11. To report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" to the directors and safety advisers as soon as possible after the occurrence. Assist the The Company in establishing the cause of ALL such incidents and thereafter ensure steps are taken to prevent recurrence and ensure employees and others are instructed accordingly.
12. To ensure that all levels of staff receive appropriate and adequate information and instruction and each employee has the opportunity to contribute to discussions on health and safety.
13. To ensure health and safety issues are co-ordinated between the company and all contractors, including subcontractors, to ensure safe working in accordance with the health and safety plan for the project.
14. To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
15. Implement and maintain arrangements with contractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion concerning areas of responsibility.

Project Managers, Site Managers and General Foremen.

Responsible to the contracts manager under the company health, safety, and welfare policy.

Main duties and responsibilities:

1. To establish and organise operations under their control to ensure that work is carried out in a safe manner and to acceptable standards with minimum risk to all persons, property, equipment and materials.
2. To be aware of, and observe, the requirements of the The Company safety policy, the construction health and safety plan, the **Health and Safety at Work Act**, construction regulations, other statutory requirements, Approved Codes of Practice, Guidance Notes and safety procedures appropriate to the operations under their control, seeking guidance and assistance from senior management and safety advisers as necessary.
3. Implement the company risk assessment procedure using the assessments in the health and safety plan. Carry out additional site-specific risk assessments as necessary, and formulate safe working procedures required by the **COSHH Regulations** and the **Management of Health and Safety at Work Regulations**. Record these assessments and procedures and ensure that employees are made aware of them and take whatever steps may be necessary to comply with them. Ensure the requirements of the health and safety plan are brought to the notice of employees.
4. Carry out regular inspections, or as required by regulations, of operations under their control with particular reference to safety procedures. Keep records of each inspection as necessary, ensuring that statutory registers and records, etc. are completed accurately. Arrange for any remedial or improvement work to be carried out without delay.
5. To ensure that at places of work under their control, employees, contractors and others authorised to be at that place, or in connection with it, receive adequate working instructions, in particular to ensure arrangements for safe working, the prevention of accidents and risk avoidance or reduction and the requirements of the health and safety plan, are carried out.
6. Implement and maintain arrangements with contractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion concerning areas of responsibility. Liaise with clients or their representatives to ensure the safety of any person affected by the works.
7. Plan and maintain safe access to and around places of work, including safe access for emergency response vehicles and personnel. Establish and maintain a system of security to prevent, so far as is reasonably practicable, entry to the workplace by unauthorised persons, damage, theft and injury, including periods when the workplace is unattended. Ensure the emergency evacuation procedure from buildings and/or site is made known to all employees and others working on behalf of the company. Identify or designate the location of emergency assembly points and ensure these locations are made known to all personnel.
8. To arrange for fixed and mobile plant and equipment to be positioned safely and that all machinery etc. including power and hand tools, are maintained in good condition and only operated by persons competent to do so. To ensure plant and equipment is suitable for the work being carried out, check documents against the order requirements.

Project Manager, Site Managers and General Foremen.

Main duties and responsibilities: (continued)

9. To ensure that protective clothing and equipment is available and issued where appropriate and that such clothing and equipment is used and maintained in a proper manner and as required by statutory regulations. Ensure that adequate records are maintained for the issue and return of such equipment, using issue registers or other appropriate record system as appropriate.
10. To ensure that arrangements for first-aid, as required by the **Health and Safety (First Aid) Regulations**, are available and that the location of equipment is known by all personnel; and that such equipment and provisions are kept as complete as possible. To ensure that proper care is taken of casualties and to establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services. Comply with the requirements of the policy for the reporting and recording of accidents or incidents.
11. Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses", to the contracts manager as soon as possible after the occurrence. Assist in establishing the cause of ALL such incidents and thereafter carry out improvements to prevent recurrence and instruct employees and others accordingly.
12. Establish a site procedure to enable consultation with the work force to receive safety queries raised by employees and others under your control, and to respond in the most appropriate way to meet the policy objectives.
13. Make reasonable enquiries to determine that appropriate and adequate training of contractor and subcontractor employees is undertaken; and the subcontractor disseminates relevant information on risks to their employees.
14. Accompany Health and Safety Executive (H.S.E) Inspectors on site visits where possible and act upon their reasonable recommendations. Report all such visits to the contracts manager noting any observations made, as soon as possible after the visit. In the event of a prohibition or improvement notice being imposed or any indication that legal proceedings are to be initiated, the directors and the appointed safety advisers must be advised without delay.
15. Co-operate with the company's appointed safety advisers and accompany them on site visits and act upon their reasonable recommendations.
16. Encourage the observance of safety procedures by personal example and ensure that arrangements for the health and safety of persons and property are carried out, including the implementation of disciplinary procedures as necessary.
17. Conduct **personnel and visitor health and safety induction training** and ensure contractors' personnel, are aware of the requirements of this policy, the health and safety plan, and the requirements for safe working. Ensure all necessary contractor information (risk & COSHH assessments, safety method statements etc.) is provided before work starts.

Projects Manager, Site Managers and General Foremen.

Main duties and responsibilities: (continued)

18. Comply with the company's policy on COSHH and noise and ensure all employees have access to the appropriate information for healthy working and know how the information is to be used.
19. Implement changes to working practices, where necessary, to ensure safe working and maintenance of standards.
20. Maintain in a proper state all reference documents issued by the company to assist in compliance with this policy.
21. Ensure that adequate fire fighting equipment is available and that appropriate fire precautions have been taken.
22. Ensure all welfare arrangements are provided and maintained in accordance with the **Construction (Health Safety and Welfare) Regulations** and the requirements of the safety policy.

Setting Out Engineer, Trades Foremen and Gangers

Responsible to the project manager, site manager, or general foreman, under company policy. Main duties and responsibilities:

1. Ensure they understand the company safety, health and welfare policy and assist the Site Manager in its implementation on site.
2. Make themselves aware of site rules and company procedures and appropriate method statements and risk assessments ensure that persons for whom they are responsible are aware of and adhere to these rules and procedures. Seek guidance and assistance from management and safety advisers as necessary.
3. Ensure that persons on site are inducted as directed and fully aware of any hazards on the site.
4. Ensure that appropriate and sufficient protective clothing and equipment is available, maintained in a good condition, issued in accordance with company procedures and is used correctly.
5. Ensure that any item of Plant to be used on site is accompanied by the appropriate paperwork and certificates before it is allowed to commence work.
6. Carry out regular inspections as directed by the site management on operations under their control with particular reference to safety procedures, provided adequate training has been provided. Keep records of inspections as necessary ensuring that statutory registers are completed accurately ensuring that any remedial action / works are promptly completed.
7. Ensure that all defects on site are properly reported and rectified.
8. Continually develop safe practice to ensure safety on site at all times.
9. Ensure good housekeeping is maintained on site at all times.
10. Assist in the investigation of all accidents, dangerous occurrences, near misses, etc. to discover the cause and to eliminate recurrence.
11. Discourage horseplay and reprimand anyone consistently failing to adequately consider their own safety and the safety of others, reporting the identification of the offenders to the site management.
12. Assist the site management, or general foreman, in his duties, in the control of subcontractors, employees and visitors to site, maintaining safe access to and around the site and maintain a system of security on site.
13. To set a good personal example at all times.

Plant Manager.

Responsible to the safety director under company policy. Main responsibilities:

1. To establish and organise operations within the plant yard to ensure that work is carried out in a safe manner and to acceptable standards with minimum risk to all persons, property, plant, equipment and materials.
2. To be aware and observe the requirements of the company safety policy, the **Health and Safety at Work etc. Act**, the **Provision and Use of Work Equipment Regulations (PUWER)**, and safety procedures appropriate to the operations under your control, seeking guidance and assistance from the safety director and safety advisers as deemed necessary.
3. To ensure all plant and equipment are fitted with the necessary guards and safety devices.
4. To ensure all plant and equipment supplied for use, meet the requirements of relevant legislation and is suitable for its intended purpose.
5. To ensure appropriate PPE and clothing is readily available and worn correctly, as necessary.
6. To ensure the plant yard is kept clean and tidy and that adequate heating and lighting is provided where necessary.
7. To ensure all statutory and other necessary notices, are prominently displayed.
8. To ensure smoking is only permitted in designated areas and the “No Smoking” notices are displayed in the required areas.
9. To ensure the Fire Action Plan is clearly understood by all personnel and the means of escape are maintained, fire fighting equipment is readily available and in good working order and that testing of the emergency procedures is organised.
10. To ensure all fire fighting equipment supplied to construction sites is correctly maintained and of a type suitable for the intended purpose.
11. Ensure that all repair, preventative maintenance and inspections are carried out in accordance with PUWER and the manufacturers and supplier’s recommendations, and that all-necessary documentation, logs etc. are accurately maintained.
12. To ensure all employees under your control are adequately trained and competent to carry out the work, and where necessary, adequately supervised.
13. When visiting construction sites, always report to the site manager, or supervisor in charge, and wear the correct PPE and clothing.
14. Ensure all hired plant and equipment meets the order requirement and complies with all relevant statutory requirements, including PUWER, and that certificates of thorough examination are supplied with the item of plant or equipment.

Plant Operators.

Main responsibilities are to:

1. Inspect their machine and equipment daily.
2. Check the weight of any load to be lifted, taking into account the weight of any lifting gear required, and never exceed safe working loads.
3. Ensure that any load is properly secured before attempting to lift or move and that you have an unobstructed view.
4. Always drive smoothly and steadily and watch for obstructions.
5. Ensure that when a banksman / signaller is involved in the operation you can see the banksman / signaller clearly at all times and that he understands and gives you clear and proper signals.
6. Report any defects to the plant manager.
7. Co-operate with the company in meeting the policy objectives, and the health and safety plan as appropriate to the working circumstances.
8. Carry out the duties of a plant operator following the training received.
9. Carry out daily maintenance checks, making use of the maintenance checklists and guidance set out by the plant manager, and maintain records.

Plant Fitter / Driver.

Responsible to the Plant Manager. Main Responsibilities:

1. To be aware of, and observe, the requirements of the company safety policy, the **Health and Safety at Work etc. Act**, the **Provision and Use of Work Equipment Regulations (PUWER)**, and safety procedures appropriate to the work.
2. To ensure all plant and equipment is fitted with the necessary guards and safety devices.
4. To ensure all plant and equipment supplied for use on site, meet the requirements of relevant legislation and is suitable for its intended purpose.
5. When visiting construction sites, always report to the site manager, or supervisor in charge, and wear the correct PPE and clothing.
6. Ensure all repair and maintenance work carried out on site is performed in a proper, and safe, manner.
7. Ensure all emergency repairs are carried out satisfactorily, and safely, as soon as practically possible.

Company Secretary (Office Safety)

Main Responsibilities:

1. Ensuring that all employees within the company offices and yard areas effectively implement the company safety, health and welfare policy.
2. To ensure that the office welfare facilities are kept up to the required standards.
3. To ensure that arrangements for first-aid, as required by the **Health and Safety (First Aid) Regulations**, are in place and that the location of equipment is known to employees. To ensure that such equipment and provisions are kept as complete as possible and establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services.
4. To ensure fire fighting equipment is in place and in good working order. The fire and emergency procedure is made known to all employees and the procedures are tested on a regular basis. To ensure that an appointed person and deputy are nominated to assume control in the event of an emergency evacuation of the offices.
5. To ensure that the building is adequately lit and in a safe state of repair.
6. To ensure office-based employees are aware of the correct kinetic or manual handling techniques, where applicable.
7. To ensure good housekeeping is maintained in all areas and that all fire escapes and emergency evacuation routes are kept clear at all times.
8. Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses", to the safety director and appointed safety advisers as soon as possible after the occurrence. Assist in establishing the cause of ALL such incidents and thereafter carry out improvements to prevent recurrence and instruct employees and others accordingly.
10. Ensure that assessments of workstations are reviewed as necessary. Implement the controls agreed to ensure employees using the workstation are not put at risk.
11. Ensure safe access to and around places of work is maintained so that personnel can move freely without hindrance.

Planning Engineer and Quantity Surveyors.

Main Responsibilities:

1. To understand the company policy and appreciate the responsibilities allocated to each grade of employee.
2. Put in place arrangements for the issue of health and safety information to all subcontractors and other interested parties prior to award of subcontract orders.

Ensure subcontractors are informed:

- of the requirement to fully co-operate on all matters of health & safety and immediately respond to any reasonable request or direction from The Company.
 - they are required to inform the company of ;
 - ✓ training provision and/or requirements
 - ✓ safety and work method statements
 - ✓ risk assessments
 - ✓ COSHH assessments
3. Ensure subcontractors are registered on the approved list and introduce arrangements for the receipt of health and safety information from the subcontractors in adequate time prior to the commencement of the works.
 4. Ensure health and safety information is passed to the appropriate department where vetting of the information is required.
 5. Implement procedures for ensuring safety method statements, submitted by subcontractors to the QS department, are vetted by the Contracts Manager and also passed to safety advisers, when necessary.
 6. Set a good personal example on site at all times and follow safe working practices, and encourage others to observe the same.

Material Buyer

Main Duties and Responsibilities:

1. Understand the main principles of the company safety policy and appreciate the duties and responsibilities allocated to each grade.
2. Obtain Material Safety Data Sheets for products and materials purchased from suppliers and ensure these sheets are passed to the contracts managers.
3. To provide PPE and clothing in accordance with the PPE chart set out in the company safety policy.
4. To ensure each new site is provided with a complete set of safety documents, notices etc. and two first aid containers conforming to the standards set out in the safety policy "Arrangements" section.
5. To set a good personal example on site visits wearing the appropriate PPE and following safe working practices.

Estimators.

Main Duties and Responsibilities:

1. To understand the company policy and appreciate the responsibilities allocated to each grade.
2. Introduce arrangements to ensure health and safety information is issued with tender enquiries.
3. Ensure that adequate allowances for health and safety issues are made within the tender.
4. Ensure that the site team are adequately advised of all health and safety issues, which have been raised during the tender period.
5. To ensure the provision in tenders and other preparatory procedures for adequate safe working methods, materials handling, welfare facilities, storage of materials and hazardous substances, waste disposal, co-ordination and co-operation between employers and safe access, etc. and ensure adequate response to identified hazards contained in the initial health and safety plan.
6. Ensure subcontractors are informed of their responsibilities with regard to health and safety matters, prior to an order being placed, and that they are required to:
 - i. complete a health and safety management competence and resource questionnaire.
 - ii. co-operate fully with all health and safety matters.
 - iii. provide reasonable health and safety information (training; method statements; risk and COSHH assessments; insurance details)
7. Set a good personal example on site at all times and follow safe working practices, and encourage others to observe the same.

Office Based Employees.

Main Responsibilities:

1. Develop a personal concern for the safety, health and welfare of themselves and others and to co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures, the **Health and Safety at Work etc. Act**, other applicable legislation and this policy.
2. Make themselves familiar with the Fire Action Plan procedures, escape routes, appropriate assembly points and the location and use of fire extinguishers.
3. Ensure they comply with the company's no smoking policy within the offices.
4. Ensure office furniture, cables, boxes or other items do not obstruct access routes, corridors and escape doors.
5. Use filing and storage equipment correctly and avoid overloading of work surfaces, trays, etc.
6. Practice good housekeeping, clearing away waste into proper receptacles.
7. To avoid possible damage use only electrical equipment after being instructed in their proper use by another competent employee. Ensure all electrical appliances are switched off and plugs removed when not required, left unattended and on leaving the offices.
8. Seek assistance when lifting heavy or awkward sized items, or when items are beyond your own personal ability. Ensure that you are aware of the correct methods of lifting.
9. Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses", to the safety co-ordinator as soon as possible after the occurrence. Use first aid provisions correctly and ensure the safety co-ordinator is informed of any first aid replenishment requirements
10. If you are a workstation user, use it as instructed to ensure you are not put at risk of injury or ill health.
11. Arrange for the issue of health and safety information to all contractors and other interested parties, prior to the award of orders.
12. Introduce arrangements for the receipt of health and safety information from contractors and subcontractors in adequate time prior to the commencement of the works.
13. Ensure the relevant health and safety information is passed to the contracts manager and site management as necessary.
14. Ensure risk assessments and safety method statements, submitted by contractors and subcontractors, are passed to the safety director and contracts manager for vetting.
15. **Report to the company secretary any change in your personal situation that will need to be taken into account by the company when assessing the risks associated with the work activity, e.g. illness, allergy, pregnancy etc**

Site Operatives & Employees.

Directly responsible to the site manager. Site operatives and employees must:

1. Develop a personal concern for safety for themselves and for others and to co-operate with others in the provision of safe working conditions and the observance of the requirements of the health and safety plan, safe working procedures, the **Health and Safety at Work etc. Act** and this policy.
2. Use the correct tools and equipment for the job; keep them in good working condition and use such equipment carefully and in accordance with any working instructions or training received.
3. Use and take care of safety equipment and protective clothing supplied, e.g. safety helmets, gloves, eye and ear protection etc., provided by statutory regulations, conditions of employment or other instructions. Report any defect or loss of the equipment or clothing to the site manager.
4. Avoid improvising which entails unnecessary risk and observe all specific warnings and instructions regarding the use of equipment or materials.
5. Not proceed with work when a hazardous situation is foreseen or created which may involve injury to you or other persons or damage to property and equipment. Report to the site manager any defects in plant or equipment and hazardous situations that you believe may present danger.
6. Report ALL accidents, dangerous occurrences and near misses to the site manager.
7. Ensure that reference is made to the company's COSHH procedures and initial assessments prior to using any material or substance or carrying out any operation which falls within the scope of COSHH and which may cause harm or ill-health. Refer to the site manager any substance or material not included in the COSHH data file.
8. Bring to the attention of the site manager any deficiencies in personal ability, e.g. untrained to operate plant and equipment, not competent to erect, dismantle or alter scaffolding, or untrained to carry out workplace inspections, etc.
9. Not engage in "horseplay" or other practical jokes that may lead to injury or an escalation of practical joking by other employees.
10. Carry out work activities in compliance with risk assessments; safety method statements; health and safety plan requirements, including site rules. Failure to carry out their duties and responsibilities in compliance with this policy may result in the company's disciplinary procedures being invoked.
11. Not consume alcohol or take drugs, which may affect the performance of the employee whilst at work. (**see company policy on drug and alcohol abuse/misuse**)
12. Refrain from misusing or abusing welfare facilities.
13. Refrain from smoking in areas designated as NO SMOKING areas.
14. Take an active part in promoting the company safety policy and safe systems of work.

All Employees.

All employees are encouraged to take an active part in promoting the company safety policy and safe systems of work.

Employees are reminded that they have a duty under **Sections 7 and 8** of the **Health and Safety at Work etc. Act** to take reasonable care of their own safety and the safety of others who may be affected by their actions or omissions. Employees must co-operate with the company in its arrangements to perform or comply with statutory safety obligations, which includes adhering to safety method statements and risk assessments, to the construction phase health and safety plan requirements and the The Company safety, health and welfare policy.

Failure to observe the provisions of this policy, health and safety plan, appropriate regulations and Codes of Practice etc. may lead to action being taken under the company's disciplinary procedure.

Section C.

Company Procedures Manual

A comprehensive list of the common and special hazards involved with all aspects of work are included in this **Company Procedures Manual**.

Each site manager holds these arrangements and instructions, for carrying out work safely, on site and a complete document (Policy Statement, Responsibilities and Company Procedures Manual) is available for reference, upon request, at the company's head office.

All contractors and their employees have access to the **DRG Interior & Building Solutions Ltd Health & Safety Policy and Company Procedures Manual**, which contain details of relevant health and safety matters. A list of the contents is indicated below:

Contents

Construction (Design & Management) Regulations 2007
Induction Procedures.
Subcontractors.
Safety Policies.
Scaffolding and Working Places.
Trestles.
Ladders & Step ladders.
Mobile Aluminium Towers.
Roof Work.
Accident Reporting Procedures (Construction Sites & Offices)
Accident & Incident Investigation Procedures.
Construction Head Protection Regulations 1989.
Health and Welfare (Construction Sites)
Health and Welfare (Offices)
First Aid.
Visitors and Public Safety.
The Control of Substances Hazardous to Health Regulations 1999.
The Control of Asbestos at Work.
The Control of Lead at Work.
Noise.
Fire Precautions (Construction Sites)
Fire Precautions (Offices)
Safe use of L.P.G.
The Carriage by Road of LPG in Closed Vans.
Electrical Safety .
Overhead Electric Cables.
Underground Services.
Excavations.
Demolition.

Company Procedures Manual

(continued)

Personal Protective Equipment and Clothing.
Risk Assessments and Safety Method Statements.
Manual Handling.
Leptospirosis & Bacterial Infection.
Work in Confined Spaces.
Management and Control of Waste.
Alcohol and Drug Abuse/Misuse.
Young Persons.
Disabled Persons.
Working Alone.
Transport, Vehicles, Plant and Equipment (General)
Company Vehicles.
Forklift Trucks.
Dumpers.
Excavators.
Safe Use of Skips.
Traffic Routes.
Loading, Transporting and Off-loading Plant.
Air Receivers, Pressure Systems, Compressors and Pneumatic Tools.
Woodworking Machines.
Abrasive Wheels.
Lifting Equipment and Accessories for Lifting Loads.
Hoists.
Cartridge Operated Tools.
Vibration.

DRG Interior & Building Solutions Ltd

2 The Steps, Charlton, Pershore, Worcs WR10 3LE

Company Procedures Manual

This document contains comprehensive information relating to the common and special hazards involved with all aspects of **DRG interior & Building Solutions Ltd** operations.

These arrangements for carrying out work safely are held on site by each site manager and a complete document (Policy Statement, Responsibilities and Company Procedures Manual) is available for reference, upon request, at the company's head office.

All personnel attending The Company sites, including visitors and contractors, must report to the site manager, or his deputy, and be made aware of the site-specific rules for that project. The site manager will ensure all persons undergo formal induction training.

All contractors, subcontractors and their employees have access to the **DRG interior & Building Solutions Ltd Safety Policy and Company Procedures Manual**, which contain details of relevant health and safety matters.

These documents are held on site together with the project Health and Safety Plan.

Issue	Date	Revised
Section A	Oct 2007	
Section B	Oct 2007	
Section C	Oct 2007	

DRG Interior & Building Solutions Ltd

Company Procedures.

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These arrangements for carrying out work safely are held on site by each site manager and a complete document is available for reference, upon request, at the company's head office.

1.0

The Construction (Design and Management) Regulations.

These regulations place legal obligations on everyone involved in the construction process including clients, consultants, contractors and subcontractors to provide for health and safety throughout all stages of the construction project.

The Company recognises that it will be required to act as **Principal Contractor** and may on occasions act as the **CDM Coordinator** (before external appointment). In accepting these positions the company will ensure the requirements of the regulations are satisfied, so far as reasonably practicable.

The degree of input by the company to comply with the CDM Regulations will be proportionate to the complexity and difficulty of the project, and the degree of risk identified.

Individuals within the company may be assigned specific duties and responsibilities in support of the regulations, and these can be referred to under "Duties and Responsibilities" in the appropriate section of this policy, and throughout the other sections of the policy. In order to carry out these functions, training of individuals will be provided as necessary.

1.1

CDM Coordinator. (Before external appointment)

In cases where The Company is acting as **CDM Coordinator**, under these regulations for a project, the company will:

1. Take all reasonable steps to ensure co-operation with the designer or between designers and that their duties are complied with, in particular:
 - The avoidance and reduction of foreseeable risk to all persons involved with construction and clearing work, where this cannot be achieved, ensure additional information relating to the hazards is contained within the Health and Safety Plan.
 - Ensure adequate information is provided relating to the structure and the materials, which may affect health and safety.
2. Ensure that the health and safety plan is prepared to the extent necessary prior to the construction work commencing.
3. Give advice, when requested, regarding:
 - The competence of; and allocation of resources by; designers and contractors.
 - Appointing designers.
 - The health and safety plan prior to the construction phase starting.
4. Ensure the project is notified to the Health and Safety Executive.
5. Ensure the health and safety file is prepared and delivered on completion of the project.

1.2

Principal Contractor.

The duty holders shall ensure arrangements for compliance with the safety plan are in place, so far as is reasonably practicable.

In such cases when the company is acting as **Principal Contractor**, The Company will take over and develop the health and safety plan and co-ordinate the activities of all contractors so that they comply with the plan and all other relevant legislation.

The company's main duties will be to:

1. Develop and implement the health and safety plan.
2. Arrange for competent contractors with adequate resources.
3. Co-ordinate the activities of all contractors and subcontractors.
4. Ensure co-operation between all contractors.
5. Obtain the main findings of contractors' and subcontractors' risk assessments and details of their intentions of carrying out any potentially high-risk operations.
6. Ensure all contractors and subcontractors are furnished with information regarding risks on site.
7. Ensure that workers and contractors comply with all site rules set out in the health and safety plan.
8. Ensure that all workers on site have been provided with adequate health and safety training.
9. Take all reasonable steps to ensure no unauthorised persons are allowed onto site or into any premises or part of premises where construction work is being carried out.
10. As necessary, ensure that all workers are properly informed and consulted with regards the health and safety matters.
11. Monitor health and safety performances.
12. Display the required notification of the project.
13. Provide all necessary information to the CDM Coordinator for the health and safety file.

It will be a condition of any order that the company, as principal contractor, receive full co-operation from any contractor and subcontractor in complying with these regulations.

All necessary information relating to the health and safety of all subcontractors' employees and any other employees, who may be affected, must be conveyed to The Company as principal contractor. All information and instruction given by the company concerning health and safety matters must be immediately complied with.

2.0 Induction Procedure.

The Health and Safety at Work etc. Act, The Management of Health and Safety at Work Regulations and The Construction (Design and Management) Regulations require the company to provide information, instruction, training and supervision to all employees.

Induction training is intended to ensure employees and others, including those with experience in the industry, are properly inducted on matters of health, safety and welfare and that this induction is conducted on a formal basis.

When the employee, or contractor, arrives at his place of work for the first time, the person in charge of the place of work must ensure they are informed and instructed on all aspects detailed in the induction form before being given any work task.

Any previous safety training undertaken i.e. cartridge tools, forklifts, abrasive wheels, etc. should be recorded along with the induction form.

The form is to be signed and dated by both the person carrying out induction and the new employee, or contractor.

The Induction Register must be returned to the office on a weekly basis with a copy retained on site with the health and safety plan until the end of the project, when it is to be returned to the office along with the safety plan.

2.1 Site Safety Induction.

Contract:.....

Contract No:C.....

This Induction Sheet is to be read and confirmed by all persons employed on or visiting this site.

Trade:		Name:	
Potential Significant Hazards On Site			
1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	

Site Rules.

- Name of the CDM Coordinator, Safety Advisor.
- Location of the construction phase health & safety plan & company procedures manual
- Site rules to be read and understood.
- Requirement to sign on and off site.
- Co-operate with site management at all times.
- Work safely, having consideration for yourself and those others who may be affected by your actions.
- Wear appropriate Personal Protective Equipment (P.P.E.) and clothing when instructed to do so.
- Report to the site manager any accidents and incidents, however minor, and any unsafe working conditions.
- Report to the site manager any defective plant or equipment.
- Attention drawn to & requirement to obey all site safety notices and signage.
- Keep your workplace and welfare facilities tidy and free from rubbish and potential hazards.

- **Do Not** intentionally misuse anything provided in the interest of Health, Safety & Welfare.
- **Do Not** indulge in any horseplay or be under the influence of drink or drugs.
- **Do Not** use any plant or equipment for which you have **not** been trained.

- Make proper use of all facilities and equipment provided to control the working environment.
- Attention drawn to site fire orders and assembly point, & report any use of fire fighting equipment to the site manager.
- Report to the site manager any medical condition, which may affect your safety or that of others.
- Location of first aid facilities and the name of the qualified first aider
- Working to the requirements of the risk assessment and method statement packs issued by The Company.
- Breaches of any safety rule will result in disciplinary action.

Name Date Signature

Site Manager Date Signature

3.0

Contractors and Subcontractors.

3.1 The Health and Safety at Work etc. Act (HASWA)

Health and Safety Policy - HASWA section 2 (3)

Where a contractor employs five or more employees, there is a duty placed upon that contractor as the employer, to prepare, revise and distribute among its employees, a written safety policy. The policy must contain details of the general statement of intent regarding the health and safety at work of the employees, the organisation (responsibilities) and the arrangements in place to ensure the policy is carried out at places of work.

The Company Health, Safety and Welfare Policy.

The safety policy of The Company is designed to ensure a high standard of health, safety and welfare is maintained in all places of work and in all its undertakings. **Therefore, The Company require all contractors and subcontractors to conduct their operations in the same spirit.**

Contractors must ensure the company policy and all specific rules etc. are made known to, and understood by, their own employees engaged on The Company sites. Each contractor must carry out the work in strict accordance with all applicable site rules, legislation, Codes of Practice, etc. and must take all necessary health and safety precautions to protect the works, personnel and property, and any other person or persons who may be affected by their undertaking.

Labour only subcontractors and the self-employed used by a contractor (appointed under a subcontract agreement) must be treated as employees of the appointed contractor with regards to all health, safety and welfare requirements.

A full copy of the The Company safety policy and company procedures manual are maintained in the companies head office and on each site, and are available for inspection at any reasonable time.

3.2

Where The Company uses contractors they are expected:

1. To comply with the provisions of this policy, and their own policy where one is available, and to comply with the conditions of the site health & safety plan developed under the requirements of the **CDM Regulations**; and rules made under that plan.
2. To ensure that operatives under their control are competent to carry out the tasks asked of them, and to ensure appropriate health and safety training is provided.
3. To ensure that operatives under their control do not alter/modify or otherwise interfere with any plant, scaffold or materials which is not under their direct control unless authorised to do so by the site manager or contracts manager.
4. To report accidents and incidents that caused or had the potential to cause injury or damage (whether such injury or damage was caused or not) to the site manager. Enter the details of all accidents into the site accident book BI 510.

5. To arrange for adequate welfare and first aid facilities for their own employees, unless they have been provided by The Company under the contract. Ensure such facilities are not misused or abused.
6. To comply with any statutory provision applicable to their work activities.
7. To keep all work places under their control clean and tidy and free from obvious hazards that may present danger to others. Arrange for the periodic cleaning (at least daily) of waste or excess materials as work progresses.
8. To provide and ensure the use of all personal protective equipment and clothing identified as required under either COSHH or risk assessments.
9. To make available for inspection certificates of training and completed risk assessments, COSHH assessments and safety method statements as necessary.
10. To make themselves familiar with any guidance document issued by The Company and carry out their work in compliance with best industry standards and practices.
11. Co-operate with the company as principal contractor and follow all reasonable health and safety instruction issued.

3.3

Procedure for the Selection of Contractors.

Contractors are assessed individually and selected for inclusion on a list of "Approved Contractors" by:

- 1) History of satisfactory safety record (companies used by The Company in the past)
- 2) Satisfactory completion of a pre-order meetings and/or vetting of related health and safety documentation (companies not previously used by The Company)

Contractors will be requested to return a copy of their company safety policy (where one is available) and sample copies of relevant risk assessments and safety method statements for works tendered for. Contractors will also be requested to attend pre-start meetings prior to commencing work for the company.

On completion of each job, the contractor's performance is assessed. The assessment takes into account all aspects of their work, including supervision, operative performance, planning etc.

In order to be retained on the approved list of contractors, the contractor must achieve a satisfactory safety performance. If the contractor fails to meet the company requirements they will be informed of the area of failure and taken off the approval list and not invited to tender for further work until The Company are satisfied the identified problems have been adequately addressed.

3.4

Information To and From Contractors Relating to Health and Safety Matters.

Tender Stage.

All relevant environmental and site-specific risks arising from the works, known at pre-tender stage from the pre-construction information pack, will be sent to the contractor with the enquiry.

Contract Stage.

The Company, as principal contractor, will take over and develop the construction phase health and safety plan. The contract will be analysed by assessment of the risks, with safety method statements being developed as necessary. These assessments and statements will be incorporated into the health and safety plan.

Successful contractors will be required to provide relevant information and attend pre-contract meetings. All relevant information will be assessed and passed on to all interested parties, including other contractors and subcontractors, at the various pre-contract and progress meetings throughout the project. Regular sub-contract meetings will be held weekly, fortnightly or monthly depending on the nature, complexity and duration of the contract.

The contracts manager or site manager will issue specific instructions (in writing) concerning health and safety matters to the contractor concerned.

3.5

Procurement of Health and Safety Information from Suppliers.

Materials and substances used on a regular basis have had COSHH assessments carried out and are maintained in the Health and Safety plan on site. The contracts manager and site managers will identify the need for a new COSHH assessment.

When dealing with new products, plant, equipment and suppliers, or old products with a specification change, the following procedure should be followed:

1. An enquiry letter will specify the health and safety information, which is required in the event of an order (e.g. vibration or noise levels, updated product or substance information etc.)
2. Health and safety information will be requested at order stage for preparation of the COSHH or other assessment. The information received is passed to the contracts manager and site managers who will carry out the assessment and distribute the relevant information, as necessary.
3. If the requested information is not received within a reasonable time, reminders are sent, which continue until the information is received. If problems persist, the supplier is informed and the product removed from the approved list.

3.6

Communication and Management Meetings.

Contractors.

All health and safety information concerning a project and relating to contractors, together with the overall co-ordination of activities and safety matters will be dealt with at the pre-contract meetings and the regular meetings held throughout the contract.

Any specific requirements or instructions will be dealt with in writing.

Project Team.

Project site meetings will be held at regular intervals at which safety issues will be discussed and recorded in the site minutes, with any action required being noted.

CDM Coordination.

The company will draw up a check list of information required during the course of the project, including information required for the health and safety file, and any design matter which remains at contract commencement. The schedule, proposed by The Company will indicate the dates by which the information is required.

Work Force.

General induction training is undertaken for all personnel, and is carried out by the site managers. The induction will include site rules, hazards, restrictions, shared arrangements etc.

Tool box talks are conducted on a fortnightly basis on site, at which all those on site are required to attend. The site operatives are encouraged to involve themselves in the day to day safety requirements of the site.

A Health and Safety and Environmental Committee operates with representatives from each section of the workforce: Contracts Manager, Site Manager, Foreman Joiner, Ganger, Joiner, Bricklayer, Labourer, appointed safety Adviser and Safety Director. This committee meets every 4 months and discusses:

- Safety Procedures
- Analyse Accident Statistics
- Risk Assessments
- Safety Audit Reports
- Health & Safety Training
- HSE Comments
- Environmental Issues
- Employee Safety Issues

Notices are displayed informing the work force of the site rules, requesting any person with ideas on how to improved safety on site, to indicate the idea to his immediate supervisor or the site manager or through the health and safety committee.

Co-operation Between Contractors.

Co-operation between contractors on site is discussed at the pre-contract meeting and the regular site meetings, with failure to meet safety standards resulting where necessary in disciplinary measures and recorded in writing.

Disregard of the site safety rules will be dealt with as a breach of contract.

4.0 Information on Site.

Prior to commencing on site the contracts manager and site manager will assess the risks and requirements associated with the project, including the requirements for access and egress, fire precautions, security, storage, waste disposal and welfare.

Under the requirements of the **Construction (Design & Management) Regulations**, the local office of the Health and Safety Executive (HSE) will be informed of the project via the Form F10. The Form F10 will be included in the Health and Safety Plan and a copy prominently displayed on site, at the entrance to the site.

Other appropriate notices and documentation are retained on site or displayed as necessary around the site. These notices include:

The Company Health, Safety and Welfare Policy, Individual Responsibilities & Company Procedures Manual.

Health and Safety Law Poster.

Electric Shock & Resuscitation Poster.

Highly Flammable Liquids and Liquid Petroleum

Fire & Emergency Procedure.

Site Rules.

A notice in reference to the safety committee.

BI510 Accident Report Book.

Records of Inspection, Examinations (Scaffold and Excavation Inspection Report Forms)

Safety Equipment Register

First Aid Notice & Hospital Advice Notice.

Employer's Liability Insurance Certificate.

COSHH & Risk Assessment Packs

A sign at the site entrance instructing all new personnel & visitors. to report to the site manager for induction training before they enter the site.

PPE Notices.

Site Safety Hazards and warning notices.

Electrical Testing Notice.

Operatives are requested to raise safety issues with the Site Manager.

5.0

Scaffolding, Access, Temporary Works and Working Places.

5.1

Scaffolding (Work at Height Regulations 2005)

Site managers are responsible for ensuring that all scaffolding units, ladders and working places are complete and are in compliance with the regulations governing their use. It must be recognised that roof edge, and leading edge protection scaffold is covered by the regulations and should therefore be inspected as any other scaffold, with the results entered onto the inspection report form.

Hand over certificates must be requested from scaffolding contractors after completion of a pre-hand over inspection. The scaffold and certificate should only be accepted when the site manager is satisfied the scaffolding is completed to the order requirements and complies with regulations. This certificate will be retained on site with other relevant documentation.

Formal statutory inspections must be carried out weekly; following alterations; or after inclement weather, which may affect the scaffold. The results of all such inspections must be entered onto the inspection report form. Where the scaffold has been substantially added to or altered, the site manager should re-inspect the scaffold prior to reuse, to confirm its suitability. Again the results of the re-inspection should be entered onto the inspection report form.

It is recognised that additional monitoring by appointed safety advisers will be necessary in order to ensure scaffolds are meeting the requirements of the regulations.

The company will provide any training considered necessary which will enable the site manager to competently inspect scaffolds and working places.

The responsibility for maintaining scaffolding and working platforms in a safe condition is that of the user and not the erector or owner where the scaffolding is hired. It is the duty of the site management staff to ensure that proper maintenance of the scaffolding is undertaken.

Scaffolders working for, or on behalf of, The Company must only erect, alter and dismantle scaffolding in strict accordance with the procedures set out in the National Access and Scaffolding Confederation (NASC) guidance note SG4. Site management must ensure scaffolders are fully acquainted with the system of work to be adopted prior to them commencing work.

5.1(i) Basic Checklist For Scaffold Inspection (Tubes & Fitting)

<u>Description</u>	<u>Inspection</u>	<u>Action</u>
FOUNDATIONS	Walk round the scaffold and check for: subsidence of the ground, cavities underneath sole plates, dislocation of base plates	Rectify with adjustable base plates. Fill with concrete. Restore in place
STANDARDS	Stand back in front of each standard and check for: plumbness any signs of buckling in first 3-4 lifts	Stop using scaffold in the affected section until made good.
HORIZONTAL LACING	Check in first 3-4 lifts the position of ledgers and transoms. First lift of extreme importance and the standards must be effectively braced in both directions at ground level. Vertical distance between horizontal bracing in the first lift must not be greater than in subsequent lifts.	Replace any missing bracing.
DIAGONAL BRACING	Transverse bracing to alternative pairs of standards may be fixed either to ledgers or directly to standards. Facade bracing to be fixed to transoms with right angle couplers and extended from the ground level.	As above.
(a) STANDARDS (b) LEDGERS (c) TRANSOMS (d) DIAGONAL BRACING (e) SCAFFOLD TIES	Make sure that the members (standards, ledgers, transoms and diagonal bracing) are not supporting any other loading, vertical or horizontal, coming from the external structures like cranes, hoists, loading towers, rubbish chutes, etc. These structures should be designed as independent load carriers with separate ties to the building.	
(a) SAFETY NETS AND FANS (b) WEATHER PROTECTION	When (a) and (b) are incorporated in the scaffold the detailed relevant drawings should be available from the subcontractor for checking purposes.	
LADDERS	Every ladder must stand on a firm and even base and be supported only by the stiles. The ladder must be secured to prevent accidental displacement.. The ladder should project at least 1.05 mtrs. above the landing platform. Inspect all rungs for soundness.	

**EXTENDED
SCAFFOLD
SKELETON**

Make sure the vertical and horizontal joints in tubes are staggered.
Not more than one lift can be erected above the scaffold ties.

**MIXED
CONSTRUCTION OF
STEEL AND ALLOY
SCAFFOLD**

“No mixing is permitted of steel and alloy scaffold components of the same designation. All standards must be made either in steel or alloy. Similar requirements apply to ledgers, transoms, bracing and ties. Handrails must be made of the same material as ledgers.

The final arrangement to be checked by a competent supervisor/inspector.

SCAFFOLD TIES.

Check ties in first 3-4 lifts.
Each tie must be fixed to both ledgers as near to standards as possible.
Horizontal spacing must not exceed three bays.
Vertical spacing at each storey height starting from the first floor or at every other lift.

Replace any missing tie.

DECKING.

1. The working platform should be closely boarded, each board having at least three supports. (Standard board only)
2. Boards should be butted and they should over sail their last support by at least 50mm but not more than 150mm. Lapping is permissible if bevel pieces are provided to prevent tripping.
3. Precautions should be taken to hold down decking in high winds.
4. The space between the edge of the platform and the face of the building must be as small as possible. Where people need to sit on the platform edge to do their work, the space must not exceed 300mm.

Do not use scaffold until (1), (2) and (4) are rectified.

(3) Nail steel straps to hold boards together, or use proprietary board clamps.

**GUARD RAILS AND
TOE BOARDS**

- (1) Both guard rails and toe boards should be fixed to the inside of the outer standards and remain in position before decking is removed. Inner side guard rails may be required where persons can fall.
- (2) Guard rails should be fitted at not less than 950mm above the decking. There must not be an unprotected gap of 470mm between the top guard rail and the top of the toe-board.
- (3) Toe boards should be at least 150mm high above the decking.

The decking must not be used until conditions (1), (2) and (3) are complied with.

**STACKED MATERIAL NEEDS SPECIAL
CONSIDERATION**

5.2 Trestles.

Telescopic steel frame trestles must only be used under strictly controlled circumstances for light work of a short duration.

The use of trestles will only be considered when alternative access is not readily available and a site-specific assessment of the risks has been undertaken.

General Rules:

The trestle working platform must be fully boarded (normally 4 boards) with scaffold boards of a consistent length and thickness. Damaged, warped or split boards must not be used and excessive overhanging of the end trestles must be avoided (no more than 4 times the board thickness)

Spacing between trestle frames must be kept to a minimum and must not exceed 1.2m.

Trestles must only be erected for internal works and must be sited on a sound, level base.

Height adjustment should be set to prevent trestle frames being extended excessively. Where it is necessary to extend the frame however, only the manufacturer's proprietary high tensile pins must be used, nails, screws and bolts are strictly prohibited as they may fail under the load. Extending the frame must be kept to an absolute minimum.

Suitable access to the working platform must be provided in the form of a stepladder.

Platforms must not be overloaded with personnel, equipment or material.

Damaged trestle frames must be removed from use immediately.

Propping and steadying the frames by means of bricks, blocks and timber etc. is strictly prohibited under company policy.

5.3 Ladders and Stepladders.

5.3(i) Short duration work.

Many accidents within the construction industry occur as a result of falls from height, several when persons are climbing or descending ladders. Ladders and stepladders are best employed as a method of reaching a workplace and for short duration and light work.

The measures that can be taken to prevent such accidents are basic and should not present a problem to company employees. If ladders or stepladders are to be used ensure:

5.3(i) Short duration work (continued)

- Work can be reached without stretching.
- A ladder can be fixed to prevent slipping (by tying or proprietary device)
- A good handhold is available.
- Tools and operations requiring the use of two hands must not be carried out from a ladder unless a third point of contact can be secured (ladder belt)
- The top of the ladder must not be repositioned by jumping while standing on rungs.
- A ladder must be supported on both stiles and prevented from sagging or swaying.
- Stepladder back plates must be checked for damage such as splitting.
- Retaining cords must be checked to ensure they are secure, of equal length and free from knotting and damage.
- Back plate screws and bolts must be checked for security.
- The top step of a stepladder must not be worked from, unless it has been specifically designed for that purpose.
- Stepladders should be set at right angles to the work, whenever possible.

5.3(ii)

Inspections.

Before use, ladders and stepladders must be inspected for defects such as:

- Missing, loose or defective rungs or treads.
- Rungs or treads relying for support solely on nails or similar fixings.
- An insecure tie rod.
- A defective stile or tie rod.
- A defective rope or fitting.
- Loose or missing bolts, fixings etc. securing a back plate.
- Loose, cracked or defective back plate.
- Any sign of warping.
- Ladders and stepladders must not be painted in such a way that defects may be concealed. For protection, only clear varnish or wood preserve should be used.

Each ladder and stepladder must carry its own identification mark or number and weekly inspections maintained. All defects and repairs must be noted and defective ladders or step ladders removed from service immediately.

5.3(iii)

Scaffold Access.

Only “Class 1: Industrial Heavy Duty” ladders are to be used for scaffold access.

Access ladders must be long enough for the work, and in any case, must project at least one metre above the landing place or stepping off point. However, it must not be too long as to cause tipping at the upper end when the ladder is climbed.

When in use, all ladders must be adequately secured by tying around both stiles with the top of the ladder resting on a solid surface. The access ladder must be secured parallel to the scaffold

structure, with a guardrail secured by a swivel scaffold coupler to act as protection for the access opening.

Ladders must be adequately footed during climbing and descending until such time as the ladder is adequately tied, or released when stripping. All ladders must be sited on good, level ground, capable of withstanding the expected load.

Ladders must be sited away from excavations and not be placed where they may become dislodged or struck.

Ladders must not be placed so that adjacent scaffold tubes can interfere with the footing of the person on the ladder.

Where ladders are used in a run measuring a vertical distance in excess of 9m, suitable landing platforms must be provided.

Ensure the ladder is correctly angled to minimise the risk of slipping outwards (rule of thumb - one out for every four up)

Only one person at a time should be on the ladder, and climbing the ladder while carrying tools and/or equipment is prohibited under company policy unless proprietary tool pouches or belts are utilised, as both hands must be kept free for holding onto the ladder (three point contact must be maintained at all times) Tools and equipment must be hoisted if a three point contact cannot be achieved by the person using the ladder.

The ladder must always be faced when climbing or descending.

When ladders are left in position after working hours, adequate precautions must be taken to prevent unauthorised access.

5.3(iv) Extension Ladders.

Extension ladders must be raised one section at a time and be slotted into position, with care being taken to ensure latching hooks are properly engaged.

Conventional ladders must not be lashed, tied or spliced to create an extension ladder.

5.3(iv) Extension Ladders (continued)

The recommended minimum overlap for extension ladders is shown in the table below:

Closed Length	Approximate Number of Rungs	Overlap of Rungs
Under 5 metres	Under 18	2
5 - 6 metres	18 - 23	3
Over 6 metres	Over 23	4

5.3(v)

Carrying ladders.

One person carrying the ladder against the shoulder vertically with one hand holding a lower rung and the other hand holding the stile can transport short ladders.

Two persons must carry longer ladders horizontally; care must always be taken however, in negotiating corners and obstacles.

Ladders must not be taken into the vicinity of overhead power lines.

5.3(vi)

General access.

Appropriate access must be maintained around scaffold bases and ladders at all times.

Good levels of housekeeping need to be sustained, to reduce trip hazards etc. into and around all work areas, compounds, offices and mess rooms, welfare facilities etc.

5.4

Prefabricated Aluminium Alloy Towers

5.4 (i)Erection & Dismantling

All operatives constructing and dismantling towers will be competent to do so by undergoing training to nationally recognised standards (PASMA).

Towers will only be erected or dismantled using either the 'advanced guardrail' system, or the '3T' (through the trap) method, which ensures compliance with **The Work at Height Regulations**.

The type and the correct number of components will be checked prior to construction to ensure they are compatible and the correct configuration can be achieved.

5.4 (ii) Ground conditions

Generally, towers should only be erected on concrete, tarmac or similar surfaces. Where towers are to be used on soft or uneven ground, base plates should be used in place of castors and the base plates should be set on sole boards or similar to affect a firm, solid foundation. Outriggers and/or stabilisers will be installed in a similar manner.

5.4 (iii) Outriggers & Stabilisers

Outriggers or stabilisers can be used to increase the effective base area of a tower and to improve stability.

Outriggers are designed for use with towers that are to be frequently moved and have the provision for adjustable legs and castors. Stabilisers are similar devices, which are to be used on towers that are moved less frequently and have self-aligning feet in place of castors.

Manufacturer's/supplier's information will provide guidance on the safe heights to which towers can be erected and on the correct use of stabilisers and outriggers.

5.4 (iv) Braces

Diagonal and horizontal brace locking hook mechanisms will be correctly aligned. Horizontal locking hooks will have their aperture facing downwards and horizontal braces will be fitted with the locking hook aperture facing outboard. Ensure all brace locking mechanisms have operated correctly and that all braces are securely fixed to the frame.

5.4 (v) Couplers

Towers have tubes of larger dimension than those of standard scaffold tubes do, therefore; standard couplers are not suitable for coupling aluminium towers. Where steel and aluminium tubes are to be connected, (e.g. stabilising or tying) couplers accepting the different tube dimensions will be used.

5.4 (vi) Access

Access to platforms will always be provided by the use of integral, vertical ladders, stair ladders, inclined ladders or stairways. Access will be installed in accordance with the manufacturer or supplier's instructions. If materials are to be carried or frequent vertical movement is required, a stairway should be used. Access to fully decked platforms will be via the hatch, which will be capable of being secured in the closed position. Under no circumstances is climbing of the tower's internal or external frame to be permitted unless the end frame incorporates a ladder section.

Rest platforms will be fitted with double guardrails and toe boards if materials are to be stored.

5.4 (vii) Platforms

All platform units will be correctly positioned and located onto the horizontal frames. Where platforms have access hatches, they should be fitted with the hinge outboard with the "windlock" device engaged.

5.4 (viii) Guardrails & Toe boards

All platforms will be fitted with guardrails, with working platforms additionally fitted with toeboards which will be fitted in accordance with the manufacturer/supplier's instructions.

- ✓ Top guardrail height - 1000mm above platform level (+/- 50mm)
- ✓ Minimum toeboard height - 150mm
- ✓ There will not be an unprotected gap exceeding 470mm between any guardrail, toeboard, barrier, or any similar means of protection.

5.4 (ix) Wind & other Horizontal Loads

Wind can exert horizontal loading on a tower, which can result in the tower overturning. During normal working conditions the tower's weight and the use of stabilisers and outriggers counteract the overturning.

If wind speeds exceed **17mph** work on the tower should cease. If the wind speed is likely to reach **25mph** the tower should be tied into a rigid structure. If the wind speed is likely to reach **40mph**, the tower should be dismantled.

The actions of operatives working on the tower can also have the effect of creating horizontal loading e.g. using hand tools such as drills. The drilling (pushing) action can create an opposite equal force on the tower. These forces should be avoided whenever possible and under no circumstances should exceed 20kg on a free-standing tower.

5.4 (x) Moving Towers

Operatives Will Not:

- ◆ Move towers with men or materials on the tower at any level.
- ◆ Move towers by pulling them along from the platform.
- ◆ Move towers with powered vehicles.
- ◆ Move towers in windy conditions.
- ◆ Move towers in the vicinity of overhead obstructions, **particularly electric cables**.
- ◆ Lift materials or equipment outside the base area of the tower.

Operatives Will:

- ✓ Only move towers by applying manual force at the base of the tower.
- ✓ Ensure holes, ducts, pits or gratings etc. are adequately covered and secured.
- ✓ Deploy outriggers rather than stabilisers if a tower is to be moved frequently.
- ✓ Inspect each tower before use.
- ✓ Ensure castors are locked.

6.0 Working at Height

The hierarchy for the selection of work equipment for work at height is as follows. Employees, when selecting work equipment must follow this hierarchy. Where doubt exists on what is suitable safe equipment, the supervisor or safety advisers should be consulted.

- Existing Structure (safe platforms and places)
- Temporary Platforms
 - Scaffolding
 - MEWP's
 - Mobile or static access towers
 - Podium and/or Pulpit platforms
- Ladders and Stepladders (see Section 5 for safe use)
 - Last resort option
 - Must justify not using other safer equipment by suitable and sufficient risk assessment

When work is to take place at height or on a roof where it is apparent or suspected that defects in its structural integrity are likely, crawling boards will be used. It is to be confirmed by the CM prior to the start of work that the roof structure can withstand the loads to be imposed upon it as a result of the work processes or any load limitations as the case may be.

Ladders, crawling ladders or crawling boards will be provided where a person has to cross, pass or walk on any materials liable to fracture under his weight. These walkways will be sufficiently wide enough to allow safe passage of materials and persons and be fitted with guardrails and toe boards in order to comply with the **Work at Height Regulations** or any subsequent regulation governing working at height.

All such equipment will be of good construction, suitable and sound material, of adequate strength and free from obvious defect. Equipment will be properly maintained and when in use be securely supported and, if necessary, secured against slipping.

Where work takes place on flat, sloping or pitched roofs, adequate edge protection or fall prevention devices meeting the minimum requirements of the **Work at Height Regulations**, or any subsequent regulation governing working at height, will be in place.

Materials and waste will not be thrown from height. It should be lowered to the ground using rope lines, or where provided waste chutes are to be used.

Weather can seriously affect the safety of operatives carrying out work at height. To ensure the safety of employees the prevailing weather conditions will be taken into consideration by the site supervisor and ensure that all loose materials, equipment, etc. are immediately removed from the work place or adequately secured during windy conditions.

A detailed, site-specific assessment of the risks relating to all work at height will be carried out prior to the commencement of the work. Assessment of the risks will include:

6.0

Working at Height (continued)

- ✓ Details of fall prevention methods (following the hierarchy of fall prevention)
- ✓ Preventative measures to protect persons below from falling materials
- ✓ Identification of the equipment to be used
- ✓ The competence and training of persons involved with the work
- ✓ Responsibility for supervising and controlling the work

6.1

Design.

The **Construction (Design & Management) Regulations** require designers to ensure due regard is given to health and safety matters. Foreseeable risks should be designed out however, if this is not reasonably practicable, priority must be given to design solutions providing collective protective measures rather than individual protection.

Design protection measures may include:

- (i) Reducing the need for working at height during construction.
- (ii) Designing systems, which can be assembled into a complete structure on the ground and then lifted into position.
- (iii) Designing permanent and temporary fixings that can be fixed from a safe place.
- (iv) Designing slinging points allowing materials to be slung and unslung safely.
- (v) Provide information on load bearing capability and bracing if roof is to support a working platform or plant and equipment.
- (vi) Reduction of inspection and maintenance requirements for completed structures.
- (vii) Identification and design of safe access for maintenance and cleaning.
- (viii) The provision of clear, unambiguous information for inclusion in the construction phase health & safety plan, which can be reviewed and discussed prior to commencement.

Good communication and co-operation is required between all persons involved, including the design team, contracts management and the site management team.

6.2

General.

When work is to take place on a roof where it is apparent or suspected that defects in its structural integrity are likely, crawling boards must be used. It is to be confirmed by the contracts manager prior to the start of work that the roof structure can withstand the loads to be imposed upon it as a result of the work processes, or any load limitations as the case may be.

Ladders, crawling ladders or crawling boards must be provided where a person has to cross, pass or walk on any materials liable to fracture under his weight. These walkways should be at least **600mm** wide and be fitted with guardrails and toe boards.

All such equipment must be of good construction, suitable and sound material, of adequate strength and free from obvious defect. Equipment must be properly maintained and when in use be securely supported and, if necessary, secured against slipping.

Where work takes place on flat, sloping or pitched roofs, adequate edge protection or fall prevention devices meeting the minimum requirements of Work at Height Regulations, must be in place.

Materials and waste must not be thrown from height. It should be lowered to the ground using rope lines, or where provided waste chutes are to be used.

Weather can seriously affect the safety of operatives carrying out work at height. To ensure the safety of employees the prevailing weather conditions must be taken into consideration by the site manager and ensure that all loose materials, equipment, etc. are immediately removed from the roof or adequately secured during windy conditions.

When deciding on safe systems of work, or reviewing contractor's proposed systems of work, The Company will ensure the provisions of the HSE booklet **HSG 33** are given due regard and that a safe place of work is provided for all roof work.

A detailed, site-specific assessment of the risks relating to all roof work must be carried out prior to the commencement of the work. Assessment of the risks will include:

- Details of fall prevention methods
- Preventative measures to protect persons below from falling materials
- Identification of the equipment to be used
- The competence and training of persons involved with the work
- Responsibility for supervising and controlling the work.

6.3 Safety Nets.

It is vital to maintain the energy absorption characteristics of safety nets during the rigging operation. Too many fixing points will result in the nets becoming too rigid and imposing greater loads on the user, too few fixings will result in the nets sagging excessively with the net deflecting to a far greater degree under load conditions. Therefore, it is essential that all net installations be carried out to the manufacturer's recommendations and British Standard Code of Practice, by suitably trained, experienced and competent installers.

The risks to riggers must also be assessed, including installing, moving and dismantling the systems. Access equipment required during the installation work should also be identified in the assessment.

Safety net riggers must be in possession of the manufacturer's instructions at all times during work carried out on The Company sites.

Only trained, experienced and competent persons, working to the systems and controls set out in the manufacturer's guidance, must install safety nets.

7.0

Accident & Incident Reporting & Investigation Procedures. Construction Sites.

7.1

Accident & Ill Health Reporting Procedure.

All accidents, however minor, will be recorded in the **Accident Book BI510**.

Where a medical certificate or other written diagnosis has been received from a doctor in respect of an employee being absent from work and the diagnosed disease is one listed under RIDDOR, then the disease is reportable and the appropriate F2508A will be completed and sent to the Health and Safety Executive.

If the accident causes DEATH or MAJOR INJURY (the latter as defined by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**) the following procedures must be followed:

- i. The site manager will telephone the contracts manager giving all relevant details available at the time the call is made.
- ii. The contracts manager will inform the directors and contact by telephone, the local office of the Health and Safety Executive and report the incident.
- iii. The appointed safety advisers will then be contacted by the safety director, who will assist with the necessary investigations, compiling any reports required.
- iv. In the case of death, amputation or serious fractures, the site manager must ensure that nothing is touched at the scene of the accident before the full investigation is undertaken. With other accidents causing major injury, authority must be obtained from the contracts manager before continuing to work at the site of the accident.

If any employee is absent from work for more than three days following an accident at work, (not counting the day of the accident, but including Saturday and Sunday), the site manager must inform the contracts manager so that appropriate report forms can be completed and sent to the enforcing authority. The company will forward the appropriate form F2508 for accidents to the Health and Safety Executive for any accident causing death, major injury, or an accident, which results in an employee being absent from work for more than three days. The report is to be sent to the HSE area office where the work is taking place.

The company can ask the appointed safety advisers to help with the investigation into ANY accident, dangerous occurrence or "near miss" and to provide a report explaining, if possible, precisely how the accident occurred and what precautions should be taken to prevent a recurrence.

Any dangerous occurrences, as defined in RIDDOR, must be relayed to the contracts manager who will ensure the appropriate F2508 is forwarded to the Health and Safety Executive. Site managers should consult with the appointed safety advisers to determine whether or not an incident is reportable.

7.2

Accident Reporting Procedure - Offices.

All accidents, however minor, must be recorded in the **Accident Book BI510**.

If the accident causes DEATH or MAJOR INJURY (the latter as defined by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**) the following procedures must be followed:

- i. The person discovering or dealing with the accident will inform the office supervisor, giving all relevant details available at the time.
- ii. The supervisor will notify the Company Secretary / Director who will telephone the local office of the Health and Safety Executive and report the incident.
- iii. The company secretary will notify the directors and safety advisers of the incident as soon as practicable.
- iv. In the case of death or major injury, nothing is to be touched at the scene of the accident before a full investigation is undertaken. With other accidents, authority must be sought from the company secretary, before continuing to work at the site of the accident.

If any employee is absent from work for more than three days following an accident at work, (not counting the day of the accident, but including Saturday and Sunday), the appropriate report forms must be completed and sent to the enforcing authority.

The F2508 form, for accidents occurring in the company offices, will be sent to the enforcing authority for any accident causing death, major injury or an accident, which results in an employee being absent from work for more than three days.

The company may ask the appointed safety advisers to help with the investigation into ANY accident, dangerous occurrence or "near miss" and to provide a report explaining, if possible, precisely how the accident occurred and what precautions should be taken to prevent a recurrence.

7.3

Accident Reporting Procedure - Visitors and Contractors.

Any non-employee, who is involved in an accident or near-miss incident whilst on The Company premises, or sites controlled by the company, must report the incident immediately to the person in charge of the site or workplace. If the office supervisor or site manager is not available, the visitor or contractor must obtain the assistance of another responsible person from the company to ensure that the company's procedures are adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

All visitors and contractors must be made aware of the above requirements.

7.4

Accident Reporting Procedure - Members of the Public.

If an injury occurs to a member of the public on The Company sites, or workplaces under the control of the company, which results in their removal from the workplace or site for hospital treatment, then this is notifiable to the local enforcing authority immediately and a form F2508 (revised) must be sent within 10 days.

Site managers must ensure the details of the incident are reported to the contracts manager so that the proper notification can be sent to the enforcing authority.

7.5

The Accident Book.

All accidents resulting in personal injury must be recorded in the company's accident books. These are located in the main office, or on sites in the site office, and contain information, which must be recorded under law. Senior management and the appointed safety advisers will regularly review the accident book. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near misses must also be reported as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

If an injury renders an employee unable to make an entry in the accident book, a witness or someone who is able to enter an account of the incident should complete this. The employee's account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident book.

All accidents and near misses must be recorded, however minor. Unless the company is informed of these incidents, it will be unable to take remedial action.

7.6

Accident and Incident Investigation Procedure.

A factual report, with objective conclusions and practical recommendations, can serve two purposes:

- (a) For senior management to re-assess risks in the light of the findings with the view to taking measures to prevent recurrence of a similar accident or incident.
- (b) For insurance company personnel to assess the likelihood of blame being allocated to a third party, with the view to further investigation of liability issues to facilitate the defence of liability claims.

Therefore, any factual report will include sufficient details for senior management to decide whether or not further investigation by someone other than the health and safety team is justified.

The company may utilise one or more levels of investigation depending upon the incident and its outcome.

Investigation Levels

Level 3: Safety Director, Contracts Manager & safety advisers:

- (a) Any incident to be reported to the enforcement authority.
- (b) Any incident involving the death of, or personal injury to, anyone doing anything with, or in relation to, any work activity undertaken by the company.
- (c) Any incident, which could have led to the death of, or personal injury to, any person.

Level 2: Contracts Manager & Site Manager:

- (a) Any incident within the manager's area of responsibility involving the failure of any part of the premises; or of any plant, equipment, tool or substance used as a means of production (including any material, component or spare part)
- (b) Any incident within the workplaces under the manager's control involving damage to company property.
- (c) Any incident which any employee, within the manager's area of responsibility, believes could have led to the death of, or injury, to any person.
- (d) Any incident, which any employee, within the manager's area of responsibility, believes could have led to the failure of any company property, or to damage to any company or personal property.

Level 1: Site Manager:

- (a) Any incident requiring first-aid treatment, or following an entry into the accident report book.
- (b) Any incident reported to the manager by an employee under his or her supervision, which the employee believes indicates the presence of any danger to any company or personal property, or to any employee, contractor, visitor or neighbouring resident.

N.B. IMPORTANT.

The reporting of accidents must be done quickly and accurately. It is also important to learn from any mistakes that have been made. If any employee is unsure of any procedures, they **MUST** seek assistance from the company head office, or from the safety advisers:

On completion of the initial investigation following incidents requiring a level 2 and level 1 investigation, the relevant manager and as appropriate, appointed safety advisers, will provide the directors with a verbal summary of the investigation, conclusions and recommendations. A full written report will be issued to directors following completion of the level 3 and 2 investigation.

8.0

Construction (Head Protection) Regulations.

In order to comply with the above regulations the policy on the wearing of head protection on all The Company construction sites will be as follows:

All employees must wear safety helmets where there is a risk of head injury; as set out under site rules in the health and safety plan; as instructed by company senior management, the site manager; or as established by risk assessment control measures.

Such risks exist where machinery is being operated; in excavations; where scaffolding is on site; where others are working above ground level, and many other situations.

The company policy is therefore, that safety helmets must be worn at all times when a risk of head injury has been identified or as directed by site rules.

These rules apply to everyone that works on, or visits, the company's sites and premises and includes normally office-based employees, contractors, subcontractors, client's and their representatives, etc.

Any contravention of these instructions will result in the company disciplinary procedures being implemented.

9.0

Health and Welfare.

9.1

Health & Welfare on Construction Sites.

9.1(i)

General:

The Company recognises and accepts its responsibilities in relation to health and welfare requirements and in particular the requirement to raise standards of welfare facilities as a result of the **Construction Design and Management Regulations 2007**.

Where The Company are the controller of the site (principal contractor) there is a duty placed upon the company to ensure that suitable and sufficient welfare facilities have been provided and made available for everyone to use, including contractors and subcontractors.

On every site The Company will provide the following facilities, or arrange for the facilities to be provided:

- ✓ **Protection during inclement weather.**
- ✓ **Storage of personal clothing where specialist working clothing is necessary.**
- ✓ **Storage of protective clothing for specialist work activities.**
- ✓ **Taking meals with seating accommodation and means for heating water.**
- ✓ **Means of heating food, e.g. gas ring, electric ring, microwave oven.**
- ✓ **Suitable and sufficient toilets.**
- ✓ **Suitable and sufficient washing facilities, to include hot and cold, or warm water. The water to be running water wherever possible.**

Site managers are responsible for making the daily arrangements for ensuring facilities meet the policy objectives.

It is recognised that there is a requirement to ensure non-smokers are protected from the effects of tobacco smoke and site managers will need to take action to ensure this can be achieved. Therefore: No smoking is allowed anywhere on site.

9.1(ii) Washing Facilities.

Adequate washing facilities will be provided on every site, which will include:

- **Washbasins.**
- **Soap and towels or dryers.**
- **Hot and cold (or warm) water, which will be running water wherever practicable.**

Washing facilities will be near any mess room or toilet unit on site. They must be kept in a clean and serviceable condition.

Where hot water is provided, steps must be taken to ensure hot water does not present a risk of scalding while washing the hands, forearms or face. The positioning of water heaters is essential to ensure that site personnel have immediate access to the unit at times of need, e.g. before and after using the toilet; before taking meals; after being splashed by products hazardous to health.

9.1(iii) Sanitary Conveniences.

The company will provide, or arrange, a suitable and sufficient number of toilet units for the site. Each unit will be connected to the main sewage system as soon as possible. However, it may be necessary to use chemical or other toilets for a short duration until toilet units are connected or when a site is nearing completion.

Where it is not reasonably practicable to connect toilets to the main sewage system, recirculating toilets are an alternative means of providing suitable toilet facilities.

Chemical type toilets can still be used for a short duration where it may not be reasonably practicable to provide connected or recirculating units however, they must not be used for periods in excess of two weeks.

Every convenience will be kept in a clean and serviceable condition. The site manager is responsible for ensuring that toilet units are cleaned on a daily basis. Where units are hired, arrangements must be made for regular servicing and cleaning. The site manager is responsible for ensuring the servicing agreement with the supplier is followed through.

9.1(iv) Drinking Water.

Drinking water is provided at convenient points on every site and will be marked "**drinking water**" unless this is obvious. Where appropriate drinking cups will be provided.

9.1(v)

Site Accommodation.

When estimating mess rooms, offices and accommodation and the required facilities, account will be taken at the planning stage of the number of personnel likely to use the facilities at any one time, including subcontractors under a shared welfare agreement.

Rest facilities will include:

- (a) Heated, sheltered accommodation for taking meal and rest breaks.
- (b) Sufficient tables and chairs providing back support.
- (c) Means to heat water.
- (d) Means to heat food (gas or electrical heating ring or microwave oven)

Plant, equipment and materials must not be stored or deposited in accommodation units.

All facilities must be respected and must not be misused or abused. They are provided for the comfort of all personnel and one act of misuse could affect the comfort of others. Those found causing damage or misusing the facilities, will be subject to disciplinary action.

9.1(vi)

Storing and Changing Clothes.

Every site will have arrangements for ensuring:

- ◆ Wet site clothing can be adequately dried.
- ◆ Clothing not worn on site can be securely stored.
- ◆ Protective clothing for site work can be stored without contaminating everyday clothing.

Where heaters in drying rooms are being used, and where other site accommodation heating appliances are used, great care must be exercised to guard against the risk of fire by leaving clothing on, or too close to the heaters.

9.2 Health and Welfare for Company Offices.

9.2(i) General.

The Company recognises and accepts its responsibilities in relation to health and welfare requirements and in particular, the requirements of Section 2 of the Health & Safety at Work Act and the Workplace (Health, Safety & Welfare) Regulations.

The company will ensure the following facilities are provided:

- ✓ Storage for personal clothing.
- ✓ Taking meals with adequate tables and seating accommodation.
- ✓ Means for heating water.
- ✓ Means of heating food.
- ✓ Suitable and sufficient toilets.
- ✓ Suitable and sufficient washing facilities.

It is recognised that there is a legal requirement to ensure no smoking therefore; a no smoking policy is operated throughout the company offices.

9.2(ii) Washing Facilities.

Washing facilities are provided, which include:

- ✓ **Washbasins.**
- ✓ **Soap and towels or dryers.**
- ✓ **Hot and cold running water.**

Washing facilities must be kept in a clean and serviceable condition.

9.2(iii) Sanitary Conveniences.

The company has provided suitable and a sufficient number of toilets which must be kept in a clean and serviceable condition.

9.2(iv) Workplace Temperature.

The temperature in the offices will provide reasonable comfort without the need for special clothing.

9.2(v) Workplace Lighting.

Every workplace and workstation will have suitable and sufficient lighting to enable everyone at work to work safely, move from place to place and use facilities safely, without experiencing eyestrain.

Additional, local lighting will be provided at places of increased, or particular, risk and at individual workstations, where necessary.

9.2(vi)

Cleanliness and Waste Materials.

All offices and workstations must be kept sufficiently clean and tidy, including desks, floors, pedestrian routes, walls and ceilings.

So far as is reasonably practicable, waste materials must not be allowed to accumulate except in designated waste collection areas and in suitable receptacles.

All welfare facilities must be respected and must not be misused or abused. They are provided for the comfort of all personnel and one act of misuse could affect the comfort of others. Those found causing damage, or misusing the facilities, will be subject to disciplinary action.

9.3

First Aid - Construction Sites & Company Offices.

The Company will make adequate assessments of the first aid requirements for each construction site, office and permanent location. The assessment will assist the company in deciding the number of first aiders and the amount of first aid equipment required.

The assessment will identify the number of trained first aiders required for each location and the number of appointed persons required in order to cover absences etc.

At every location there will be at least one first aid container, which conforms to the requirements of the **Health and Safety (First-Aid) Regulations**, kept readily available for every person employed there.

Each container will be clearly identifiable, by a white cross on a green background, and its location made known to all persons. The office supervisor (company offices) and the site manager (construction sites) will ensure the location of all first aid containers and the names of the first-aiders are known by all personnel.

Every container will be checked frequently and replenished as necessary to ensure that they are fully stocked. The first-aider, or appointed person (trained in emergency aid) will be given the responsibility of checking the contents on a weekly basis and for arranging the replenishment of the contents.

A competent person will take charge of the container and take the essential steps necessary in the event of an accident. The competent person will be the person trained in First Aid, or the Appointed Person, trained in emergency aid.

9.4

Contents of the First Aid Containers.

First Aid containers must hold a sufficient quantity of suitable first aid materials.

Suggested Minimum Contents:

1. **One leaflet giving general guidance on first aid and details of the contents.**
2. **Twenty individually wrapped sterile adhesive dressings (assorted sizes)**
3. **Two sterile eye pads, with attachments.**
4. **Six individually wrapped, sterile, unmedicated wound dressings (medium)**
5. **Two individually wrapped, sterile, unmedicated wound dressings (large)**
6. **Three individually wrapped, sterile, unmedicated wound dressings (extra large)**
7. **Six individually wrapped triangular bandages.**
8. **Six safety pins.**
9. **Disposable, protective gloves.**

9.5

Additional First Aid Material and Equipment.

Where the first aid assessment identifies the need for additional materials or equipment, such as scissors, individually wrapped moist wipes, adhesive tape etc. these items may also be kept in the first aid container, or stored separately if necessary. The items must be kept readily available for use when required.

Where mains tap water is not readily available for eye irrigation, sterile water or saline solution (0.9%) in sealed, disposable containers must be provided. Open or partially used solution must be discarded immediately and replaced with sealed, sterile units. Sealed units should not be used beyond their expiry date.

Site managers are responsible for arranging the provision of the eye irrigation units for construction sites as necessary.

Under no circumstances must medication of any description be kept in any first aid container (including painkillers, antiseptic creams and lotions, disinfectants etc.)

10.0

Visitors and Public Safety.

The Company recognises and accepts its obligations to safeguard visitors during work activities and to ensure the health and safety of the public who may be exposed to danger as a result of the work activity.

The following arrangements have been developed to enable the company to effectively discharge its duties under the **Health and Safety at Work etc. Act 1974**, and has assigned the contracts manager the overall responsibility of implementation on construction sites.

10.1

Information and Communication

Any special arrangements required by visitors or public are to be ascertained, where practicable, before arrival to the office premises or site. This may include special access requirements, or language arrangements. Safety signs may need to be in a language easily understood by those who are targeted. Special needs of the visually impaired must also be considered.

10.2

Supervision

Adequate supervision must be maintained while visitors are on the premises or site. This includes the safe handling, use and transportation of materials and substances that may present a danger to visitors. Supervision must be maintained to ensure they cannot stray into hazardous areas.

Physical barriers may be required to prevent unauthorised access to hazardous areas, or to prevent members of the public being exposed to hazards. These barriers will be provided as appropriate. It must also be recognised that the standard of protection required to exclude or to protect children is expected to be much higher than that required for adults, even if the children are trespassers. Suitable risk assessments will be carried out and the precautions necessary to prevent public or visitor exposure to danger must be identified. The site manager, or the person in charge of the premises or work area, must ensure the preventative and protective measures necessary to safeguard the public and visitors are implemented.

10.3

Induction

Visitors are to be given the appropriate safety induction to ensure their safety while on the premises or site. Where it is necessary for a visitor to enter a construction site, or other risk area, the induction must address the identified hazards and risks that the visitor is likely to be exposed to. The site manager is to ensure induction is undertaken. Visitors to the company offices should be signed in and made aware of the fire and emergency procedures.

10.4

Personal Protective Equipment

Visitors will be required to use any personal protective equipment that is necessary to safeguard their health and safety.

11.0

Control of Substances Hazardous to Health Regulations. (COSHH)

The Company undertakes many operations, which involve the use of substances that may be hazardous to health therefore; these regulations are of particular relevance.

The company will do all that it can reasonably do to comply with the above regulations. Any arrangements will be carried out with the assistance of the appointed safety advisers if necessary and will include:

1. Making a written assessment of the risks to determine the action needed to meet the requirements of the regulations.
2. Adequate control of exposure, which must be achieved by means other than the use of personal protective equipment (PPE) so far as is reasonably practicable.
3. Provision of approved respiratory protective equipment (RPE) when necessary.
4. Provision of suitable protective clothing and equipment when necessary.
5. Control measures to be properly used and maintained.
6. Where necessary, outside bodies specialising in analytical and related monitoring services will be used.

7. The provision of the necessary instruction, information and training.
8. Monitoring and health surveillance procedures, where necessary, for protecting the health of workers.
9. Provision of suitable approved hygiene facilities.
10. Provision of practical means to prevent exposure of the public to hazardous substances.
11. Contracting the services of other specialist companies or individuals as necessary, in order to comply with appropriate regulations, Approved Codes of Practice, Guidance Notes, European/British Standards, etc.

The Company will endeavour to provide sufficient information to employees and others who may be exposed to any risk generated by the use of substances or as a result of work activities.

Up to date product information will be obtained from suppliers and this will be utilised to produce COSHH assessments, which will be made available to all employees.

11.1 Purchasing Personnel.

Purchasing personnel are responsible for obtaining all relevant information relating to the safety and health requirements of any product. This information is normally in the form of a Material or Product Safety Data Sheet, or Hazard Data Sheet. These information sheets are to be passed onto the contracts manager for substances and materials used on construction sites.

Data sheets etc. for items and substances requiring assessment within the office premises will include, cleaning materials and any inks or other fluids used for printing, copying etc.

11.2 Contracts Manager.

To assess the information provided and to initiate and assist in the production of the COSHH assessments on appropriate forms, with assistance from safety advisers as necessary.

11.3 Site Managers.

To produce, with assistance from the contracts manager, COSHH assessments and ensure their availability and correct use on sites.

To ensure all personnel understand the controls indicated on the assessments and that the correct work methods are being applied.

To ensure any PPE being used is of the correct type and being used correctly.

11.4 Appointed Safety Advisers.

To advise on the suitability of the COSHH assessments when requested, or during routine visits, and to provide any specialist information.

To monitor the implementation of the controls identified in the assessments.

To provide assistance on the selection of control measures to reduce the risk of exposure to hazardous products.

11.5 Local Site Purchases (construction sites)

It is the responsibility of the site managers who make local purchases to obtain all the necessary safety and health information from the supplier, or check the COSHH assessment file to ensure sufficient information is available to enable the product to be used safely.

11.6 Cleaning & maintenance staff.

Appropriate information must be provided for cleaning and maintenance staff that may also be at risk.

Product hazard data sheets need to be used to transfer the information into easily understood "user friendly" COSHH assessments for use within the office premises.

11.7 Training.

All employees who are required to use hazardous materials or products will be given appropriate instruction and/or training to enable them to safely use the material or product. The appropriate managers and supervisors will ensure that the person using the product has been given the necessary health and safety information.

12.0 The Control of Asbestos Regulations.

The Control of Asbestos Regulations apply to any work in which asbestos is encountered, whether intentionally or not.

The Control of Asbestos Regulations Approved Code of Practice applies to any work, which involves asbestos insulation, asbestos coatings and asbestos insulating board. **Anyone undertaking this work requires a licence from the Health and Safety Executive.**

It necessary for the building owner to know the extent of any asbestos material contained within his building. We will obtain written confirmation from the clients that no asbestos contamination exists in the ground to be built on; in any building or plant to be refurbished; or any plant or building to be demolished, which may be disturbed or released by normal construction operations and which may release asbestos fibres in excess of permitted action levels.

Clients and CDM Coordinators must be questioned on the existence of current, up to date, surveys and assessments indicating the presence, or not, of asbestos, unless these details are clearly identified under the contract specification.

All known, and suspected, sources must be clearly identified and dealt with in the safety plan. Whenever asbestos is present, or suspected, the company will gather all relevant details with relation to the work, including surveys etc. and will ensure any such work is only carried out by a competent contractor, licensed in accordance with the regulations.

13.0

The Control of Lead at Work Regulations.

The aims of these regulations are to:

- A. Protect the health of persons at work by preventing, or where this is not reasonably practicable, adequately controlling their exposure to lead.
- B. Monitor the amount of lead employees absorb so that individuals, whose work involves significant exposure, can be taken off such work before their health is affected.

Whitefire will therefore, as necessary, carry out an assessment to determine the exposure risk to employees, and introduce appropriate controls to prevent exposure, in excess of the Occupational Exposure Limit (0.10 mg/m³ for lead in atmosphere) If it is not reasonably practicable to prevent exposure, appropriate controls will be introduced to reduce the exposure. As far as possible, control will be secured by means other than PPE.

The assessment will identify:

- i) Significant hazards, which may pose serious risks to health if not properly controlled.
- ii) Existing control measures already in place and the extent to which they control the risks.
- iii) Persons affected or likely to be affected and the source of exposure e.g. (inhalation, ingestion, absorption)
- iv) Where appropriate, the types of respiratory protective equipment (RPE) PPE and clothing to be used.
- v) Significant exposure requiring air monitoring and medical surveillance.

Where significant exposure is likely, an appointed doctor (EMAS) will be required to determine whether or not an employee should be under surveillance. Health records will be retained for forty years and assessments will be retained for a period of five years.

Where RPE and PPE are issued as a means of protecting against exposure, employees are expected to make full and proper use of all equipment provided and any other control measures established by the company.

Employees must not eat, drink or smoke in any area they have reason to believe is, or liable to be, contaminated.

Employees will be furnished with appropriate information, instruction and training relevant to their work.

14.0

Noise at Work Regulations.

Wherever necessary the requirements of the above regulations will be fully complied with. A brief summary of the regulations is listed below. In addition, the company has available for issue to each site a list of typical noise readings from common pieces of construction equipment and tools. This list is to be used by supervisors to determine the level (if any) of noise control required, including the provision of hearing protection.

Action required where L _{EP,d} is likely to be:- (see note 1 below)	below 85dB(A)	85dB(A) First AL	90dB(A) Second AL
EMPLOYER'S DUTIES			(2)
General Duty to Reduce Risk Risk of hearing damage to be reduced to the lowest level reasonably practicable (Reg 6)	*	*	*
Assessment of Noise Exposure Noise assessments to be made by a Competent Person. (Reg. 4) Record of assessments to be kept until a new one is made (Reg. 5)		* *	* *
Noise Reduction Reduce exposure to noise as far as is reasonably practicable by means other than ear protectors (Reg. 7).			*
Provision of Information to Workers Provide adequate information, instruction and training about risks to hearing, what employees should do to minimise risk, how they can obtain ear protectors if they are exposed between 85 and 90 dB(A), and their obligations under the Regulations (Reg. 11). Mark ear protection zones with notices, so far as reasonably practicable. (Reg. 9).		*	* *
Ear Protectors Ensure so far as is practicable that protectors are:- - provided to employees who ask for them (Reg. 8(1)) - provided to all exposed (Reg. 8(2)) - maintained and repaired (Reg. 10(1)(b)) - used by all exposed (Reg. 10(1)(a)) Ensure so far as is reasonably practicable that all who go into a marked ear protection zone use ear protectors (Reg. 9(1)(b))		* *	* * * * (3)
Maintenance and Use of Equipment Ensure so far as is practicable that:- - all equipment provided under the Regulations is used, except for the ear protectors provided between 85 and 90 dB(A). (Reg. 10(1)(a)) - ensure all equipment is maintained, (Reg. 10(1)(b)).		* *	* *
EMPLOYEES DUTIES			
Use of Equipment So far as is practicable:- - use ear protectors (Reg. 10(2)) - use any other protective equipment (Reg. 10(2)) - report any defects discovered to his/her employer (Reg. 10(2))		* *	* * *
MACHINE MAKERS' AND SUPPLIERS' DUTIES			
Provision of Information Provide information on the noise likely to be generated (Reg. 12)		*	*

NOTES:

- (1) The dB(A) action levels are values of daily personal exposure to noise (L_{EP,d}).
- (2) All the actions indicated at 90 dB(A) are also required where the peak sound pressure is at or above 200Pa (140 dB re 20µPa).
- (3) This requirement applies to all who enter the zones, even if they do not stay long enough to receive an exposure of 90 dB(A) L_{EP,d}.

14.1

Practical solutions to reducing noise and exposure.

- Operate plant and equipment with engine covers closed.
- Specify quieter plant when hiring or buying, and ask for noise information to be sent with the item.
- Make sure acoustic jackets are fitted to breakers.
- Stop vibration of plant covers and guards.
- Repair leaking airlines.
- Position generators, compressors etc. away from open doorways and from against solid walls so that noise is not transmitted into the building or reflected back into the work area. If possible the plant should be positioned so that a noise barrier, such as a wall, fence, earth mound etc., is between it and the place of work.
- Reduce the number of employees at risk over exposure by preplanning. Put other employees to work away from the noisy task area until it is complete.
- Use block splitters instead of powered disc cutters whenever possible.
- Where disc cutters have to be used, ensure cutting is done outside, away from other workers, and if possible within or behind acoustic type enclosures, e.g. rock wool lined plywood.
- Place static plant as far away as possible from the majority of the work force. If it is 20 metres away it will be less noisy to the ear than if it was only 10 metres away. More importantly the noise levels will have been reduced in intensity by a considerable amount.

Only when it is not reasonably practicable to engineer the noise reduction, is the provision of hearing protection to be considered.

Employees, contractors and the self-employed should be instructed that the The Company noise reduction measures will be taken seriously and that they have a part to play in ensuring the success of that policy.

14.2 Noise Information.

ITEM OF PLANT/EQUIPMENT USED	LEQ	MAX SPL	DISTANCE FROM SOURCE TO 90dB(A)	DISTANCE FROM SOURCE TO 85 dB(A)
1 9" Angle Grinder c/w Diamond Blade Cutting Black Pasture Sandstone	105.8	109.7	3 metres	6 metres
2 9" Angle Grinder c/w Diamond Blade Cutting Newbigging Sandstone.	105.7	109.8	3 metres	6 metres
3 9" Makita Grinder Stone Disc Cutting Concrete	98.6	101.8	2 metres	5 metres
4 9" Makita Grinder Metal Disc Cutting 0.5" Reinforcement	103.4	106.6	3 metres	5 metres
5 4" Hitachi Grinder c/w Diamond Blade Cutting Newbigging Sandstone	100.6	105.1	2 metres	3 metres
6 4" Hitachi Grinder c/w Diamond Blade Cutting Black Pasture Sandstone	104.2	107.2	3 metres	4 metres
7 4" Makita Grinder Stone Disc Grinding Concrete	90.2	96	1 metre	3 metres
8 4" Makita Grinder Metal Disc Cutting 0.5" Reinforcement Bar	96.8	100.3	1 metre	3 metres
9 Hilti TE22 Hammer Action Drill Drilling Newbigging Sandstone.	95.2	99.5	1 metre	3 metres
10 Hilti TE22 Hammer Action Drill Drilling Black Pasture Sandstone	94.8	98.3	1 metre	2 metres
11 Hilti TE22 c/w 22mm Drill Bit Drilling Concrete	87.1	91.4	0.5metre	1 metre
12 Hilti TE22 c/w 22mm Drill Bit Drilling concrete (Hammer Mode)	94.2	96.9	0.5 metre	1.5 metres
13 Hilti TE72 Hammer Action Drill Drilling Newbigging Sandstone	94.1	99.2	2 metres	3 metres
14 Hilti TE72 Hammer Action Drill Drilling Black Pasture Sandstone	94.1	99.4	2 metres	3 metres
15 Hilti TE72 c/w Chisel Breaking Concrete	91.2	98.7	3 metres	5 metres
16 Hilti TE72 c/w Chisel Breaking Concrete Block	87.6	94	3 metres	5 metres
17 Hilti TE72 Breaking Out Stone	95.4	99	1 metre	5 metres
18 Jack Hammer Breaking Out Stone	100.1	105.4	5 metres	9 metres
19 Makita 5000 Breaker - Breaking Out Stone	107	112	3 metres	5 metres
20 CP1275S Heavy Breaker c/w Chisel Breaking Out Concrete	100.5	108.3	10 metres	16 metres
21 Thor 234 Heavy Breaker c/w Chisel Breaking Out Concrete	101.8	106.5	10 metres	16 metres
22 Thor 160 c/w 14" Chisel Breaking Concrete	103.7	109.2	8 metres	10 metres
23 Thor 24 Heavy Breaker c/w Chisel Breaking Out Concrete	98	103.4	10 metres	15 metres
24 Stihl Saw TS350 c/w Metal Blade Cutting 0.5 Reinforcement Bars.	103.6	106	7 metres	9 metres
25 Stihl Saw TS350 c/w Stone Blade Cutting Reinforcement.	104.8	107.1 116 at m/c	7 metres	10 metres
26 Stihl Saw TS350 c/w Diamond Blade Cutting Concrete.	105.4	106.6	6 metres	8 metres
27 Stihl Saw c/w Stone Blade Cutting Kerb	96.4	102.6	3 metres	5 metres
28 2KVA Generator	88.4	91.8	2 metres	3 metres
29 4KVA Generator	95.3	96.4	2 metres	4 metres
30 CP9 Standard Chisel Head Breaking Out Reinforced Concrete	95.8	98.8	2 metres	5 metres
31 160 Medium Breaker (Breaking concrete)	106.5	115	10 metres	13 metres
32 Rock Drill c/w Drill (Drilling concrete)	103.2	108.4	7 metres	10 metres
33 RK12 Medium Breaker c/w Rock Drill (Drilling concrete)	102.4	107.7	10 metres	12 metres
34 2" Air Vibrating Poker Placing 30 Newton Concrete	93.9	99.1	5 metres	7 metres
35 Heavy Breaker c/w 4" Tar Spade Breaking Up Tar	102.2	106	7 metres	9 metres
36 Scheppach Sawbench Cutting 0.75" Plywood	98.1	102.3	2 metres	5 metres
37 5/3.5" Mixer	85.4	87.7 100.7 at engine	N/A	0.5 metre
38 10 cwt Wickham Hoist	87	88.7	N/A	1 metre
39 Belle 4/3 Petrol Mixer	87.1	95.2	N/A	1 metre
40 Gabro Saw (Machine Running)	92.5	93.8	1 metre	3 metres
41 Petrol Wacker Plate	90.1	92.8	0.5 metre	3 metres
42 Diesel Wacker Plate	92.5	94.6	3 metres	5 metres

Most types of hearing protection will provide suitable protection for any individual exposed to these noise levels: e.g.. "JSP" INVINCIBLE HELMET MOUNTED EAR MUFF, "EAR" FOAM EAR PLUG, "BILSOM" SOFT EAR PLUG.

15.0 Fire Precautions

15.1 Fire Precautions - Construction Sites.

15.1(i) Pre start fire prevention plan.

Prior to the commencement of the work, the contracts manager will examine the project to assess the degree of fire risk. A Fire Prevention Plan will then be developed, which will include the following:

1. Responsibilities and organisation regarding fire safety.
2. Site specific precautions, fire detection methods and warning alarms required.
3. Hot work requirements, including the issue of "Hot Work Permits".
4. Smoking restrictions.
5. Site accommodation, construction and location.
6. Evacuation plan and procedures for summoning the emergency services.
7. Establishing escape routes and assembly points.
8. Identifying the type, number and location of fire fighting equipment.
9. Access for emergency services and facilities.
10. Testing of the emergency procedures, including fire drills.
11. Security measures to reduce the risk of arson.
12. Material storage, waste storage and removal.
13. Training (Induction)

15.1(ii) On site fire prevention plan.

During the progress of the works, the site manager, assisted by the contracts manager, will ensure the fire prevention plan is adhered to. The site manager will:

1. Where necessary, ensure the "Hot Work Permit" system is operated correctly.
2. Maintain a daily record of all site personnel and visitors so that in the event of a fire, the number of persons at the assembly point can be verified.
3. Carry out weekly checks of all escape routes, fire fighting equipment, fire detection devices and alarms. Records of the checks will be maintained.
4. Liaise with the fire brigade, when required.

5. Liaise with security personnel, where employed.
6. Regularly monitor the works to ensure changing site conditions do not render the Fire Prevention Plan unworkable, and instigate all necessary revisions and updates as necessary.
7. During an emergency, or on hearing the alarm, ensure the site is safely evacuated and all personnel report to the assembly point.
8. Ensure the procedures and standards set out in the Fire Prevention Plan are clearly understood by all site personnel, visitors etc. by carrying out thorough induction training.
9. At all times promote a “fire safe, working environment”.

Areas of specific risk will include:

- Offices and site accommodation units.
- Electrical supply points, tools and equipment.
- Fuel storage areas.
- LPG storage areas.
- Timber storage.
- Waste storage and disposal areas.

15.1(iii)

Fire extinguishers.

Part of the site set up procedure and Fire Prevention Plan will be to ensure an adequate number of suitable fire extinguishers will be readily available at all times. Fire extinguishers will be selected to ensure they meet the requirements of the specific risks to be encountered.

Types of extinguishers:

Water Types	Suitable for use on Wood, Paper and Textile fires. Not to be used on electrical equipment or where the water could come into contact with electrical equipment.
Foam Types	Suitable for use on flammable liquids: Oil, Grease, Paint, etc. Should not be used on electrical fires.
Dry Powder	Suitable for use on live electrical apparatus or flammable liquids.
Carbon Dioxide	Suitable for use on live electrical apparatus.

Fire extinguishers or appliances must be checked weekly for serviceability. All Hot Work (including welding, burning off and plumbing) must always be protected with fire extinguishers. Additional visual checks for signs of fire must be made at the end of each operation, and at least one hour after hot work has been completed.

15.1(iv)

Fire action and signs.

Each site manager and the contracts manager are required to assess the requirements for fire action notices, emergency exit notices and other general safety signage. All notices and signs must comply with the **Health and Safety (Safety Signs and Signals) Regulations**.

Site managers must arrange for the testing of the arrangements in place for emergency evacuation. The site managers will need to consider the risks to personnel from the work environment when deciding the appropriate time in the contract period for testing the arrangements.

15.1(v)

REQUEST FOR HOT WORK PERMIT

Valid for Day of Issue Only

Part 1 To be completed by person/s requesting permit

Site Address
Contract No.
Work Location
Request Authority (Name)

Part 2

Description of work :

Part 3 To be completed by person authorising work (site manager)

Work authorised to start :

Date Time
Permit No.

Part 4 CONTROLS BEFORE WORK

Provide Risk Assessment
Fire Extinguisher
PPE (specify)
Other (specify)

Signature of Issuing Authority
Signature of Recipient

Part 5 After Work

Work has been completed Time Date
Signature of Person Handing Back
Signature of Recipient

15.1(vi)

Fire Orders - Construction Sites.

ACTION IN THE EVENT OF FIRE

1. Raise the Alarm

Break the glass of the nearest call point

or

Use the Klaxon Alarm

or

Shout "Fire, Fire".

2. Call the Fire Brigade

Dial **999** and tell the operator the Fire Brigade
are required at the Construction Site :

.....
.....

3. On hearing the Site Fire Alarm

All personnel to leave the site and assemble at:

.....
.....

Do not stop to collect personal belongings

Turn off generators, compressors and other powered equipment

Turn off all heat producing equipment and shut cylinder valves

Attack fire with fire fighting equipment **only if it is safe to do so**

Obey the instructions from the site manager or supervisor

Do not re-enter the site until told to do so.

15.2

Fire Precautions - Offices.

The company secretary will maintain a Fire Prevention Plan which will include the following:

- Responsibilities and organisation regarding fire safety.
- Specific precautions, fire detection methods and warning alarms.
- Smoking restrictions.
- Evacuation plan and procedures for summoning the emergency services.
- Establishing escape routes and assembly points.
- Identifying the type, number and location of fire fighting equipment.
- Testing of the emergency procedures, including fire drills.
- Security measures to reduce the risk of arson.
- Material storage, waste storage and removal.
- Training (selection and use of fire extinguishers)

15.2(i)

General Fire Precautions – Offices.

1. Rubbish and other combustible waste must be cleared from work places, offices and rest areas daily.
2. Electric points must not be overloaded with numerous items of electrical equipment. Appliances and equipment should be turned off when not in use.
3. A no smoking policy operates throughout the company offices.
4. Any substance or material that may be a fire hazard must be stored and disposed of correctly, including cleaning fluids, photocopier ink etc.
5. Employees must only use the equipment and appliances they have been adequately trained, and are authorised, to use.
6. All personnel must be aware of, and co-operate with, fire drills and other evacuation planning and follow the company procedures on the discovery of a fire.
7. The correct type of fire extinguishers must be immediately available and ready for use at all times.
8. Fire extinguishers or appliances must be checked regularly and the annual planned maintenance scheme continued.
9. The fire alarm will be tested at regular intervals.

10. Once a year, a fire drill will be called by the alarm being activated. All staff are to assemble outside the main front entrance gates to the company offices. The assembly will be dismissed when everyone is accounted for following a head count.
11. All staff must familiarise themselves with all fire escapes indicated on the fire plans.

15.2(ii)

Types of extinguishers

Water Types	Suitable for use on Wood, Paper and Textile fires. Not to be used on electrical equipment or where the water could come into contact with electrical equipment.
Foam Types	Suitable for use on flammable liquids: Oil, Grease, Paint, etc. Should not be used on electrical fires.
Dry Powder	Suitable for use on live electrical apparatus or flammable liquids.
Carbon Dioxide	Suitable for use on live electrical apparatus.

15.2(iii)

Fire action and signs

The requirements for fire action notices, emergency exit notices and other general safety signage will also be assessed. All notices and signs must comply with the **Health and Safety (Safety Signs and Signals) Regulations**.

15.2(iv)

Office Fire Orders

If you discover a fire:

1. Raise the Alarm by activating the nearest alarm.
2. Call the Fire Brigade. Dial **999** and tell the operator the Fire Brigade is required at:

3. Turn off electrical items and close doors and windows **only if there is time to do so.**
4. Attack fire with fire fighting equipment **only if it is safe to do so.**
5. Obey the instructions from the office supervisor.
6. **Do not stop to collect personal belongings.**
7. **Do not re-enter the building for any reason.**

On hearing the Fire Alarm All personnel must leave the offices and assemble:

16.0

Safe Use of Liquid Petroleum Gas (LPG)

The use of LPG is covered by regulations, and all regulations will be adhered to wherever reasonably practicable.

To meet this objective the following precautions should be observed:

- a) Cylinders must be used and stored in the open and in an upright position (valve uppermost). If the cylinder is butane and connected to an appropriate heating appliance then it may be used within an accommodation unit (site hut or cabin) only if adequate ventilation is provided.
- b) Adequate room ventilation must be provided for site cabins. As a minimum, upper wall and floor vents (through to the outside) must be provided. Floor vents should be in the floor, not the lower wall. There may be a need to raise the cabin unit clear of the ground to ensure floor vents are not blocked by grass etc.
- c) All appliances must be fitted with their own "ON-OFF" tap, and not controlled by the cylinder valve.
- d) Hose connections must be by proprietary clamp or crimp, and flexible hoses should not exceed 3 metres in length.
- e) Properly maintained regulators (and gauges where fitted) must be used.
- f) A dry powder fire extinguisher must be readily to hand.
- g) Cylinders must be stored correctly and returned to the cylinder store when not being used.
- h) When transporting LPG cylinders in enclosed vans, the cylinder must be upright and secured. The driver must understand the dangers of LPG and be aware of the emergency action in the event of a leak, accident or fire. Windows should be slightly opened to provide through ventilation, and driver and passengers **MUST NOT** to smoke. Refer to the LPG safety information in the following pages, for more detailed guidance on safety and transport requirements. **Passengers must not be carried in the load compartment of the vehicle if LPG is also being carried.**

16.1

The Carriage By Road Of LPG Cylinders In Closed Vans.

This guidance provides a summary of the duties of drivers, specific to the carriage of LPG cylinders in closed vans, in order to comply with the regulation.

1. The vehicle used for carrying the cylinders must be of adequate strength, of good construction, properly maintained and suitable for the purpose.
2. Cylinders in any type of vehicle will be loaded in a single layer and secured to prevent any movement or displacement during carriage, which may create a hazard. They must be carried upright with their valves uppermost.
3. Closed vans will not be used for the carriage of more cylinders than is shown in the following table:

Cylinder Size (LPG Content)	Maximum Number To Be Carried
Greater than 20 Kg	4
5 to 20 Kg	12
Less than 5 Kg	23

The total number carried in any one load will be limited to the maximum number permitted for the largest sized cylinder in the load.

4. Closed vans carrying LPG must display a “flammable gas hazard warning diamond” on both sides and the rear. They will be kept clean and free from obstructions.
5. Where more than four (4) cylinders are to be carried; the van and mode of carriage must conform to paragraph 6 to 8.
6. The load compartment of closed vans must have permanent ventilation openings at the front and rear, or at positions recommended by the vehicle manufacturer, so as to ensure a flow of air through the load compartment. The rear opening should be as low as possible to ensure the release of a heavier than air gas. The total area of ventilation must not be less than 2% of the load compartment floor and this must be equally divided between the front and rear.
7. Cylinders should be fitted with gas-tight plugs or caps to the valve outlets. Drivers should carry sufficient spare plugs or caps for use where they are missing.
8. Cylinders must not remain in closed vans while stationary for more than two (2) hours.
9. Drivers of all vehicles will be trained in accordance with the requirements of this guidance, particularly on action to take in the event of an emergency.
10. The vehicle driver must carry written information about the hazards of the substance. This is to ensure he/she knows the identity of the substance carried, the nature of the hazards and the action to take in case of emergency. This information, which will generally be in the form of a "TREM CARD" (transport emergency card) must be kept readily available to provide the emergency services with reliable information if it is required.
11. Care must be taken during loading and stowing the cylinders to ensure that no additional hazard is created.
12. All necessary fire precautions must be taken. No smoking or naked flames are permitted. Suitable fire extinguishers will be carried and maintained in accordance with manufacturer's instructions. One extinguisher suitable to deal with engine fires will be carried in the front compartment; and one extinguisher suitable to deal with small fires in the load compartment will be carried (two dry powder extinguishers 2 & 6 kilogram)
13. If requested by a police officer or traffic examiner, the driver must produce the relevant documents, e.g. the "TREM CARD"; and give any other information that will enable the officer to know the identity of the substance being carried.

17.0

Electrical Safety.

The company recognises its duties under the **Health and Safety at Work etc. Act** and the **Electricity at Work Regulations 1989**, to maintain systems, plant and equipment, which are safe to use when used correctly. Many factors can influence and affect electrical installations and equipment therefore, it is vital to ensure they are adequately maintained by inspection and testing as necessary.

All electrical work will be carried out in accordance with "The Electricity at Work Regulations".

17.1

Permanent installations & portable electrical apparatus.

Fixed, permanent installations into offices will be inspected, and tested where necessary, at intervals of five years. Professionally qualified electricians will carry out the work and will issue inspection and test certificates, which will be retained in the company records.

All installation, repair and maintenance work on permanent installations will be carried out by competent electricians and fully comply with the I.E.E. Wiring Code of Practice, which has now been adopted as a European Standard.

A completion hand over certificate will be requested from the electricians on completion of testing of installations in the company offices.

All company owned equipment, including extension cables will be regularly inspected by the company's appointed electrical inspector for signs of wear and damage. Competent persons will carry out any necessary repairs. Where necessary, portable equipment will undergo electrical testing to ensure continued safe use.

17.1(i)

Damaged or defective electrical equipment.

Employees must report faulty equipment as soon as the fault is noted. A tag or label, stating the suspected nature of the fault, should be attached to the power lead of the equipment, with the equipment immediately removed from use and sent for repair.

All repairs will be carried out by the company's appointed electrical personnel, who will also inspect, and where necessary test, the repaired equipment before it is reissued for use.

The repairer of the electrical equipment must maintain the appropriate log/record of maintenance and make the records available to the company.

17.2

Temporary site installations

Temporary installations into site cabins and offices will be carried out by competent electricians and will fully comply with the I.E.E. Wiring Code of Practice. **The site manager should request from the installer a completion hand over certificate on completion of the testing of the installation.** Regular quarterly re-inspections and testing will be programmed if the cabin or office is still in use after the initial three month period, unless experience has shown that the re-inspection/testing can be performed at greater intervals.

The use of reduced voltage supply operating at 110v through double wound transformers is generally accepted throughout the construction industry. Therefore, The Company will continue to accept the best practices, and use only such equipment and supplies wherever possible.

Other higher voltage equipment may be used where lower voltage equipment is not available. However, where this occurs, additional safety precautions will be taken, e.g. armoured cables, residual current circuit breakers (RCCBs & RCDs)

All company owned equipment, including extension cables will be regularly inspected (at three monthly intervals) by the appointed electrical inspector for signs of wear and damage, and competent persons will carry out any repairs necessary. Where necessary portable equipment will undergo electrical testing to verify continued safe use.

17.2(i)

Damaged or defective portable electrical equipment

Employees must report faulty equipment to the site manager immediately. A tag or label, stating the suspected fault, should be attached to the power lead of the equipment and the equipment immediately returned for repair.

Repairs will be carried out by the appointed electrical person, who will also inspect, and as necessary test, the repaired equipment before placing it in the tool/equipment store, where it may be reissued for use.

Equipment **MUST NOT** be removed from the "repair" area unless it is by competent electricians, who are to carry out repairs.

The repairer of the electrical equipment must maintain the appropriate log/record of maintenance, and make the records available to management staff.

18.0

Overhead electric cables.

Overhead electric line conductors are normally uninsulated and if contact, or near contact, is made with them by a crane jib, scaffold pole, excavator bucket, or similar metal object, an electric current will discharge through the crane or pole with the risk of fatal or severe shock and burns to any person in the immediate vicinity.

During the contract preparation stage, the contracts manager and site manager must carefully note the position of all overhead lines in working areas, and regard every overhead conductor as being electrically charged. They should also:

1. Check with the Electricity Authority to see whether they can:
 - a) **Re-route the lines.**
 - b) **Put the lines underground.**
 - c) **Have the lines made dead.**

Prior to commencement of construction work, site managers must ensure that the following actions have been implemented:

2. Adequate and suitably placed barriers have been erected to prevent plant from passing beneath overhead lines except at pre-selected points, where wooden "goal posts" should be erected. All barriers and goal posts should be positioned at least one and a quarter jib lengths from the lines.
3. Large notices must be fixed on the barriers and goal posts reading "**DANGER HIGH VOLTAGE OVERHEAD POWER LINES**". Additional warning notices must be fixed on the approaches to the crossing.
4. Soil must not be tipped and material must not be stored beneath the overhead lines.
5. Scaffold poles, metal-bound ladders and materials, which are wet or damp must be kept at a safe distance from all overhead lines. In no circumstances should such materials be stored below overhead lines.
5. **AS A GUIDE** goal posts must be at least 6.0 metres from the overhead line when the line is carried on wood poles, and 15.0 metres when the line is on pylons. However, always check with the electrical distribution group before carrying out any work.

A site-specific and detailed safety method statement must be drafted by the contracts manager and site manager, prior to the commencement of the above works. The safety method statement must follow the guidance set out in the **HSE Guidance Note GS 6**. The system of work and control measures must be strictly enforced and supervised by the site management team, who must also induct all persons to be involved with the work.

19.0

Underground services.

Before commencing work, either excavation or erection, the exact position of all underground services must be found and marked on the ground and on all relevant site drawings. Some services may be out of position from where they are shown on existing drawings therefore all service locations will need to be determined by the aid of **locating devices and hand digging of trial holes** to expose the services.

Ensure that before any excavation work commences a safe system of work is developed and put into effect and rigidly adhered to, part of which may consist of contacting the area Utilities Authority and requesting them to either:

- a) **Re-route the services.**
- b) **Make the services dead, if work is done in the immediate vicinity (this would mean a permit to work system).**

Check that all mechanical diggers, excavators, dozers etc., stop excavating at a safe distance from all underground services. This distance is usually 0.5m, but could be much further if instructed by the utility company.

19.1

Points to be brought to the attention of Plant Operators/Drivers.

- Every cable must be regarded as being electrically charged.
- No machine to be operated in the vicinity of known buried cables. Detailed use of cable avoidance tools (CAT and GENNY) should reduce the risk of making contact with services.
- If a machine exposes a cable but does not remain in contact with it, the machine will be withdrawn from the area so that proper safeguards can be introduced.
- Some older cable and gas services do not resemble modern services. Old "lead pipe" could turn out to be electrical cable conduit. Consequently, treat all services as high-risk.

19.2

Points to be brought to the attention of all personnel on site whether Drivers, Plant Operators or Operatives.

- Every cable must be regarded as being electrically charged.
- Cables must not be used as stepping-stones.
- Personnel must never prod with pointed implements near known cable routes while searching for other services.
- Older services may not resemble modern services. Treat all services as potentially dangerous until made safe.

20.0 Excavations.

No excavation work will commence until a risk assessment has been developed and a safe system of work has been agreed. Throughout the excavation work, site managers will need to monitor the operation to ensure safety method statements and risk assessment controls are being followed. All excavations must be examined daily and the results of the formal weekly inspection entered on the inspection report form.

It is important that excavations are properly planned, with adequate support or battered systems developed, to prevent collapse. All traditional or proprietary support systems must be adequately planned and designed.

1. Before Work Starts.

- ✓ Ensure that the site is secure to prevent unauthorised access, particularly by children.
- ✓ Have an adequate supply of suitable support material before the work starts (if support system to be used).
- ✓ Locate all public services, water, gas, electricity, telephone etc., and mark with notices (use cable avoidance tools, CAT and Genny together to survey correctly).
- ✓ Position spoil heaps, material etc. not less than 1.5 m from the edge of the excavation however, where the excavation depth exceeds 1.5m this distance needs to equal the depth of the excavation, to prevent surcharging.
- ✓ Ensure adequate temporary support where buildings and other structures may create surcharging and adequate precautions are taken to avoid undermining services or foundations of buildings and other structures.
- ✓ Provide access ladders of suitable length to gain entry into an excavation.

2. The sides of all excavations must be adequately supported or battered back to afford safe working. Almost any excavated ground will collapse under certain conditions, unless it is temporarily supported, or is safely battered back or is of stable rock. If the sides of an excavation collapse there may be no escape. Death by crushing or suffocation may result.

Follow these basic guidelines:

- ✓ Make sure there is safe access into, and egress from, the excavation.
- ✓ Always wear your safety helmet and safety footwear.
- ✓ Follow the rules and controls detailed in the risk assessment/method statement.
- ✓ If dumpers or lorries are used to tip back-filling materials into trenches, make sure "**stop blocks**" are placed and secured. Stand well clear while the material is being tipped into the trench.
- ✓ Keep spoil heaps and material at least 1.5 m from excavation edge.
- ✓ Boulders etc. should be pushed into spoil heaps with excavator buckets.

20.0

Excavations (continued)

- ✓ Traffic routes should be planned to maintain a safe distance from the excavation edge, with suitable barriers erected as necessary.
- ✓ Ensure additional temporary support for sloping ground to protect against surcharging from the uphill side of the excavation.
- ✗ Never interfere with any of the support systems.
- ✗ Do not stand on bracing struts.
- ✗ Do not enter an excavation unless it has been inspected and is considered safe to do so by your supervisor, or yourself if competent.

Battering and Stepping

Battered excavations need regular monitoring and great care must be exercised when deciding on the angle of safe slope.

Guidance on Safe Slope Angles:

Material	Dry Ground	Wet Ground
Gravel	30 - 40 degrees	10 - 30 degrees
Sand	30 - 35 degrees	10 - 30 degrees
Silt	20 - 40 degrees	5 - 20 degrees
Clay	20 - 45 degrees	10 - 35 degrees
Peat	10 - 45 degrees	5 - 35 degrees

Stepping the excavation sides is an alternative to battering, with the depth and width of the steps determined using the same safe slope guidance above however, the vertical distance should not exceed 1.2 m.

21.0

Demolition.

Personnel who have the experience and have undergone specific training are the only persons permitted to carry out demolition operations. The work must also be under the immediate supervision of a person with the appropriate training; experience of the work; and be familiar with the required techniques including:

- Demolition of the whole or part of a structure.
- Demolition of part of a structure where there is a special risk of a collapse.
- Cutting of reinforced concrete, steel or cast iron, which forms part of a structure.

21.1

General Rules:

- (a) The precise methods to be adopted, the timing and sequence should have been decided before any work commences.
- (b) Make sure proper instructions have been drawn up and issued and there is no deviation from the agreed sequence.
- (c) Before and during the work ensure precautions have been taken to ensure that all services have been cut off and that there is no risk of flooding, electric shock, explosion from leakage or accumulation of gas.
- (d) The plan of work must include such precautions as are necessary to prevent inadvertent collapse during demolition. Be aware of the need for shoring or temporary support at any stage of the work.
- (e) Ensure no part of a structure is removed unless it is in accordance with the safety method statement.
- (f) Ensure no one enters obstinate parts of a structure, which refuse to collapse - they may do so unexpectedly.
- (g) Ensure no one enters enclosed or confined spaces without proper authority and adequate precautions (see section "**Confined Spaces**" for work procedure).
- (h) Report any unforeseen hazard immediately and warn everyone involved with the operation.
- (j) Ensure safety helmet and boots and any other safety equipment that may be specified are worn at all times.
- (k) Ensure no one attempts to take chances or short cuts, and be aware of the hazards presented by waste left behind by previous users, e.g. needles, etc.

22.0

Personal Protective Equipment and Clothing (PPE)

The Company will provide all direct employees with the necessary protective equipment and clothing as required by regulations, and as identified by risk assessments. Employees are reminded of their statutory duty to use the equipment and clothing in the correct manner, and to take care of it, reporting its loss or damage to it immediately. Disciplinary action may be taken against employees who fail to take care of the equipment and clothing, or fail to use the equipment/clothing once it is provided.

22.1

Head Protection

Safety helmets will be provided to all direct employees who work on or visit construction sites. These must be worn in accordance with company policy.

22.2

Eye Protection

Eye protection will be provided as necessary or when identified by the risk assessment.

The type provided will largely depend upon the work activity, but should be worn when, breaking out concrete with power tools, grinding, cutting (angle grinders & stihl saws)

22.3

Hearing Protection

Ear protection will be provided to employees who are exposed to levels of noise which may cause hearing loss and which cannot be reduced by other means. Special attention must be given to young persons. A detailed risk assessment of noise exposure will be required.

Site managers and employees will probably know when the noise levels are too high, but as a rough guide if you find it necessary to raise your voice to be heard when only 2 metres apart, then the noise level is above 80 dB(A) and protection should be worn. If you have to raise your voice to be heard when only one metre apart, then the noise level is above 85 dB(A) and protection **MUST** be provided by the site manager and be worn by the employee. Refer to the equipment noise chart included with this policy for guidance.

22.4

Hand Protection

Gloves to protect the hands from either hazardous substances or during handling operations will be provided when identified during the COSHH or risk assessment. Typical activities where gloves must be worn are during the handling of heavy, sharp or rough objects.

22.5

Respiratory Protection

In all but the simplest of operations requiring general dust protection masks, **site managers should consult with the safety advisers**, who will advise on the correct type of respirator to be provided and the training that may be required for the employee. However, as a general guide respirators (including disposable type) meeting the requirements of EN149 - FFP2S should be suitable for most activities where protection against dust and metal fume is required.

22.6 Footwear

Safety footwear, including wellington boots, will be provided free of charge to employees where it has clearly been identified as required in the risk assessment. Employees are again reminded that they must take care of the equipment provided. The Company do not have an endless supply of funds to continually provide replacement equipment and clothing, which has been lost or damaged as a result of the employee's negligence. Where negligence is found, disciplinary action will be taken.

Employees may select a better quality style of safety footwear, but they may only do so if they agree that the difference in price between the company range and the employee selection will be deducted from their wages.

Only safety boots providing ankle protection will be provided. The Company will not purchase training safety shoes or other types of safety shoes as standard issue unless the nature of the work demands an alternative type.

22.7 Wet Weather Clothing

Where employees are expected to carry out work in inclement weather, protective clothing will be provided.

22.8 Issue and Recording

The Company may utilise "Safety Clothing and Equipment Issue Registers" to record the issue, return and replacement of equipment and clothing to employees. Employees are expected to co-operate with the company to reduce wastage and misuse of such items that are issued.

23.0 Risk Assessments and Safety Method Statements

23.1 Risk Assessment

The Management of Health and Safety at Work Regulations 1999 requires all employers to assess the risks to workers and any others who may be affected by their undertaking.

The risk assessment would normally involve identifying the hazards present in any operations and evaluating the extent of the risks involved with existing controls, precautions etc. being taken into account.

Risk assessments have been carried out for all The Company general activities, including manual handling, the assessments are held as part of the health and safety policy.

Where more specific risk assessments are required, they will be identified by the contracts and site managers and developed with the assistance of the appointed safety advisers as necessary. These assessments will also be held with the health and safety plan.

Specific assessments for particular hazardous operations are drawn up as appropriate, before the operation begins. All persons affected, or likely to be affected, by the risks detailed in the assessment, are to be made aware of its requirements together with any necessary control measures.

It is a condition of employment that control measures must be adhered to, including the wearing of all identified PPE.

Any contravention of these instructions will result in disciplinary procedures being instigated.

Contractor and subcontractor activities of a hazardous nature will require the risk assessments, COSHH assessments and safety method statements to be in the receipt of The Company before the work commences. Failure to produce assessments etc will be raised at the pre-start meeting and adequately dealt with to ensure all necessary information is provided before work starts.

23.2 Safety Method Statements

The natural progression from risk assessments for high-risk activities is for safety method statements to be developed. These method statements are to be developed by the contracts manager, assisted by the respective site managers, where the work activity is being undertaken by The Company and by the appropriate contractor where they are undertaking the work activity.

The method statement will form part of the overall safe system of work, which can be defined as a formal procedure which allows a specific task to be carried out safely, after a systematic examination of the task has identified and eliminated all the associated hazards, or at least minimised the risk to an acceptable level. There is a need for everyone concerned with the process to consider the following elements of the system of work:

- ▶ **Task Assessment**
- ▶ **Hazard Identification**
- ▶ **Safe Methods Of Work Defined**
- ▶ **System Implementation**
- ▶ **System Monitoring**

Each element will further sub-divide and expand, e.g. **what? Who? Where? How?**

To ensure that where appropriate the work has been considered in detail, properly planned and properly thought out, **ASK...**

Who does this?

What do they do?

What hazards exist for them and others?

Is the risk significant?

What precautions must be taken?

Are there checks needed for precautions?

Who provides these?

Is training required?

All contractor safety method statements for high risk activities, such as steel erection; deep excavations; roof work; confined spaces work; etc., should where appropriate, be passed to The Company for vetting, at least 7 days prior to the planned start of the work activity.

24.0

Manual Handling Of Loads

24.1

Risk Assessment

1. Except under special circumstances, no manual handling assessment will be required for loads of 20KG (44lbs) or under.
2. For loads over 20kg and where there is a foreseeable risk of any injury to employees, the site manager must carry out an assessment of any risk.
3. Employees involved in the manual handling operation must be informed of the risk and of the control measures required to be taken by them.
4. For work activities where weights may be variable, such as the unloading of vehicles, employees must be advised on how to assess the manual handling risks involved and the control measures to be adopted. **The contracts manager and site managers are responsible for ensuring that employees have sufficient understanding of the risks of injury when handling loads of variable weight, or unpredictable loads.**
5. The following list of weights gives the suggested action required to enable manual handling operations to be carried out safely.
6. Mechanical handling must always be considered BEFORE any manual handling operations are carried out.

LOAD		ACTION
<20kg	(44lbs)	Within the capability of persons with no known medical condition.
20-25kg	(44-55lbs)	Training required in order to assess any lifting problems.
25-35kg	(55-77lbs)	Training required on specific techniques - including shape and design criteria.
35-60kg	(77-132lbs)	Within the capability of 2 well trained persons in an ideal environment.
>60kg	(132lbs)	Mechanical handling usually required.

7. When carrying out manual handling assessments, the following criteria must be considered.

24.2

Criteria to be considered:

THE TASKS

Do they involve:

- holding loads away from the trunk?
- twisting?
- stooping?
- large vertical movements?
- strenuous pushing or pulling?
- long distances?
- unpredictable movement of loads?
- repetitive handling?
- insufficient rest or recovery?
- a work rate imposed by an activity?

THE LOADS

Are they:

- * heavy?
- * bulky/unwieldy?
- * difficult to grasp?
- * intrinsically harmful?
(sharp/hot/cold)

THE WORKING ENVIRONMENT

Are there:

- constraints on posture?
- poor floors/ground conditions?
- variations in levels?
- hot/cold/humid conditions?
- strong air movements?
- poor visibility conditions?

INDIVIDUAL CAPABILITY AND OTHER FACTORS.

- * unusual capability
- * requirements?
- * any health conditions,
back problems, etc.

24.3

Lifting Practice

DO NOT RISK INJURY BY ATTEMPTING TO LIFT HEAVY LOADS. ALWAYS SEEK ASSISTANCE.

The following precautions **MUST** be taken when lifting:-

1. Stand firmly - close to load. Feet about 304mm (12") apart with one foot slightly ahead of the other.
2. With the back straight - bend the knees.
3. Obtain a firm diagonal grip. Keep load close to body.
4. Lift up by straightening legs and move off.
5. When lowering load, keep the back straight, bend legs.
6. Avoid trapping fingers by placing the load askew on suitable packing. Wear gloves whenever possible. These will not prevent you trapping your fingers, but they do reduce the severity of the injury if you do.

25.0

Leptospirosis and Bacterial Infection.

General

The Employment Medical Advisory Service (EMAS) suggest that all workers on construction sites be given Polio and Tetanus injections, regardless of their trade, as a basic immunisation. Injections should be carried out at the employees' own G.P. surgery and employees should make their G.P. aware of the nature of their work.

High-risk operations include work in foul sewers where the risk of contact with infected waste is highly probable and work in fould and combined systems from hospitals, nursing homes etc.

Employees must also be made aware of the potentially serious infection Leptospirosis (Weil's disease) and the preventative measures to be adopted. At risk personnel will be issued with the Health and Safety Executive Leptospirosis guidance card, which gives further advice and which can be presented to an employees' doctor in the event of symptoms arising.

Leptospirosis (Weil's disease)

1. This disease is caused by a spiral shaped bacterium and is spread by contact with infected animals (predominantly rats) or water contaminated with their urine.
2. The bacteria, **icterohaemorrhagia**, carried by rats, enter the body through contaminated cuts and scratches causing Weil's disease.
1. The incubation period is usually 7-12 days and symptoms include a severe headache, fever, vomiting, jaundice and skin haemorrhages. Some persons may suffer meningitis, encephalitis or renal (kidney) failure.

4. The disease can be occupationally acquired by construction workers, farmers, vets, abattoir workers and butchers and from recreational activities such as boating and swimming.
5. Protective clothing, boots, rubber gloves and coveralls may be required to protect against contact with contaminated water. All protective clothing must be thoroughly cleaned after use.
6. Precautions include good personal hygiene, cleansing and disinfecting of cuts and scratches and covering them with sterile waterproof dressings (sticking plasters), washing arms and hands after contact with potentially contaminated materials before eating, drinking or smoking.
7. Occupationally acquired leptospirosis is a notifiable disease and must be reported to the Health and Safety Executive. If you show signs and symptoms similar to those mentioned in item 3 above, and have been carrying out work on foul drains or sewers, or you think you have come into contact with contaminated water, in the preceding 14 days, you must consult your own doctor as soon as possible.

26.0 Work In Confined Spaces

Before **ANY** work is carried out in a confined space, an assessment will be carried out to establish whether or not entry into the confined space is essential. The assessment must be carried out by a competent person and will establish whether there may be a health or other risk if access into the space is required. The assessment will cover work in basements, ducts, manholes, inspection pits, sewers, pipelines, etc.

The hazards may be: limited access/egress, lack of oxygen, presence of toxic or flammable gases, flash floods or possible injury to persons involved.

The risks involved in carrying out work in confined spaces are serious and can include:

- (a) **PHYSICAL INJURY** - generally caused by tools or other articles being dropped onto men working below or men tripping or falling in the workplace. It may be necessary for lifelines and harnesses to be worn. Care must be taken so that lines do not become entangled with machinery.
- (b) **DANGEROUS ATMOSPHERES** - these can arise from lack of oxygen or when flammable or toxic gases are present, due to the decomposition of sludge, leaks from gas mains, etc. Lack of oxygen will cause unconsciousness and toxic gases will cause dizziness and a feeling of sickness. Flammable gases are explosive and gas detection meters **MUST** be used continuously when it is suspected that the atmosphere is lacking in oxygen or that gas is present.
- (c) **SEWERS** - a sudden rise in water level or a sudden breeze can result in a hazardous situation arising, which will require immediate action to minimise any danger. The safe system of work may have to include for the sudden inrush of storm water, emergency escape, or toxic gas.
- (d) **BACTERIAL INFECTION** - Weil's disease is a type of jaundice and is always a possibility in situations where rats may inhabit sewers, etc. Bacteria cause the infection from rats' urine entering through the skin. Any feeling of influenza with a severe headache should receive attention from a doctor, who should be informed of the type of work being carried out by the operative (see also "Leptospirosis & Bacterial Infection" above)

Where entry into deep chambers and sewers is planned, the safety advisers should be contacted as soon as possible. The group adviser/s will assist in the preparation of the safe system of work and will advise on any training and equipment requirements.

The following system of work will be adopted whenever any work is carried out in a **CONFINED SPACE**:

- (a) A supervisor will be on site at all times to direct the activity and no operative will be left to work alone.
- (b) The atmosphere in the confined space must be tested to assess whether there is an oxygen deficiency or enrichment, or whether toxic or flammable gases are present. A suitable gas monitor must be readily available for lowering into or otherwise placing in the work area.
- (c) The work area must be constantly tested and be purged with compressed filtered air or fresh air to sustain a breathable atmosphere, when necessary.
- (d) No smoking is to be permitted in the work area.

In the event of an emergency arising, which will require evacuation, the following equipment must be readily available and used where necessary:

- (a) A tripod with a winch capable of raising an operative.
- (b) Sufficient safety harnesses and rope.
- (c) Intrinsically safe hand torches or cap lamps.
- (d) A sufficient number of emergency escape sets - breathing apparatus **(Training required)**
- (e) An audible alarm for summoning help, i.e. an aerosol alarm.
- (f) Adequate first aid facilities **(Trained first-aider and equipment)**

Other matters which must be considered when work is to be undertaken in confined spaces are:

- (a) The suitability of the persons who will undertake the work, with regard to general fitness, claustrophobia, heart disease, bronchitis, deafness, lack of sense of smell, etc.
- (b) The degree of training necessary to cover atmospheric testing and rescue procedure, e.g. using breathing apparatus and gas detection equipment.
- (c) Precautions to cope with flash flood conditions.
- (d) Precautions to be taken to avoid infection from Weil's disease, from putrefying solids or from general discharges.

IF YOU NEED ASSISTANCE - ASK.

27.0

Management and Control of Waste.

1. On the construction site The Company may not only be a waste producer, but may also act as a broker of contractor's waste. Therefore, it is necessary to control all waste from the work operations on site, record it and ensure its correct transfer and disposal in accordance with the **Environmental Protection Act 1990 (EPA 90)** and regulations supporting it.
2. Every permanent location and site will have appointed a waste controller (**on construction sites, usually the site manager**) The waste controller will be responsible for controlling and monitoring the waste produced by the company and from contractors, organising skips and other receptacles, ensuring the correct waste transfer notes, for carriage, are issued and that records are kept.
3. All waste produced will be disposed of in accordance with the Act and regulations. This may involve separating waste into categories, i.e. general builder's waste, timber (especially tanalised or other treated wood), cans, food waste, etc. Different waste products may require removal by different waste carriers. Generally solid inert materials can be treated as general builder's waste and disposed of in a single load. However, liquids, semi-solids, powders etc., must be disposed of separately.
4. It is not permitted to bury or burn any waste on site, strict control is required by the site manager to prevent the burning of rubbish and waste.
5. Food waste must be separated from all other forms of waste. It must not be placed in bags or other containers, which can be easily broken into by vermin.
6. Skips should be covered to prevent accidental escape of waste during transport.
7. The waste controller's duties at permanent locations such as offices will be exactly similar to those contained in paragraph 2 above.
8. It will be necessary to obtain written confirmation that no contamination exists in the ground to be built on or any building or plant to be refurbished or demolished which may be disturbed or released by normal construction operations and which may produce harmful pollutants. **All such waste or contamination should be clearly identified and dealt with in the safety plan.**
9. When sending enquiries and placing orders The Company must ensure that all contractors are aware of the implications of the Environmental Protection Act and waste control.
10. Monitoring at all stages is essential. Therefore the waste controller will:
 - ✓ Monitor all waste handling, containment, etc.
 - ✓ Notify contractors as to site requirements, including separation.
 - ✓ Monitor contractors' response to waste control.
 - ✓ Ensure that any waste carrier collecting from site or permanent location is registered and a copy of the registration details is obtained and kept on site or at the permanent location.
 - ✓ Before using a carrier check the details of his registration with the issuing authority.
 - ✓ Ensure that all parties concerned sign all transfer notes and that each waste load is subject to separate transfer notes.

- ✓ Ensure that the carrier is disposing of waste to an authorised waste manager/disposer.
 - ✓ Ensure that return transfer notes are matched with their original copies thus ensuring the correct handling sequence is completed.
 - ✓ Report any inadequacies in the system or in carrier performance to the contracts manager.
11. Copies of all records of waste disposal shall be returned to the main office for retention for at least three years.

28.0 Alcohol and Drug Abuse/Misuse.

The Company are concerned to provide a safe and healthy working environment and recognises that those who misuse alcohol or drugs to such an extent that it may affect their health, performance, relationships at work and conduct, can put this at risk. The policy, which applies to all employees, aims to:

- Promote the health and well being of employees and to minimise problems at work arising from the effects of alcohol or drugs.
- Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.
- Offer employees, known to have alcohol or drug-related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

The policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

Employees Must Not:

- ✗ Report, or attempt to report, for work at any time when under the influence of alcohol or drug of abuse.**
- ✗ Consume any drug of abuse or alcohol whilst at work.**
- ✗ Be in possession of any drug of abuse whilst at work.**

Employees Must:

- ✓ **Inform your immediate supervisor if you are charged by the police in connection with any alcohol or drug related offence.**
- ✓ **Attend any medical or eyesight test required by the company.**

29.0

Employment of Young Persons.

The Company may from time to time employ "young persons". These we define as persons under the age of 18 years old.

In recognising that such persons may not in general possess the same level of understanding of risk in the "workplace" as experienced employees, greater care will be exercised when allocating work tasks. Work tasks that present a particular risk to young persons, such as harmful exposure to toxic agents; physical activities which are beyond the capabilities of the young person; extremes of heat and cold; excessive noise and vibration, are of particular relevance therefore, the contracts and site managers are to ensure a suitable and appropriate risk assessment is compiled before allocating work tasks to employed young persons. A higher standard of supervision will also be required to ensure young persons cannot endanger themselves or others.

To meet the requirements of "**The Management of Health and Safety at Work Regulations**" the company will, before employing young persons, review any existing risk assessments appropriate to the employment of young persons, together with developing new risk assessments as necessary.

30.0

Disabled Persons

Summary of Duties

The Health and Safety at Work, etc. Act, section 2, requires employers to exercise a general duty of care towards all their employees. Most disabled employees neither need nor seek safety systems beyond those in place for the work force generally. The Company will consult with the Employment Medical Advisory Service (EMAS) of the Health and Safety Executive for advice on health and safety concerns relating to individual employees where complex problems arise.

In practice, the company's duty of care extends to ensuring that disabled people are not exposed to workplace environments that are hazardous as a consequence of the particular disability (such as requiring a deaf person to work in a situation where reacting to sound is an important factor in personal safety).

The company will therefore give special attention to the integration of a disabled employee within the overall work force. Although employing disabled people never compromises health and safety standards, there may be a requirement to provide information or instigate training for other staff to ensure that both routine and emergency procedures work effectively.

Employees registered with the Employment Service as disabled are, where appropriate, entitled to personal equipment and/or workplace adaptations, which facilitate the work undertaken.

Record Keeping

The company will keep records of disabled persons in the work force and records of any special equipment provided or workplace adaptations made for the benefit of disabled persons. Any training provided to disabled persons will also be recorded.

31.0 Working Alone

The Company will, so far as is reasonably practicable, ensure all operatives and employees who are required to work alone or unsupervised for significant periods of time, are protected from risks to their health and safety. Measures will also be taken to ensure other persons who may be affected by the work are also protected.

An assessment of the risks will be undertaken, by virtue of the **Management of Health and Safety at Work Regulations**, to identify the hazards and to determine whether or not unaccompanied persons can carry out the work safely.

Consideration will be given to:

1. The remoteness or isolation of the place of work.
2. Means of communication e.g. two way radio, portable telephone, regular visits by a competent person, other means of summoning assistance or raising the alarm.
3. Violence or criminal activity by third parties and other interference.
4. Foreseeable "worst case" scenario, including the provision for the treatment of injuries e.g. first aid kit and availability of a first aider.
5. Employee suitability, including training requirements, experience, medical fitness, etc.
6. Suitability and quality of tools, plant and equipment.
7. Availability and quality of personal protective equipment required.
8. Levels of supervision required before operatives and employees are deemed to be competent to carry out the work and levels of supervision can be relaxed.

Any personnel who may be required to work alone, or unsupervised, will be given the necessary information, instruction, training and supervision to enable them to identify the hazards and appreciate the risks involved.

All employees are required to co-operate with these procedures to ensure safe working and must report any concerns to their supervisor immediately.

32.0 Transport, Vehicles, Plant and Equipment.

32.1 General

Company operations require a wide range of mechanically propelled vehicles, plant and equipment. In order to comply with the **Health and Safety at Work etc. Act**, the **Construction Design and Management Regulations**, the **Provision and Use of Work Equipment Regulations (PUWER)** and the **Lifting Operations and Lifting Equipment Regulations (LOLER)** the following rules must be observed:

1. No person under the age of 18 years is allowed to drive any vehicle unless under the direct supervision of a person competent to drive or operate that plant or vehicle.
2. It is forbidden for any person, other than the driver, to ride on any vehicle not constructed for the carriage of passengers. A notice to this effect should be displayed on all such vehicles.
3. Only trained, competent persons who are in possession of a current driving licence for that vehicle are allowed to drive site transport.
4. All drivers or operators should carry out a daily inspection of their vehicle or item of plant. Essential checks should include brakes, steering, oil and water, tyre pressures, etc. Where the company uses inspection checklist these should be completed and returned for filing. All defects must be reported to the driver's/operator's supervisor immediately.
5. If a serious defect renders the vehicle dangerous then that vehicle or item of plant must be removed from service immediately. The driver/operator is responsible for reporting the defect to the supervisor.
6. Vehicle engines are not to be left running whilst unattended.
7. Periodic maintenance and servicing must be carried out on a mileage or hours basis, in accordance with the manufacturer's/supplier's/company instructions.
8. Whenever vehicles or plant are used to tip material into a pit or excavation or over the edge of an embankment etc. measures must be taken to prevent the plant/vehicle from running over the edge. This could include stop blocks or wheel chocks.
9. Persons are not allowed to remain on any plant/vehicle whilst it is being mechanically loaded with loose materials.
10. Persons are not permitted to mount or dismount moving vehicles.
11. When earthmoving plant is driven on the public highway, consideration must always be given to the guarding of potentially hazardous parts, such as guarding of excavator bucket teeth.
12. Where the risk of mobile plant overturning is significant, the vehicles should be stabilised to prevent rolling, or fitted with an appropriate roll-over protection structure (ROPS) and where there is a significant risk from falling material, which could endanger the operator, vehicles should be fitted with a falling object protection system (FOPS)
13. Where visibility is restricted, visibility aids and/or signallers must be considered.
14. Systems designed to prevent the operator, driver or passengers from being ejected, or falling, from vehicles must be considered. Restraining systems, in the form of full body seat belts, designed systems or lap belts, must be used when they are fitted.
15. The use of reduced voltage supplies operating at 110v through double wound transformers is generally accepted throughout the construction industry. Therefore, The Company will continue to accept the best practices, and use only such equipment and supplies wherever possible.

32.1(i)

Company Vehicles

All company vehicles must be used in compliance with the **Health and Safety at Work etc. Act, Road Traffic legislation, the Highway Code** and the requirements of this policy.

1. Vehicles must be adequately maintained and serviced in accordance with the manufacturer's instructions.
2. Transportation of personnel, materials and equipment will be planned to ensure the vehicle and driver are capable and competent to perform the task.
3. COSHH assessments will be available for any substances to be transported.
4. Transport routes will be established and traffic rules adhered to.
5. Materials and loads will be evenly distributed and adequately secured.
6. Only authorised, suitably insured drivers, holding a current licence for the type of vehicle to be driven, will be permitted to drive company vehicles.
7. Drivers will be issued with adequate information, instruction and training on all hazardous materials to be carried.
8. All accidents involving damage to vehicles, property or third parties must be reported immediately to the driver's supervisor.
9. Materials and equipment must not be transported in the rear, passenger carrying, section of a dual-purpose vehicle unless the material or equipment is stowed away in purpose made lockers or boxes to prevent injury, or damage, in the event of an accident, or the driver having to brake sharply.

32.1(ii)

Forklift Trucks (FLT)

The Company will ensure that when forklift trucks are used, all statutory requirements are complied with.

In order to comply with the above the following must be observed:

1. No person under the age of 18 years is allowed to operate any FLT unless under the direct supervision of a person competent to operate the machine.
2. It is forbidden for any person, other than the operator, to ride on any FLT. A notice to this effect should be displayed on all such vehicles.
3. Only trained, competent persons, who are in possession of a current driving licence for that vehicle, are allowed to operate the FLT.
4. All operators should carry out a daily inspection of the vehicle. Essential checks should include brakes, steering, oil and water, tyre pressures, audible warning, etc. All defects must be reported to the operator's supervisor immediately.
5. If a serious defect renders the FLT dangerous then that vehicle must be removed from service immediately. The operator is responsible for reporting the defect to the site manager.

6. FLT engines are not to be left running whilst unattended.
7. Periodic maintenance and servicing must be carried out on a mileage or hours basis, in accordance with the manufacturer's / supplier's / company instructions.
8. Palletised loads must be checked for security before carriage.
9. The vehicle must not be driven at excessive speeds.
10. Persons are not permitted to mount or dismount moving vehicles.
11. The FLT must not be overloaded.

32.1(iii)

Dumpers

Only trained, nominated, competent operators are permitted to drive dumpers.

Operators must:

1. Inspect their machine and equipment daily, maintain records and report any defects to your supervisor.
2. Check the weight of any load to be carried and never exceed safe working loads.
3. Only carry loads in the skip of the dumper and ensure that any load is stable before attempting to move and that you have an unobstructed view.
4. Always drive smoothly and steadily and watch for obstructions. Strictly observe all speed restrictions.
5. Where visibility is restricted, visibility aids and/or signallers must be considered. Ensure that when a banksman is involved in the operation you can see the banksman clearly at all times and that he understands and gives you clear and proper signals.
6. Ensure that passengers are not permitted to ride on any dumper.
7. Make sure only vehicles fitted with a manufacturer's towing bar can be used for towing on site, strictly in accordance with the manufacturer's guidance.
8. Vehicles used on the public highway are taxed, insured and fitted with audible and visual warnings etc. and the operator must be in possession of the appropriate driving licence.
9. Co-operate with the company in meeting the policy objectives, and health and safety requirements, carry out the duties of a plant operator following the training received, appropriate to the work circumstances.
10. Take extra care when working on slopes, particularly when crossing the gradient.
11. Where the risk of overturning is significant, the dumper must be stabilised to prevent rolling, or fitted with an appropriate roll-over protection structure (ROPS) Where there is a significant risk from falling material, which could endanger the dumper operator, it should be fitted with a falling object protection system (FOPS)

12. Systems designed to prevent the operator, from being ejected, or falling, from vehicles must be considered. Restraining systems, in the form of full body seat belts, designed systems or lap belts, must be used when they are fitted.

32.1(iv)

Excavators

Only trained, nominated, competent operators are permitted to operate excavators.

The choice of machine will largely depend on operational requirements and ground conditions.

Operator's main responsibilities:

1. Ensure your machine is in good, serviceable order, properly maintained and safe to use.
2. Ensure machines are used for lifting operations only when the operator is authorised to do so and the machine is certificated and designated for that use.
3. Investigate ground conditions before commencing excavation work, including the location of underground services.
4. Loads must not be slewed over personnel, vehicles or cabins etc.
5. Overhangs must not be created on high workfaces.
6. Wherever reasonably practicable, wheels/tracks should be at 90 degrees to the workface.
7. To ensure travel and operations on gradients are adequately monitored and controlled to ensure the machine's stability.
8. To ensure slinger/signallers are used whenever the operator's vision is impaired and when other persons and plant are in the vicinity.
9. Ensure trenching and deep excavation work is closely supervised to secure the stability of the machine and excavation.
10. 180 machines - ensure that when the backhoe is being used, the front bucket is lowered to the ground and that persons do not work, or encroach into, the swinging radius of the backhoe.
11. 360 machines - ensure a minimum 600mm clearance for tail swing. No persons are allowed to stand or work inside the operating radius without the operator's and slinger/signaller's express permission. Barriers will be erected to maintain the safety zone when deemed necessary.
12. Ensure the safe working load (SWL) is clearly marked on machines, and its accessories, used for lifting.

32.1(v)

Safe Use of Skips

All relevant statutory requirements, including the Department of Transport Code of Practice, the Environmental Protection Act (Duty of Care) Regulations and the provisions of this policy will, so far as is reasonably practicable, be met.

1. All contractual arrangements must be clarified to ensure duties and responsibilities under the Duty of Care Regulations are understood and met.
2. Provision of skips will be planned to comply with the above requirements.
3. Skips will be clearly marked and provided with adequate lighting and signage where necessary e.g. sited on public highway.
4. Whenever possible skips will be sited on firm level ground, with safe access provided where necessary.
5. The siting of skips must not obstruct, or restrict, traffic routes. Liaison with the local authority may be necessary where restrictions are imposed.
6. Fires in skips are prohibited.
7. All lugs and lifting equipment will be checked prior to lifting.
8. Safe working loads must not be exceeded.
9. Close monitoring of transfer notes will be undertaken to ensure the provisions of the control of waste section of this policy is met and that accurate records are maintained.

32.1(vi)

Traffic Routes

1. All sites and workplaces will be organised and planned to ensure, so far as is reasonably practicable, pedestrians and vehicles can move safely without risk to health or safety.
2. There will be an adequate number of routes with suitable dimensions (headroom & width) to allow safe movement of pedestrians and traffic.
3. Traffic routes will be suitably indicated by signs.
4. Restrictions (vehicular or pedestrian) will be clearly indicated, including speed restrictions, overhead electric cables, obstructions, etc.
5. All necessary steps will be taken to ensure all traffic routes are suitable for the personnel and vehicles intended to use them and that pedestrians and/or vehicles can use the routes without causing danger.
6. Sufficient clearance and separation must be maintained between pedestrians and vehicles where they use the same traffic routes.
7. Provision will be made to ensure separation between vehicle routes and all pedestrian doors, gates etc. leading onto it.
8. Where separation of vehicles and pedestrians is not reasonably practicable, the company will ensure effective arrangements are provided for warning all pedestrians liable to be struck, crushed or trapped by any vehicle.
9. Steep gradients and sharp bends are avoided where practical.
10. Minimise the need for reversing operations as far as possible, by utilising one-way systems and turning points.

32.1(vii)

Loading, Transporting and Off-loading Plant

Measures required for ensuring the safe transport of plant and equipment:

1. Vehicles used for the transportation of plant and equipment must be adequately designed and constructed and suitable for the task.
2. The maximum expected load must be ascertained to ensure the vehicle's bed and support structure are adequate.
3. All loads must be adequately secured to ensure there is no likelihood of the item moving or falling off during transit, with particular attention given to high loads.
4. Loads should be organised to prevent the vehicle driver's vision, including rear-view, becoming obstructed.
5. The centre of gravity of any load will be kept as low as practicably possible and near to the transport vehicle's centre line.
6. Loads must be checked frequently, at regular intervals, during transit.
7. The equipment used to secure loads must be inspected at regular intervals for signs of wear and damage.
8. Every precaution must be taken to ensure the machine, any part of the machine (e.g. booms, back-hoe attachments etc.) and any loose items (spare buckets etc.) cannot move or change position during transport.
9. Before driving a machine onto or off a transport vehicle the machine operator must ensure:
 - ▶ Ensure the loading/unloading area is large enough and free from obstructions or other hazards.
 - ▶ The transporter is on firm, level ground; in the correct position and the brakes are applied.
 - ▶ All ramps are secure and adequate for the job.
 - ▶ Where necessary, the transporter is packed to prevent tipping.
 - ▶ The machine is in line with the ramps, to avoid the need to turn whilst the machine is on the ramps.
 - ▶ The operation is carried out at the slowest, practicable speed.

32.1(viii)

Woodworking Machines

The regulations cover many types of woodworking machines, these machines are deemed to be work equipment and therefore the requirements of the **Provision and Use of Work Equipment Regulations (PUWER)** must be observed. These general rules refer to the woodworking machines used on construction sites and joiner's shop.

1. The cutting parts of any machine must be guarded to the greatest extent possible. Guards must not be adjusted while the blade is in motion, but must be maintained in good order.
2. Every machine must be provided with an efficient means of stopping it and such means must be readily accessible.
3. The area in which a machine is being used (portable or fixed) must be kept clear of waste off-cuts and must not be allowed to become slippery, where practicable.
4. Any person using a woodworking machine must be trained to operate the machine properly and must be shown the dangers of the machine and the purpose of any devices (push sticks, jigs etc.) used with it. In addition, no person under 18 is allowed to use a woodworking machine unless they are under constant supervision by a competent instructor whilst undergoing training.
5. Every person using a woodworking machine must use and keep adjusted the guards of the machine and make use of any push sticks etc., as appropriate.
6. Every woodworking machine must be adequately lit. (Site managers should arrange for adequate temporary lighting to be made available as appropriate)
7. Where excessive noise is produced by woodworking machines, hearing protectors must be provided for the operator. Most machines will produce noise levels in excess of those laid down by the **Noise at Work Regulations**. Hearing protection should therefore be worn for the duration of the use of the machine, irrespective of the length of time. Young persons (those under 18 years old) are not to operate any woodworking machine unless a risk assessment has been carried out on the noise risks and suitable measures taken to reduce the risk of exposure to excess noise.
8. Every saw bench must be fitted with a suitable riving knife, and the side flange of the top guard must extend down both sides of the blade.
9. The stability of every saw bench must be ensured, where practicable by securing it to the floor.

32.1(ix)

Abrasive Wheels

1. No person must operate these machines, or mount an abrasive wheel, unless they have been trained in accordance with the **Provision and Use of Work Equipment Regulations** and has been duly appointed by the company to undertake that duty.
2. No abrasive wheel is to be fitted other than to the correct spindle.
3. Dressing a wheel by any means, other than with a dressing tool is strictly forbidden (bench and pedestal machines).
4. When using abrasive wheels, especially on portable equipment, be careful not to damage or crack the wheel and make sure the guard is in position.
5. Always when using an abrasive wheel, wear suitable approved eye and hearing protection (respiratory protection will also be necessary when dust suppression measures are not utilised)

6. Use blotters (labels to both sides of the wheel or disc on portable machines) supplied with the wheels.
7. Make sure that the wheel hole, threaded or plain, fits the machine spindle properly and that flanges are clean, flat and of the proper type for the wheel you are mounting.
8. Do not use excessive pressure when mounting the wheel between flanges. Tighten the nut only enough to hold the wheel firmly.
9. Do not mount more than one wheel on a single spindle unless the machine is designed specially to take more than one disc/wheel.
10. Do not use a grinding wheel that has a related speed less than the speed of the grinder.

32.1(x)

Lifting Equipment

The Lifting Operations and Lifting Equipment Regulations (LOLER) apply to all types of lifting equipment and accessories (lifting gear) Lifting equipment is also work equipment and therefore must comply with the requirements of the **Provision and Use of Work Equipment Regulations (PUWER)**

1. Cranes and lifting equipment must be operated and maintained to comply with established and mandatory standards.
2. All cranes and lifting gear must have current examination and inspection records.
3. Only authorised and suitably trained persons shall act as slinger/signallers and shall use the signals prescribed in **The Health and Safety (Safety Signs and Signals) Regulations**.
4. Only lifting equipment and accessories that are within their respective inspection and thorough examination period may be used (lifting of persons 6months – other 12 months, or thorough examination carried out as part of a maintenance scheme)
5. Only authorised and trained persons are allowed to operate two-way radios.
6. Only trained, competent crane operators are allowed to operate cranes.
7. Hoist, travel and S.L.I. are to be tested at the start of every shift.
8. During lifts the crane operator must not allow anyone to ride the load, hook or chains.
9. Ensure correct rigging and know the correct weight of the load.
10. Loads must be correctly balanced prior to lifting.
11. All operators and slinger/signallers must be aware of all obstacles within the lifting radius and must check before each movement.
12. The point of a hook must never be used for lifting.
13. Ground conditions must be investigated to ensure they are capable of withstanding the imposed loads of the crane and the load to be lifted.

32.1(xi)

Accessories For Lifting Loads

Safety Check List

1. All hooks used for lifting must be fitted with a safety catch or be shaped to prevent the load coming off the hook.
2. The chains or slings must be the correct type and length for the required lift.
3. Do not attempt to shorten chains or slings by tying knots in them.
4. Timber or sacking "bights" must be used when slinging material, which is liable to slip (i.e. steel).
5. When using "brother" chains around the loads, the back of the hook must be facing the ring otherwise the chain can pull from the hook.
6. The weight of the material to be lifted must be ascertained and this must be within the safe working loads (SWL) marked on the chain. On some multi-leg chains the SWL is stated with all legs in use. If only some of the legs are being used the SWL will be less than that stated on the equipment.
7. Do not stand under loads, and warn personnel when loads are being slewed.

32.1(xii)

Hoists

The safety requirements during the use of such equipment are extensive and in addition, operators must be adequately trained to operate, inspect and maintain the equipment unless these requirements are arranged with the hoist supplier.

The **Lifting Operations and Lifting Equipment Regulations (LOLER)** apply to the company's work activities with hoists at construction sites.

1. All hoists must be inspected by a competent person before use and after assembly at a new location; and at 6 monthly intervals if the hoist is a passenger carrying hoist; 12 months if the hoist is used solely for lifting loads. The hoist supplier or installer, not the user, must carry out these inspections. Site managers must ensure that the results are recorded in the appropriate inspection record.
2. An inspection of the hoist must also be carried out if conditions occur that are likely to affect the continued safe operation of the equipment. Someone who is competent must carry out this inspection, and again this would usually be the supplier or installer, unless specific training has been given to an individual working on the site.

Safety Check List

1. The lifting rope should be in good condition and have at least two turns left on the winch drum when at the lowest point of the lift.
2. The over wind device should be fitted correctly and operating.
3. A notice forbidding riding on the platform must be displayed, and a notice stating the safe working load (SWL) should be fixed to the platform.

4. The platform must be sound and capable of carrying the load.
5. The hoist tower must be enclosed with wire mesh, and the winch and rope screened to prevent access. Inclined hoists should be enclosed at ground level (solid barrier) to prevent unauthorised access, and take-off points should be protected so as not to endanger others using common parts of scaffold.
6. Gates must be fitted and workable on all landings and at the base
7. Gates must display notices re: "**keep closed when platform not at level**". Interlocks that prevent the operation of the hoist when the gates are open must be fitted.
8. The hoist should be capable of being operated from one position only, and whenever possible a full-time driver appointed.
9. Hoist towers must be independently fixed to a building. The scaffold must also be tied into the building, using separate tying points to the hoist tower unless the ties have been specially designed.
10. All access platform and barrow runs provided for a hoist where a person can fall, must be fully boarded out and have guard-rails, or guard-rails and barriers, and toe-boards, in order to comply with the **Construction (Health, Safety and Welfare) Regulations**.
11. Ensure that all wheelbarrows, trolleys and materials are secured or wedged before they are carried on the hoist platform.

33.1(xiii) Cartridge Operated Tools

These tools are work equipment and therefore, the requirements of the **Provision and Use of Work Equipment Regulations** and company policy must be observed.

1. Cartridge tools must only be operated by persons trained in the use of the particular tool to be used.
2. Cartridge tools must be dismantled and examined for defects once in every seven days of use.
3. The tool should not be used unless it is fitted with a guard or shield suitable for the work
4. All unused cartridges must be returned to the site manager, who is responsible for establishing a procedure for issue and return.
5. ALWAYS when operating a cartridge tool wear suitable eye and hearing protection.
6. A loaded tool must not be left unattended.
7. Remember - Risks in the use of cartridge tools are primarily to your work mates.
8. Tools and the number and type of cartridge, should always be signed for when issued.
9. On issue always immediately check the tool is not loaded.
10. When loading a cartridge or strip, point the barrel in a safe direction - pointing away from yourself and any other person.

11. NEVER place your hand over the end of the barrel.
12. NEVER walk around the workplace with a loaded tool - it should only be loaded at the work site.
13. Hold the tool at right angles to the job when firing.
14. When fixing through pre-drilled holes, ensure the adapter is used to make sure the nail or fixing is guided safely to its point of contact.
15. Always be aware of the possibility of the nail being fired through the material. Carry out tests to determine the correct power setting or correct cartridge strength. During testing, ensure no persons are allowed behind the material into which the tool is being fired.
16. Tools must not be fired where concentrations of flammable dust or vapour could give rise to an explosion.
17. In the event of a misfire, wait one minute before unloading. Extract the cartridge only in accordance with the manufacturer's instructions; under no circumstances must a screwdriver, nail or knife be used.
18. Misfired cartridges must be immersed in water to render them harmless.
19. After use ensure the tool is cleaned and oiled according to the manufacturer's instructions.
20. Only routine maintenance and the replacement of interchangeable parts is permitted, all major repairs must be carried out by the manufacturer.
21. Stocks of cartridges must be stored in damp-proof and flameproof boxes or cupboards, which can be securely locked.
22. Remember - cartridge tools can be dangerous if misused. Always ensure that they are never used in a careless manner.

32.1(xiv) Vibration

Several operations require the use of hand held tools and equipment e.g. breakers, wacker plates, drills and abrasive wheels. The vibration produced by this type of equipment can have an adverse effect on the upper limbs, and in particular the nerves, tissues and muscles of the hands and fingers of the people operating them. In the long term this may lead to permanent damage known as Hand Arm Vibration Syndrome (HAVS) The best known of these conditions being vibration white finger (VWF) which is caused by damage to the blood circulation.

The new EC Directive on Physical Agents (incorporating Vibration) will be implemented in the UK in July 2005. The EC Directive has an **Exposure Action Value (EAV) of 2.5m/s^2** , and an **Exposure Limit Value of 5m/s^2** . Also the EC Directive uses daily exposure values that are determined using the Vector sum (root-sum-square) of the three axes of vibration instead of the current dominant axis method adopted by the HSE.

Physical Agents Directive Hand-Arm Vibration Criteria		
Description		A(8)m ²
Exposure Limit Value (ELV)	The daily exposure limit value standardised to an 8 hour reference period	5.0
Exposure Limit Value (EAV)	The daily exposure action value standardised to an 8 hour reference period	2.5

The company will endeavour to ensure that employees exposed to levels of hand-arm vibration is controlled to the extent necessary to prevent the Exposure Limit Value being exceeded.

An assessment of the hazards created by the use of this type of equipment must be undertaken to prevent, or where this is not reasonably practicable, reduce and control the risks from the vibration. The contracts manager and site manager will undertake these assessments, with assistance from the appointed safety advisers, as necessary. Manufacturer or supplier's information should be used as guidance, and low vibration plant and equipment should be specified and used wherever practicable.

Control Measures should include:

1. Identifying, and making use of, alternative plant and equipment, such as using crushers in place of hand held breakers.
2. All personnel must be issued with and wear appropriate PPE, including gloves.
3. Ensure workers keep their hands warm and maintain a good flow of blood to the hands and fingers.
4. Organise breaks to ensure long periods of uninterrupted exposure to vibration do not occur.
5. Ensuring the correct tool is used for the job and that all tools are correctly balanced, have no worn or defective parts and all blades and cutters are sharp.
6. Ensure hot food and drinks are available for operatives and employees.

Site managers must ensure the control measures are clearly understood by all personnel and that they are strictly adhered to.