

SHE POLICY DOCUMENT



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Approved by:	Frankie Winsor-Soper			
Position:	Director			
Signature:				

Health and Safety - Arrangements and Procedures:

CONTENTS:

- Company Safety Policy Statement
- Safety Instructions/Rules

Organisation

- Responsibilities:
- Employee Consultation
- Communication
- Employees/Staff and Sub-contractors/Self-employed.
- Employment: Employees; Contractors, (sub-contractors), Self-Employed.
- Disabled Persons
- Nuisance and personal safety
- Trainee and Apprentice Responsibility
- General Conduct and Discipline.
- Disciplinary Procedure/ Gross Misconduct.
- Drugs, Alcohol and abuse with chemical substances
- Anti-Bribery Policy

Arrangements

- Risk Assessments
- Method Statements.
- Vehicles
- Construction (Design and Management) Regulations 2015 (CDM)
- Welfare.
- Stress.
- Children, Young Persons, Women and Pregnant Ladies
- Capability & Training: Induction. Team Briefing.
- Tool Box Talks - Safety Training Refresher Rolling Programme.
- Accidents/Incidents and Reportable Occurrences:
- First Aid:]
- Fire:
- Hot Work
- Personal Protective Equipment (PPE): Maintenance and Storage.
- Safety Performance:
- Confined Spaces.
- Manual Handling
- Provision and Use of Work Equipment (including electrical):
- Asbestos and Procedure
- Safe Handling of Substances (CoSHH)
- Security and Housekeeping
- Environment
- Protection of the Public and Others

COMPANY HEALTH & SAFETY POLICY STATEMENT

As required by the Health and Safety at Work etc. Act 1974, section 2(3), and HSG65 / OHSAS 18001 guidance.

It is the Policy of the Company:

1. To comply with Health and Safety, and other legal requirements. To maintain, so far as is reasonably practicable, safe systems of work, healthy and safe conditions and practices for employees & others and co-operate with other employers.
2. To promote and encourage high standards of health, safety and welfare at work through hazard identification, risk assessment and risk reduction programmes as an integral part of our business strategy.
3. To take all reasonable measures to avoid risk of accidents to our staff and to other persons who may be affected by our work, including the general public, by:
 - a) Providing and maintaining safe places of work, access and egress, and
 - b) Providing sufficient suitable work and protective equipment, to carry out the work safely, and
 - c) Providing and maintaining plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health, and
 - d) Allocating sufficient resources (financial and otherwise) for health, safety and welfare.
4. That the Managing Director has overall responsibility for the policy and that safety is given proper priority. Supervisors assist through delegated responsibility in issuing instructions and setting a personal example in promoting this Policy.
5. Staffs are legally bound to co-operate in executing this policy and ensuring everything reasonably practicable is done to avoid and/or reduce risks and that work is done in a manner not injurious to themselves or others. The co-operation of everyone is vital and expected by the company, for the success of this policy and peoples wellbeing.
6. That a breach of the policy or a safety requirement by any person, in areas under our control, will be regarded seriously and may attract disciplinary action or the imposition of penalties.
7. To provide information, instruction and training etc to enable work to be done safely and to know workplace risks and the precautions and control measures to be taken.
8. To seek Health and Safety advice as necessary (external safety consultant).
9. To monitor; policy performance annually and when necessary, and compliance with workplace rules and procedures.
10. The Directors believe that responsibility for health and safety should be shared by management, employees and subcontractors, and will consult with employees and others on health and safety matters.

This Policy is supported by various Instructions, Information and Procedures issued by the company and should be considered in conjunction with and as part of this policy.

There is no intention in this policy etc to infringe the Human Rights of any person.

Managing Director. 

Dated: 09.09.23

SAFETY INSTRUCTIONS/RULES

These are general instructions for all persons (staff, contractors and others).

For staff and contractors, compliance with these rules form part of your contract of employment and are in the interests of safety for yourselves and others. Failure to work to these instructions may result in disciplinary action or determination of your contract.

1. Protective Clothing: Safety Helmet, Safety Footwear and other safety equipment, goggles, hearing protection Plugs/Muffs, dust mask, etc must be worn when required and as in Risk Assessments and to site rules applicable to the premises/site on which work is being done.
2. Obey all warning signs.
3. Staffs must comply with all Safe Systems of Work and Permit to Work systems as required.
4. Vehicles must be parked so as not to cause risk to others and in designated spaces when on premises/site or the highway. Drivers must obey the Highway Code.
5. Do not take risks and do not work at or gain access to a place where there is a risk of falling e.g. a platform not fully boarded or without guardrail or cross any guardrail.
6. You must not alter scaffolding unless you are qualified and authorised so to do.
7. Temporary access, Ladders etc must be secured and/or footed, in sound condition etc and properly erected, and inspected by the competent person before use.
8. Equipment, plant and apparatus must be properly maintained and used. Contractors may be asked to present records of inspection and maintenance.
9. Do not operate any equipment unless you are trained so to do.
10. Any person using or under the adverse influence of alcohol or drugs will be suspended from site, especially where safety may be affected. See disciplinary procedures.
11. Fire extinguishers must not be moved, used as doorstops or negligently discharged.
12. Welfare facilities are to be treated with respect and any damage or complaints notified immediately.
13. Waste must be disposed of in the designated manner (segregated for recycling). Special waste e.g. Asbestos must be disposed of to through a properly licensed disposer.
14. Noise to be controlled as far as possible to minimise nuisance. Radios may not be used if a nuisance may be caused. Ear-phone devices are not to be used where this affects the hearing of alarms and/or warnings.
15. **All injuries, however minor, must be reported and an entry made in the accident book.**
16. Staffs must participate in Training, Site Safety Induction and/or special training and where required by a site/premises.

NOTE: Not every situation can be covered but the above are a set of essential rules.

If you think something is not safe such as gaps or holes in floors and scaffolds, unguarded machinery, or unsafe access, then report it to your supervisor AND the site/premises manager or agent.

SAFETY POLICY - ORGANISATION

RESPONSIBILITIES:

Employees (we are all employees) of the company must be aware of their legal and moral responsibilities to maintain a safe and healthy working environment not only for themselves but also for others.

Managing Director Responsibilities:

The Managing Director has overall responsibility for the content and implementation of the health and safety policy. Effective communication, regular review and the resolution of problems which may arise will be ensured. The views of employees and others will be taken into account during the regular review of the Policy and procedures.

- To have a Safety Policy backed by organisation and arrangements, and company procedures, risk assessment and method statements etc.
- To ensure the policy etc is brought to the attention of staff and others.
- That aims and objectives are understood and implemented
- That adequate resources are available to meet safety, health and welfare commitments
- That Policy and arrangements etc are regularly reviewed (at least annually) and updated when necessary
- That Risk Assessment is carried out and recorded.
- To assist in compiling assessments as required
- That Method Statements and procedures etc are maintained
- That safety information is communicated to employees and others and kept readily available for the information of staff and others
- That consultation on safety matters takes place with employees and others
- That only competent persons are employed
- That the training needs of staff are regularly reviewed and courses organised as necessary
- That staff and trainees are adequately supervised
- That Accidents and Incidents are properly recorded, reported and investigated
- That statutory inspections of equipment are carried out
- That statutory records are maintained
- To ensure that personal protective equipment is identified and made available
- To ensure adequate emergency provisions; Fire prevention and precautions, adequate First-aid arrangements, Work at Height and appropriately for other foreseeable events
- To ensure adequate Welfare facilities

Person responsible for Health & Safety:

The Managing Director fulfils this role in the company and is responsible for the day to day operation of the Health, Safety and Welfare policy.

The responsibilities include ensuring:

- Promotion of safety practices
- Preparation and issue of the safety policy
- Preparation and implementation of the arrangements and procedures to the policy
- That staff and others are aware of the safety arrangements including Risk Assessments and Method Statements and awareness of statutory responsibilities
- That H & S training requirements are assessed
- That monitoring H & S arrangements and compliance with Statutory requirements and relevant Codes of Practice takes place
- That Accidents and Incidents are properly reported and investigated and reported as required by RIDDOR.
- The preparation and/or acceptance of Risk Assessments and Method Statements
- That equipment provided is to the correct standard for use (especially PPE)
- Liaison and consultation with employees, self-employed, contractors and others
- That factory and site etc health, safety and welfare are considered
- That emergency procedures are developed and implemented (fire, first aid and other)

The company has reference to an External Safety Consultants:

To assist the services of an independent safety consultants are available. Advice on legal issues, health and safety management and best practice, as and when requested.

Site Manager & Site Supervisor Responsibilities:

The supervisors etc are responsible for ensuring that commitment to health and safety is given proper regard and implemented on a day to day basis by all persons. They will consult with employees on matters of health and safety, and report their views to the Managing Director.

- To understand the company policy and procedures etc on health, safety and welfare
- To carry out their duties according to the policy and procedures etc
- To ensure and maintain a safe workplaces and environments for each and every job
- To ensure staffs and trainees are adequately supervised
- To carry out risk assessments (with assistance and approval from others)
- To ensure that PPE is issued to staff and used correctly.
- Accidents and Incidents are properly recorded, reported and investigated
- That statutory inspections of equipment are carried out and records are maintained
- To ensure adequate first-aid arrangements and welfare facilities are maintained
- To ensure that staff know the action to be taken in an emergency/abnormal situation
- That safety information is communicated to employees and others e.g. results of risk assessment/method statements
- That safety information is kept available for the information of staff and others
- That consultation, with the employees and others, on safety matters takes place
- To conduct themselves and carry out supervisory responsibilities as for staffs below.

Employee and Staff Responsibilities:

Individual workers are responsible for; their own safety and that of any person affected by their acts or omissions, and to ensure their day to day tasks are carried out within the safe procedures laid out by the company and the law.

- To understand the company policy and procedures etc on health, safety and welfare
- To carry out their duties according to the policy and procedures etc
- To co-operate in ensuring and maintaining a safe workplace and environment for each and every job
- To properly use, maintain and store Personal Protective Equipment. Misuse of PPE will be regarded as misconduct and disciplinary action may be taken against offenders.
- To maintain in good and serviceable condition PPE and other equipment and tools etc and to report defects
- To work in a safe manner at all times and not to take risks
- To report any unsafe conditions or substandard practices affecting the safety of themselves or others
- To report any shortcoming in the safety management system
- To report any accident (however minor), incident or near miss
- Not to use equipment, tools etc, materials/substances etc for purposes for which it was not intended, and to ensure that it is properly stored.
- To comply with all safety signs and notices.

- To participate in instruction and training, as required for H & S issues.
- To participate in Health Surveillance, as required.
- Not to use, clean and/or maintain equipment, tools, vehicles, machines etc, for which training or authorisation has not been given by the company.
To use full and proper use of Guarding (especially for designated dangerous parts of machines – PUWER).
Plant, equipment and tools etc must not be left available for use by un-authorised people.
- Not to engage in horseplay etc,
- To keep the work area tidy and in good order at all times. Spills of substances must be cleared immediately and/or reported (where there may be a hazard or ongoing risk).
- Not to be at work under the influence of Alcohol, drugs or other substances which could affect adversely safety
- To report the taking of any prescribed medication which they have been notified could affect their performance or safety in carrying out their duties e.g. could cause drowsiness and not to operate machinery/ equipment etc.
- To be aware of Environmental issues and not cause pollution. To dispose of waste and recycle materials/substances as in training or as instructed. To make full use of re-cycling facilities provided on sites/premises. To report to management or other any instance where an occurrence may cause pollution or damage to the environment.
- Staff designated as drivers must abide by the requirements set out in the use of vehicles Risk Assessment as well as the Road Traffic Act and Highways legislation and the Highway Code, and any site rules for premises being worked on e.g. tractor plant.
The use of a mobile phone (unless hands free) in a 'moving' vehicle is prohibited.
Drivers must comply with the following basic requirements as well as all other safety requirements:
 - a) Carry out a user check before starting moving off
 - b) Report any defect to their supervisor and NOT to use a damaged or un-roadworthy vehicle
 - c) Wear the required PPE when out of the vehicle e.g. follow site rules (e.g. high visibility jacket, safety helmet, etc)
 - d) Must always report to a site/premises reception, for instructions
 - e) Follow site/premises rules
 - f) Use a signaller when reversing etc
 - g) Ensure loads are secure and the vehicle not overloaded
 - h) Not carry un-authorised passengers. Not if there is not a properly installed seat.
 - i) Ensure they have a valid License (all drivers on the highway must have a valid DVLA issued license) and if a particular vehicle or plant item the relevant Certification (e.g. CITB / CTA certificate)
 - j) To properly use access and temporary access equipment for access onto vehicles, especially flat bed lorries. To avoid access by the use of mechanical handling aids (HIABS, tail lifts, FLT, etc).

Employee Consultation:

The method of consultation with employees is by "**DIRECT**" consultation as allowed under the Health and Safety (Consultation with Employees) Regulations.

The Contracts Manager is the appointed Representative of Employee Safety (RES). As allowed under the consultation regulations.

All employees will:

- Receive updated information on H, S & W
- Refer concerns on H, S & W to the safety officer
- Be free to talk to visiting safety officers and/or enforcement officers.

Employees are encouraged to talk with the Managing Director and managers/supervisors regarding any H, S & W concerns e.g. an "open door" policy.

Regular meetings (formal and informal) are held with employees groups (approximately monthly). This includes "Tool Box Talks" or "Team Briefings", pre-contract/work briefings etc. Minutes may not necessarily be taken.

Communication:

The Contracts Manager will consult with employees on decisions affecting their health and safety, and report his findings to the Managing Director at regular planning and progress meetings.

Health and safety will be a permanent item on the agenda of all such meetings.

It is our policy to co-operate and communicate with other employers on matters of health and safety, where their respective employees are sharing the same work place, and in particular on construction sites and/or works where Part 3 of the CDM Regulations applies.

Employees will be issued with information on hazards which may affect them, and the working procedures necessary to ensure safety.

Policy and procedures etc will also be made available to any other legitimately interested party.

All employees have access to the Contracts Manager and can raise any queries regarding health and safety with him (initially through the site supervisor).

Telephone contact with the Managing Director/Contracts Manager is also available for problems not easily solved on site.

Employees/Staff / Sub-Contractors / Self Employed:

Must:

- Declare any disabilities or any adverse health condition that may affect safety, e.g. occupational asthma or dermatitis, vertigo etc from work at height, claustrophobia etc that may affect safety in restricted or confined spaces, a previous back condition that may be affected by manual handling.
- Declare any previous adverse exposure e.g. hazardous substances, noise, asbestos, etc.
- Read the safety policy and agree to be bound by it (and where appropriate receive a copy and sign a receipt for it or sign that they understand the requirements).
- Give details of any H & S certificates or registrations they may hold.
- Have received a safety induction on the policy and working procedures etc of the company, and signed to that effect.
- Agree to participate in skills and safety training as required for their well being, others and the business.

No declaration under this section is meant to affect the Human Rights of any person under that legislation or affect employment under disability legislation (unless employment will lead to the person or others being put at unacceptable risk).

Employment:

Employees:

The Managing Director and senior managers will carry out the recruitment of staff.

The education, experience, training and other qualities of candidates will be considered against the criteria required to perform the tasks required by the job profile and the safety considerations required by the job.

Safety considerations are important in staff selection where staff are likely to be required to work on construction works, various classes of premises AND to access and to work at height.

Contractors - Sub-contractors and the self-employed:

The Managing Director assisted by managers/supervisors will carry out the selection. The Managing Director makes the final decision for appointment.

A Contractor Safety Assessment Questionnaire and/or Interview and/or other appropriate methods of selection may be used. The methods will depend on the scope and extent, and the technical requirements of the works to be contracted.

The experience, qualifications, training, resources, references, reputation, safety record etc of the tenderer will be considered along with answers to the questionnaire and/or interview.

Disabled Persons:

It is company policy not to disadvantage any person from work within the business providing that for health and safety reasons (either physiological or psychological) it would not be appropriate because of the danger to themselves, work colleagues or others.

Reasonable arrangements/modifications where practicable will be carried out to allow a disabled person the opportunity of work, as far as reasonably practicable and to the extent of modification etc required by legislation to accommodate disabled staff.

Employment will be considered on a case by case basis taking into consideration their disability and the type and environments of the work allocated would be carried out. A major consideration will be the ability to work safely both to themselves and others.

There is no intention to infringe the Human Rights of any person disabled or otherwise.

Nuisance and personal safety:

The use of personal listening systems (e.g. walkman) with headphones is not permitted on site/premises (personnel may not be able to hear and therefore respond to audible or verbal warnings or alarms).

The use of radios on sites may be operated only within the site or premises rules, and then only so as not to cause a nuisance.

Trainee and Apprentice Responsibilities:

Trainees have similar responsibilities to staff. It is recognised that they lack experience of the world of work, may be immature and not understand some of the risks confronting them. They will therefore be under the direction of an experienced Supervisor (mentor) whilst undergoing instruction and/or training.

Trainees will co-operate in all safety training and obey the instructions of instructors, trainers, manager/supervisors and mentors.

When on site they will be “buddied” with an experienced tradesman.

Although doing useful work staff less than 18 years of age will be regarded as ‘trainees’.

General Conduct and Discipline:

We expect all staff and others employed to comply with the Safety Policy and other company 'standing orders', Health, Safety and Welfare responsibilities and arrangements/procedures, including risk assessments and method statement etc.

The Company expects all staff and persons representing the company to behave in a reasonable and proper manner at all times. The calling out to members of the public with bad language, a lewd or indecent proposal is forbidden and if reported and substantiated will lead to disciplinary action.

Disciplinary Procedure:

There is an overall company disciplinary policy, this procedure relates to safety.

The elements relating to safety are that all staff must:

- Comply with the company Safety Policy i.e. co-operate with us, and act in accordance with safety information, instruction and training.
- Report any circumstances where: serious injury may occur and/or shortcomings in the working of the safety systems.
- Not misuse or interfere with anything provided in the interests of health, safety or welfare.

Some elements of safety are regarded as Gross Misconduct and are outlined in various policy arrangements e.g. interfering with fire extinguishers.

The disciplinary procedure will follow the general guidelines of ACAS.

- Firstly: Verbal warnings, given by a supervisor or manager.
- Secondly: Verbal warning confirmed in writing, by a manager
- Thirdly: Written warning, as a final warning i.e. that a further incident could lead to dismissal, by a director
- Fourthly: Written dismissal notice, by the managing director.

At each stage the member of staff will be advised that they have the right to an appeal and appeal interview, and that they may bring a supporter/representative with them.

Gross Misconduct:

Where the performance/action of the employee is deemed to be Gross Misconduct they will be informed in writing in addition to any other warning and suspended from duty (with pay) pending and enquiry. The person will be interviewed by directors and they will be entitled to a supporter/representation etc as above.

The circumstances of the case will determine the eventual outcome which could be dismissal after the interview. Should an appeal be received this will be conducted as above and the outcome either confirmed or varied.

Drugs, Alcohol and abuse with chemical substances:

No person will be permitted to work (or be on a site/area controlled by us) if believed to be incapable of working safely or maintaining safety from the influence of drugs, alcohol or a chemical substance(s).

Staff taking prescription drugs or proprietary medication (e.g. cough and flu remedies) should notify the company of any side effects notified to them by the doctor or dispensing chemist. Where described as – may cause drowsiness etc; do not drive or operate machinery.

Where any person is identified as incapable as above:

The person will be immediately removed from 'site' and suspended from work until an enquiry is held by the company, and
It may be treated as gross misconduct, which could lead to disciplinary action and possible dismissal. For a contractor this could mean determination of their contract.

Note: Where a person is asked to leave site, due consideration will be given to their safety e.g. transport home arranged, placed in and monitored in a place of safety.

Our staff will comply with the requirements of Customers/premises/site etc on which they may be working. Requirements communicated at specific induction(s).

Anti Bribery Policy

The Company is committed to eliminating corruption and bribery and achieving the highest standards of good governance in all its activities. The Group wishes to carry out its business transparently and fairly and therefore operates a zero tolerance policy towards bribery by its board members, employees, contractors, agents and other associated persons.

Incidences of bribery could lead to the Group's reputation being damaged and also lead to deterioration in its relationship with its tenants, customers, business colleagues and other stakeholders. As explained below, your conduct can lead to prosecutions being brought against the Group and can impact directly on the Group's public reputation. The Group is committed to avoiding working with other organisations or individuals who do not commit to doing business without bribery.

SAFETY POLICY - ARRANGEMENTS

RISK ASSESSMENT:

POLICY:

Risk Assessment is carried out for **all activities** and where a **significant** risk is identified a written record is made and kept readily available for reference.

Only those risks identified as being significant or worthy of note have been recorded in writing as required by the Management of H & S at Work Regulations (MHSWR).

See the company risk assessments. CoSHH assessments are recorded separately. Asbestos assessments and/or method statements are derived separately and for each job.

Risk Assessments and method statements etc are kept available for reference at Head Office and on site (where there is an office set up) or in company vehicles.

Assessments are kept up to date through review to confirm existing and/or assist in updating as required.

The company adopts a standard approach through a Risk Assessment **Pro-Forma**, and this procedure to ensure uniformity.

Use of generic assessments, factory and on sites:

Generic risk assessments have been carried out for common work situations and are in the risk assessment section of the Health & Safety Manual. These risk assessments are considered to be valid for the tasks (and similar) mentioned in them, in accordance with paragraph 17 of the Management of Health and Safety Regulations - Approved Code of Practice & Guidance (referred to there as 'model' risk assessment).

The Company's contract work is undertaken at customer sites and premises. Although hazards and risks may vary from site to site, the risks associated with the every day tasks carried out are generic in nature.

"Site" wide issues would be expected to have been addressed by a Person in Control of Premises (e.g. Principal Contractor under the CDM Regulations 2015 (where we do not have site control), and we advised of significant hazards and risks prior to the commencement of work.

Review of generic assessments for specific work and on sites/premises:

They are reviewed and confirmed or changed for specific site/project conditions before work by the responsible manager/supervisor.

Assessments are made area/location/site specific, as required, by the site supervisor completing the panel at the bottom of the relevant assessment.

Where the generic assessment is suitable for particular a location/site no further action need be taken.

Where conditions are such that there is a significant risk to be dealt with then an addition to the Risk Assessment, specific for the site/premise is added (see form R2 or other additional assessment forms – see Safety Forms).

Additional forms, where used, must be attached to the original assessment and kept at or adjacent to the place of work for the duration of the work.

Provision is also made by the use of the 'Risk Assessment Checklist & Summary' form, for individual site conditions to be assessed and recorded if not covered by the generic assessments.

Implementation:

From the significant findings of our risk assessments measures to be taken are identified and prioritised to minimise risk, by working through control hierarchies and precautions. Firstly using control measures and lastly Personal Protective Equipment (PPE). This being reflected in our developed risk assessments, method statements and safe systems of work.

Risk assessments are implemented as soon as written and monitored "in the field" with a confirmation review within 2 months, when they are signed off as "Acceptable" (see bottom of risk assessments).

Risk Assessment, Methodology:

The objective of Risk Assessment is to achieve a "picture" of the consequences or outcomes in any given situation and is based on:

1. The Likelihood or frequency of an event occurring, and
2. The Severity of the outcome,

Simple numerical systems are relevant in producing Risk Ratings or Indices, which can help greatly in the consideration of factors making up the whole or elements of an Assessment. The use of a risk matrix is useful in assisting the business to allocate resources to achieve safety "as far as reasonably practicable".

Risk Assessment Procedure:

- **Identify the hazards: these are the conditions creating the POTENTIAL TO CAUSE HARM the estimate of risk follows from analysing these conditions.**

List those, which could reasonably be expected to result in significant harm:

Slips, trips, falls (poor flooring)	FIRE (from flammable materials)
Chemicals	Moving parts of machinery
Work at height	Projectiles (chipping)
Electricity	Fume
Manual handling	Poor lighting
Low temperature	Vehicles/Plant (fork-trucks, cranes)

- Identify who may be harmed:

Office staff
Maintenance personnel
Contractors
Staff with disabilities
Visitors

Operators
Cleaners
Members of the public
Inexperienced staff
Lone workers

- Identify other applicable Legislation and Regulations,
(where assessments already exist e.g. CoSHH, Noise, Manual Handling these do not have to be repeated but should be incorporated into the overall assessment or suitable reference made to where the information can be found).
- Refer to or incorporate other authoritative Methods/Systems of Work materially affecting the assessment into the assessment,
Safety Rules, Permit to Work systems, Codes of Practice, Management instructions and code of practice, Work instructions, Safety Cases, etc.
Do we meet the standards?
Do our practices represent BEST practice?
- Determine the likelihood of the harm being realised,
Who might be affected (electrician, concrete laying gang, security guard)?
How many? How often?
- Severity of the consequences to them,
The categories of injury, industrial disease or dangerous occurrences set out in the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) can be used as a guide.
- Use a comparative method to assess the overall risk, this can vary from,
 - Intuitive (assessed by experience)
 - Simple numerical classification, to
 - Quantitative
- Identify, control measures and/or precautions to reduce or eliminate the risk,
 - new methods of work,
 - as a last resort suitable PPE

NOTE:

After control measures and/or precautions have been taken, the Assessment is monitored in action and reviewed to ensure that the risk(s) have been reduced and that no new hazards have been introduced.

Risk Rating Matrix - Simple Numerical Classification:

Likelihood: Table (Probability)

Index	Description
9	Almost certain
8	Very likely
7	Probable
6	More than even chance
5	Even chance
4	Less than even chance
3	Improbable
2	Very improbable
1	Almost impossible

Severity: Table

Index	Description
9	Death
8	Permanent Total Incapacity
7	Permanent Severe Incapacity
6	Permanent Slight Incapacity
5	Absent from work more than 3 weeks but with subsequent complete recovery
4	Absent more than 3 days but less than 3 weeks with complete recovery
3	Absent less than 3 days with complete recovery
2	Minor injury with no time lost and complete recovery

Risk Rating MATRIX

RISK RATING = LIKELIHOOD and SEVERITY

		LIKELIHOOD								
S E V E R I T Y		1	2	3	4	5	6	7	8	9
	1									
	2		LOW							
	3									
	4				MED	MED				
	5									
	6									
	7							HIGH		
	8									
	9									

HIGH NEEDS TO BE ADDRESSED QUICKLY and the risk factor reduced.

MEDIUM NEEDS TO BE GIVEN ATTENTION.

LOW CAN BE REGARDED AS ACCEPTABLE.

(Except where the **severity** is unavoidable e.g. as with electricity)

Some interpretation of the matrix needs to be done as blind use can give misleading information.

The matrix can be regarded as a useful Management Tool in achieving As Far As Reasonably Practicable.

METHOD STATEMENTS:

These are developed to give guidance on the set up and execution of area/location/site work. They may take the form of specially developed statements for specific complex work or standard generic procedure/work instruction for routine works.

Within the company these are kept to a minimum, as staffs are competent and trained in the classes of works that they will be required to undertake.

Relevant Risk Assessments, required for the activity, may be brought together with generic and specific assessments to form a cohesive working safety document.

Generic risk assessments and method statements are reviewed for each job or contract – see above.

Where required generics are amended to be made site/ job specific as above.

The Operations manager is responsible for ensuring that this procedure is complied with. Normally at pre-contract and pre-work stages.

The Managing Director, site managers and site supervisors all participate in developing method statements. The safety consultant may assist in this process.

Construction (Design and Management) Regulations 2015 (CDM):

All construction and building, refurbishment etc works are covered by the CDM Regulations.

Safe Methods/Systems of working e.g. Method Statements with associated Risk Assessments are routinely generated and/or generics confirmed for works covered by CDM in order to demonstrate compliance under those regulations as well as all other relevant H & S Regulations.

Where a parcel of construction works, as defined in these Regulations, extends beyond 30 days or 500 person days the works become notifiable. The requirements of Part 3 of CDM then become active. Additional responsibilities are then given to the nominated duty holders (Client, Contractors, Principal Designer, and Principal Contractor). The Client should appoint a Principal Designer and a Principal Contractor, and ensure that there is a viable Construction Plan, before works start, and that a Safety File is compiled or up-dated.

Depending on the area/location/site we may be the appointed Principal Contractor (however; on some site the Client may retain appointments of Principle Designer and Principal Contractor to themselves.

We are committed to complying with the requirements of CDM in general and the requirements of CDM Part 3 in particular.

VEHICLES: and Plant Operation

See risk assessment for vehicles etc.

See also other associated risk assessments and method statements for; loading and unloading, and safe access onto vehicles.

Only licensed and certified staff authorised by the Managing Director (or nominated officer of the company) may drive company vehicles or plant.

Drivers must drive sensibly (avoid road rage, drive to weather and road congestion conditions) and obey the law and the Highway Code, and on site the site rules.

The company will carry all necessary insurance.

The “nominated” driver will carry out a drivers fitness check at the start of each working day and before driving off.

The driver will report any defects.

The driver will not drive a defective vehicle.

Road vehicles will be regularly maintained and serviced.

Maintenance of vehicles will be carried out, according to the requirements of the Road Traffic legislation and PUWER and the results recorded (e.g. servicing and MOT records maintained).

Staff using own vehicles on the business of the company:

Staff using their own vehicles on the business of the company:

- Must be authorised by a responsible director and/or manager and must have a valid license to drive the class of vehicle concerned.

- Must ensure that the vehicles is roadworthy

- Must ensure that they have insurance to cover business use.

- Must ensure that a daily check/inspection of the vehicle before driving off.

- Must be aware of the requirements of the vehicles risk assessment.

Rescue services:

Drivers should use the facilities of a convenient rescue service in the event of an accident or breakdown.

Emergencies:

Response to emergencies is set out in the Vehicles Risk Assessment.

The driver or others must ensure the safety of people as their first priority. Passengers must be retired to a place of safety away from the vehicle and danger zones (especially on a motorway).

The driver should manoeuvre the vehicle to a “safe” position (afarp), and place warning signs/triangles etc, initiate warning lights etc as required.

The driver and others must co-operate with the emergency services.

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015:

Principal Contractor: where the works are Notifiable (last over 30 working days) as required by Part 3 of the regulations.

The company is may operate as a Principal Contractor under these Regulations (but a client may retain the duty).

Should we act as Principal Contractor then the requirements of Part 3 of CDM will be fully addressed and complied with. A viable Construction Plan would be developed in good time before work is started on a site.

As a Contractor:

On receipt of job plans (where the job is Design and Build) a tender/order response is compiled appropriately. This will answer as fully as needed the pre-tender/order requirements, including safety issues.

A "client", construction phase plan, preliminaries, the projects pre construction Information Pack etc, and the structure Safety File must inform us of any significant hazards about which they should reasonably have knowledge e.g. hidden services, structure details, and any that may affect our activities on site.

Our response to notification of these hazards is to review our safety arrangements. Where not already adequately covered amendments will be made and/or added to our Risk Assessments and/or safe methods of work. Amendments addenda etc will be communicated to our staff before work starts.

We will ensure that we co-operate with the Client/main-Principal Contractor in meeting his and our legal responsibilities.

This will be done through reference to our Safety Policy and General Safety Method Statement and procedures/arrangements.

We will comply with the site rules and/or construction plan (Part 3 CDM), Premises operator and/or main-Principal Contractor, etc.

We will supply any other persons with information regarding the risks, especially unusual risks, which our activities may present.

This may take place through formal means or at a pre-contract/order etc meeting, where minutes would be taken.

Sub-Contractors:

Sub-contractors and the self employed will be selected for their overall experience, education and training etc for the tasks to be undertaken and their ability to recognise hazards and to be safe on premises and sites.

See Employees, Sub-contractors etc section above, and the Contractors Management Appendix 1.

WELFARE:

Head office, Workshop (areas under our “control”), Stores, yard/depot etc:

Facilities are provided as required by the Workplace Regulations.

Sites/premises:

On site wherever possible welfare facilities will be provided or arrangements made to conform to the Workplace Regulations and/or Construction Regulations.

These may be in the form of temporary toilets and washing facilities, rest room, drying room as determined by the scope and duration of the works.

Shared facility use will be agreed with a premises operator or main-Principal Contractor as required. At very temporary sites arrangements may be made with establishments nearby e.g. local food outlet, public building.

The company will ensure facilities are provided but it is the duty of ‘employees’ to keep these areas clean and tidy.

The supervisor must bring the arrangements to the attention of staff.

STRESS:

The incidence of stress and stress related complaints being received by employers because of perceived conditions at work are increasing.

To enable this company to address any complaints received from employees the following policy is adopted.

Any employee feeling stressed through their work must as soon as the perceived level of stress becomes unacceptable to them must immediately inform the company, preferably in writing.

On notification the company will ensure that suitable stress counselling is made available to the employee.

This may be through the company Medical Practitioner, or other suitable consultant.

From advice received from the counsellor the company will make best endeavours to avoid further stress situations to the employee, within employment constraints. The options available will be considered on the ‘merits’ of each individual case.

Stress Monitoring:

Managers and supervisors are charged with making discrete enquiries from staff regarding stress. This is done as a part of regular supervisory duties and reported in confidence to the managing director who will make arrangements as above.

Children, Young Persons, Women and Pregnant Ladies:

The requirements of the Management Regulations in relation to Children, Young Persons, women of child bearing age and pregnant ladies and nursing mothers are acknowledged.

Children: (still at school or below school leaving age)

The company does not employ children.

Young Persons: (having left school but under 18 years of age).

See trainees/apprentices above and training section.

Women:

When notified that a lady is pregnant a check Risk Assessment is carried out to ensure that there are no significant risks to which the lady will be exposed and consideration of any health damage to the unborn child is considered.

For pregnant ladies and ladies breast feeding arrangements are made for a secluded rest area with suitable facilities.

There is no known hazardous substance risk for the work for which women are currently employed (presently only office workers).

CAPABILITY AND TRAINING

Where the results of assessments/staff appraisal (annual) etc identify a need for training, we will ensure that such appropriate training (H & S, Skills etc) is provided, either internally (by a competent person) or from an external training provider (e.g. CITB).

Training courses will be selected with preference to those including Safety as an integral part of the course.

The Managing Director/ Contract Manager are nominated to identify and implement training requirements.

Trainees will be monitored and assessed to ensure the effectiveness of training.

A record of training for each individual employee will be kept by the company.

The Management of Health and Safety at Work Regulations require an employer to ensure that an employee is competent through **experience or training** to carry out the duties assigned, without danger to themselves or others.

Where there is an activity of high risk e.g. use of MEWP, welding equipment, confined space, etc, specific training will be given. Where a specific certification is required e.g. FLT driver, operatives will be trained, and certificated as competent.

Staff attending site/premises where a site safety induction is required shall co-operate in attending before starting work.

Staff must not attempt to carry out any activity for which they have not been trained or authorised to carry out by the company, unless under training and close supervision. This includes training in the results of risk assessments, including those for hazardous substances (CoSHH).

Refresher training will be carried out as required and at intervals not less than those recommended by certification bodies as appropriate or as assessed by the company.

Note: Staff under 18 years of age will be regarded as 'trainees'.

INDUCTION:

See Company forms.

Induction Record/Checklist (inductees' sign acceptance and understanding).

The Induction syllabus includes safety issues such as:

Company Policy, Organisation and Arrangements.

Consultation arrangements.

Factory / Depot instructions and rules.

Site Instruction and Rules.

Risk and CoSHH assessments. Method Statements and procedures,

Emergency procedures e.g. first aid and fire etc,

Reporting of accidents and incidents,

Use of tools and equipment and electricity,

Use and care of Personal Protective Equipment (PPE).

Temporary access e.g. ladders, lightweight staging, and scaffolding.

Plant operation.

Traffic management.

TEAM BRIEFINGS:

Location/Site:

Site personnel are given a team briefing before attendance on location/site. This may be integrated as a part of the Site Safety Induction, given by us.

At this briefing any special requirements of the site or premises are communicated as well as unusual or special risks about which the company has been notified.

This is in addition to any site safety induction required.

Regular (all staffs):

Used as a briefing to up-date staff on the workings etc of the business and this includes an agenda item for Safety Issues.

It is also a consultation forum for two way communications on safety issues.

This may be added to a tool box talk as a normal consultative exercise.

TOOL BOX TALKS:

SAFETY TRAINING REFRESHER ROLLING PROGRAMME.

It is planned that personnel during a year will receive a rolling programme of safety topics relevant to the work the company undertakes.

Indicative programme elements and outline syllabus:

Safety awareness:

Company Policy, organisation and arrangements. H & S legislation.
Identification of hazards, risks associated with hazards and their control and precautions.
Health and Hygiene, toilets and washing, eating food etc.

Housekeeping:

Slips, trips and falls. Hygiene.

Manual Handling:

Types of injury, factors affecting risk: Task, Individual, Load, Environment "TILE"

Working at Height:

Including temporary access – ladders, stagings, trestles etc.

Hazardous Substances:

Substances as used on site and in CoSHH assessments & Bio-hazards.
Asbestos and procedure,

FIRE:

Prevention and emergency procedures

First Aid:

What to do in an emergency. Basic first aid and emergency response.

Safe use of vehicles and plant:

Competent driver/operator. Loading and unloading. Refuelling
Use in adverse conditions e.g. ice and snow, high traffic volume and jams,
Actions in an emergency e.g. change tyre on motorway. Access onto vehicles

Use of Tools and Equipment:

Inspection,

Electricity Safety.

Safe isolation, PAT, use of RCDs

Noise and Vibration.

Tool trigger times, operative rotation, use of PPE

ACCIDENTS/INCIDENTS AND REPORTABLE OCCURRENCES:

Accident prevention:

It is the responsibility of all employees and others to be vigilant and have regard for their own and their colleagues' health and safety and to report any potential or actual hazards. Arrangements for the control of hazards, as identified in Risk Assessments, must be implemented at all times.

Unsafe situations:

Any situation leading to an 'accident' or a potential accident is immediately made safe, as far as possible, to enable work to continue. The senior person present is the responsible person to ensure that unsafe situations are effectively managed.

Where a situation cannot be made safe for work to continue, work will be suspended and the area demarcated as hazardous until it can be made safe.

The site supervisor will immediately notify the Managing Director/Contract Manager of the event and make a preliminary investigation.

Where the incident is sufficiently serious the managing director will nominate a senior manager or the safety officer to attend site.

Personal Injury:

Any accident, near miss, injury (no matter how small) or damage caused to or by any employee or others must be reported at once to their Supervisor and then the Safety Officer.

All accidents and injuries shall be entered onto a company Accident/Incident report pro-forma. Blanks will be kept at Head Office and "on site".

The report must be sent immediately to the Managing Director who will file them as part of the company Accident Book.

The company "Accident Book/accident-incident" form is available for employees to have an entry made as requested.

If possible the name and address of any witness should be obtained and recorded on the accident/incident report.

When on a site/premises the person in charge (occupier/Principal Contractor) must be informed and a record made in their "accident book" as appropriate.

Occupational Disease:

When the company is notified of a case of industrial disease (substantiated by a medical certificate or report) by an employee or their representative, it will be recorded and investigated and be referred to the company's insurers.

Statutory Reporting:

Where required under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) a report is required to be made to the enforcing authority this will be done, by the Managing Director, on form F2508 or F2508A as appropriate or one in prescribed form within ten days **OR via the**

National reporting system: Tel: 0845 300 99 23 Fax: 0845 300 99 24

e-mail: riddor@natbrit.com

Web: www.riddor.gov.uk

This being equivalent to the completion of forms.

Major Injury or Death:

In the event of a fatality or major injury, as defined in RIDDOR, the company (Managing Director) will immediately by the quickest means available (telephone), **as above**.

7 Day time off injury:

Where time off from normal work (i.e. unable to carry out their normal duties/job) **exceeds** the third day (including normal days off) because of an accident the company (Managing Director) will make a report in the prescribed form (Form F2508) within ten days to the H.S.E. local office **OR** to the National line as above.

Accident / Incident Investigation:

All accidents/incidents will be investigated, at an appropriate level. The result of investigations AND the actions taken or to be taken to prevent recurrence will be recorded on the pro-forma.

Non RIDDOR reportable events:

Every injury accident / incident etc will be investigated and a record made.
The Managing Director will ensure that investigations are carried out by an appropriate responsible person (depending on the seriousness of the event).
An action plan to prevent similar accidents/incidents happening in the future will be compiled by the responsible manager/supervisor.

The record may be as comments on the company accident pro-forma and/or the statutory "accident book".

The investigation will determine and record the causes and any remedial actions to prevent recurrence and the record signed and dated to that effect.

Investigation of RIDDOR reportable events:

Any RIDDOR reportable event, accident, dangerous occurrence or occupational disease will be fully investigated by the Managing Director with assistance as required from the safety adviser and records of the investigation maintained.

A nominated responsible person will be appointed by the managing director to develop and implement an appropriate action plan to prevent recurrence.

Statistical analysis:

Historically it has not been practical to analyse accidents statistically.

Note: sub-contractors and self employed usually used on priced works, therefore, numbers of staff used and total hours worked not tracked.

Should analysis be done in the future the analysis will take the form as presented in the HSE publication "Successful Health and Safety Management" HSG65.

Calculation of injury incidence rate:

$$\frac{\text{Number of reportable injuries in scope year}}{\text{Average number of employees during scope year}} \times 100\,000$$

Calculation of injury frequency rate:

$$\frac{\text{Number of injuries in the scope year}}{\text{Total hours worked during the scope year}} \times 1\,000\,000$$

Data Protection:

The Data Protection Act requires that personal information should not be able to be viewed by persons making entries.

Completed company report forms and/or the tear out page from the "HSE pro-forma accident book" (if used) are to be given, immediately, to the Managing Director/safety officer for safekeeping.

The Managing Director/safety officer is the nominated Data Protection officer.

FIRST-AID:

FIRST AID ARRANGEMENTS:

The first aid requirements in the office are low risk.

The “factory/stores/yard” risks are medium, if rules, procedures and safe methods of work are followed.

The first aid requirements on sites vary enormously e.g. from domestic, construction to “industrial/commercial”. In many instances our operatives work in small groups and require ‘self treat’ travel first aids kits.

When visiting more hazardous sites e.g. large construction/building sites, factories, etc a check is made on the level of first aid ‘cover’ available.

Where this falls short of our requirements a first aid kit/box will travel with operatives and may be placed ‘at the work site’.

Where clients or principle contractors provide first aid facilities, arrangements are made to make such facilities available to our operatives. All operatives will be informed accordingly.

Appointed persons:

The company Appointed Person is the head office Administration Manager. Responsibility is to ensure that ALL first aid kits are kept stocked and contain the relevant leaflets.

On site/vehicles the person in control becomes the “site” appointed person.

The appointed person should ensure that trained assistance is called, as required, and to liaise with the emergency services.

First Aiders:

The company encourages all staff to attend an approved basic first-aid course.

The company asks for volunteers to be first aiders, who will receive the appropriate training.

First Aid Kits:

A basic first-aid kit will be kept in all company vehicles and is the responsibility of the Appointed Person to ensure they are maintained.

Staff must inform the Appointed Person of any use of the kit and when replenishment of items is required.

A list of emergency contact numbers is to be kept with the first-aid kit.

Treatment:

Where there is any doubt about the condition or treatment to be given medical assistance is called using the public emergency services by dialling 999 (112 mobile) on any telephone (but see below for ‘sites’).

EMERGENCY TELEPHONE No 999 (112 mobile)

First aid on site:

Staffs are expected to make themselves familiar with site emergency procedures and use them when required, i.e. where the first-aid box is located and how to contact a first-aider, how to contact the emergency services (some sites have specific arrangements through their security staff, control room etc).

Staffs on site are expected to make use of the facilities provided.

Staff must not feel constrained in calling assistance from the emergency services if in their opinion any delay could result in a serious or life threatening condition.

Site Authorities must be told immediately of any such action (by appointed person), so that reception arrangement etc can be made for ambulance etc.

FIRE:

It is essential for all employees and others to be vigilant with regard to the prevention of, and precautions relating to Fire.

The Managing Director takes overall responsibility for fire issues.

Prevention and Precautions:

Assessment of fire risks: See also fire risk assessment.

The following is useful in determining the extent and significance of the risk from fire:

- The general environment
- Whether flammables are in proximity to the work and can they be moved
- Other persons in the area who may be affected
- The availability of fire fighting equipment
- The proximity of fire alarms or means of raising an alarm or calling assistance
- Is the job in the open air or open environment
- Is the job in a relatively confined space
- Anyone working underneath (sparks etc, falling on persons)
- Goods or materials stored below (sparks etc, falling causing ignition)

Precautions such as the following must be taken. This should not be considered as a definitive list (site circumstances and conditions being variable):

- General environment condition (wind, type of building, escape routes)
- Move flammables away, if this cannot be done ensure they are covered with flame retardant sheeting etc,
- Non essential persons to move away during the work and post warning signs
- Ensure fire fighting equipment is 'on the job'
- Know the position of fire alarms and telephones,
- Maintain watch, points of ignition can carry out of sight (through ducting, under floors, across ceilings), a fire may start some distance away, it could be behind you!
- Maintain awareness in confined spaces, fire can spread very quickly, Do Not Get Cut Off from your Escape Route
- Where overhead work shield against hot metal, sparks, etc falling to lower levels, if possible cover materials underneath and erect warning signs, otherwise our staff may retire until safe conditions restored.
- Electrical systems and equipment properly installed, maintained and inspected (see work equipment section).

There must be no short cuts or the by-passing of systems of work!!

Sites/Premises Fire and other emergency precautions:

It is expected that occupiers of premises or principal contractors etc will have made adequate fire and emergency escape provisions, and that relevant information will be made available to our staff.

It is the duty of all staff to ensure that emergency escape routes are kept clear at all times.

The site supervisor will make an active Risk Assessment for each job where "Hot Work" is taking place and will agree precautions, and with the site as appropriate.

General Procedures, in case of fire:

Staff coming across a fire – see below.

An employee may attempt to fight a fire; they must not put themselves in any danger, but should preferably withdraw and let other trained persons tackle it.

An employee may take emergency action as required to save life or to avoid serious personal injury to any party.

Staff must not allow waste to accumulate and must dispose of it daily at the designated disposal point. This applies to sites/premises or return waste to our yard/depot.

Any interference with or misuse any fire equipment will be regarded as gross misconduct and will be subject to the company disciplinary procedure and possible dismissal.

Head Office / Stores / Workshop etc:

This is a small unit with office, workshops, stores, yard and depot etc.

There is no installed fire alarm system. The small unit is separate, no fixed fire alarm system.

Extinguisher points (standard water/powder extinguishers).

Fire risk assessment - monitoring:

The Fire (Workplace) – Checklist and Record company pro-forma will be completed at least annually by the Contract Manager, to ensure that fire prevention and precautions are being maintained and to identify any additional requirements.

Workshop etc:

The factory/workshop area is small unit of standard construction; there is plenty of natural fresh air ventilation.

The number of persons at work in the factory/workshop should not exceed 5.

The work carried on is metal fabrication. There is extensive use of all types of welding and cutting. There are gas bottles in constant use (oxygen, acetylene, LPG). There is extensive metal preparation using grinding wheels and discs.

There are also metalworking machines.

Highly flammables are used gas bottles, oils and grease (small quantities), solvents, and paints ("Zinga" galvanising, Hammerite "type", gloss metal paints).

Fork Lift Truck (Diesel) (and other plant) – parking / storage.

Store, Yard / Depot: metal etc store;

Consumables; solvents, paints, oils and greases, resin setting compounds. Equipment spares. Materials (small) nuts and bolts, anchor rods, etc.

The Contract Manager briefs staff on the actions to take in the event of a fire or other emergency, and drills are carried out twice yearly.

Vehicles parking areas. Gas bottles storage secure cages.

ACTION TO BE TAKEN IN CASE OF FIRE:

If a fire is discovered an alarm must be raised by shouting in a loud voice

FIRE! FIRE! FIRE!

All persons must leave the buildings immediately and assemble at the front parking area.

The senior person present:

Will call the emergency services through the 999 service (by any means available) giving the exact location.

Will account for all persons and ensure the premises have been vacated.

Will then become the incident controller and liaise with the emergency services.

EMERGENCY TELEPHONE No 999 (112 mobiles)

LOCATION:

Site/premises:

For site/ premises an assessment of fire precautions requirements will be made (either in advance by the Managing Director, contract manager and/or the site supervisor) and fire points (extinguishers) provided/ensured as necessary.

On sites/commercial premises or where Part 3 CDM applies, there would normally be fire precautionary measures in place e.g. fire points and fire fighting equipment and a fire plan/procedure that we would adopt and comply with.

Staff must make themselves familiar with the emergency procedures of the site/premises they are visiting, whether or not there is a formal safety induction.

The site supervisor co-ordinates this activity and checks that it has been done and understood, and ensures a fire induction has been done.

The site supervisor is responsible for ensuring the precautions are in place at site/premises.

Staffs will participate in any drills taking place whilst we are on the site/premise.

The Smoking rules for the site/premises being visited must be adhered to.

Extinguishers:

These are placed as assessed e.g. for rescue purposes, adjacent to a specific fire risk, and as required by our insurance company.

Regular checks are made e.g. supervisors regular workplace inspection, (pin in place, not discharged, pressure indicator 'green', in place at fire point).

Maintenance check inspection: Done by contract fire extinguisher Service Company.

Annual statutory check; Inspection labels up-dated;
5 year; overhaul – may include discharge and refill;
10-15 year, full overhaul – discharge and refill.

HOT WORK:

The business carries out Hot Work.

We have a formal Hot Work permit system – See Appendix 7. This may be used where a site/premises does not have their own system in place. The site supervisor will assess the requirement to use the permit system through an assessment of the attendant risks.

Most sites and premises, we find, do have their own permit system in place

NOTE:

The fire and emergency procedure of the location, site, premise on which our staffs are working will be adhered to.

NOTE:

THE GENERAL PUBLIC TELEPHONE EMERGENCY NUMBER IS 999 (112)
FROM ANY TELEPHONE.

SITE EMERGENCY NUMBER: as appropriate.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

PROTECTIVE CLOTHING AND EQUIPMENT

PPE as appropriate will be supplied to employees and casual visitors:

To comply with statutory requirements, and
where the site supervisor feels it is necessary, and
where Risk Assessment shows it to be required.

Any defect found in protective equipment must be reported as soon as practicable. The Company will ensure that defective equipment is repaired or replaced as necessary.

PPE will be worn:

As required and as identified in risk assessment at the Workshop etc and on sites/premises works by sites/premises rules or the Construction Plan (Part 3 CDM).

Employees using PPE will wear and use it properly and keep it clean and in serviceable condition. Misuse will be regarded as misconduct and may result in disciplinary action.

Fit, Comfort, Choice, Co-ordinated use:

Employees will be consulted as to the wear ability of PPE, as required by the regulations. Consideration will be taken of; personal preference (reasonable choice), fit and comfort, and in combination with other PPE.

Maintenance and Storage of PPE:

Staff must inspect PPE before each use. Where found unserviceable it will be replaced before work is continued.

For non disposable PPE defects must be reported to the supervisor/safety officer.

PPE is required to be inspected by supervisors at intervals of not more than 1 month and this is a part of the normal workplace inspection routine.

Adequate storage for PPE is supplied. On temporary sites adequate storage lockers/boxes/bags is available on vehicles. On more permanent sites where "office/facilities" are set up suitable lockers/boxes/bags are provided.

Issue:

The company issues PPE to individuals. See company PPE issue record form in "forms". Recognised Disposable PPE will be recorded at the first issue only e.g. ear plugs, nuisance dust masks etc.

This is to prevent sharing and "cross-contamination". It also reinforces the duty of the individual to look after and maintain PPE and to store it correctly. These issues are dealt with within staff training.

Safety Helmets:

The Construction (Head Protection) Regulations apply to work on construction sites. Helmets will be worn as required; on site/premises etc, and as in Risk Assessments.

Where there **is no possibility of anything falling on the head** e.g. in rooms, outdoors (where there is no overhead working), then the risk assessment is that helmets need not be worn. Helmets must be used outside rooms for walking around site etc.

On a construction site and any area designated a Hard Hat area a British Standard safety helmet (BS EN 397) will be worn.

Staff will take care of their helmet, carry out regular inspection for damage or cracking etc, report any loss or defect to the company. Replacements will be freely available.

Staff will:

Use all items of PPE/equipment provided as instructed and as in training received.

Not misuse or wilfully damage etc PPE/equipment provided. Such action may be considered as Gross Misconduct and attract the appropriate disciplinary action.

Store, clean, maintain etc PPE as instructed and as in training.

Report any damage or loss, fault or unsuitability (comfort, fit, choice, etc) to the line supervisor.

SAFETY PERFORMANCE

To comply with requirements to monitor and review safety performance in the company the following arrangements are made.

Safety – Management Review:

A review of the company safety policy and arrangements and "Safety Management System" will be carried out annually and as required e.g. should legislation or an Approved Code of Practice or guidance etc change significantly, insurance company requires, etc.

This will more likely than not be carried out in consultation with the external adviser.

Any shortfall in the system or changes identified e.g. changes in law of HSE guidance etc will be made and the changes briefed to staff.

It is anticipated that at the same time as the above an audit of the safety systems and arrangements will also be carried out.

Safety Audit:

An annual audit of the safety management system, Policy and arrangements etc will be carried out. The Managing Director assisted by the external safety consultant will do this. A comparison will be drawn on current compliance and performance. The targets and objectives for the future will then be established.

There is an "AUDIT" aide memoir pro-forma available for the auditor to use.

Site Safety Monitoring – Workplace physical inspection:

There is company record pro-forma (checklists) to assist as an aide memoir and as a record (the manager/supervisor will choose the appropriate form).

Records will be kept at head office. These show that procedural checks and safety inspections are carried out and that safety requirements and needs are met on each site:

Supervisors will do inspections weekly.

Two checklists are available, one for complex areas and one for simple areas.

1. Routine Safety Inspection
2. Safety Check Sheet (Weekly) (for head office and simple sites)

The routine safety inspection checksheet should be used pre-contract start and then at convenient periods (level of activity).

A checklist should be completed (by manager/supervisor) at the start of each job/project to ensure that the site/premises are safe for our staff, operations and interfaces with occupier's staff and/or other contractors do not pose a safety conflict.

Example of checklist content:

- Safe segregation and storage of materials
- Accommodation, First-aid and welfare facilities
- Safe access and egress
- Tidiness. Cleanliness
- Fire precautions
- Erection of safety signs and notices
- Temporary power supply where necessary
- Work at Height - Ladders, trestles and step ladders - Scaffolding, Towers
- Plant and tools
- Openings in floors or excavations
- Health hazards
- PPE.

PLANNING:

For site works/projects etc managers and supervisors will assess the requirements at pre-contract and pre-start.

The site supervisor will monitor and up-date plans as required, for actual site conditions.

Preventative and protective methods must be given priority when planning the work.

As a start point the following items should be considered.

Will work be undertaken?

- In excavations or tunnels
- Near water e.g. rivers, pools, ponds or tanks
- Involving hazardous substances
- Involving weather related risks i.e. flooding, lightning
- At height, requiring scaffolding or other means to ensure safety
- Confined spaces – See below
- In asbestos contaminated areas.

A summary statement will be drawn up showing these and any other possible risk areas to show the required precautions and as a basis for a full method statement.

CONFINED SPACES:

Occasionally we may be asked to work in confined spaces.

For these works it is necessary for use to work within the established Safe System of Work already established in these organisations or contractors working for them. It is not proposed that we have our own permit or others systems but to adopt the established system and work fully within those requirements.

Safe Systems of Work etc may include formal Permit to Work systems and we will work to those requirements.

Any staff involved will be fully trained and briefed before undertaking any work of this nature.

MANUAL HANDLING:

There are heavy manual handling requirements in all areas of our works; locating materials and equipment etc on site.

See company manual handling risk assessments. These are generally generic, most of our handling being of the same nature and repetitious, both in the workshop and on location etc, and on sites/premises.

The site activities for manual handling in our business are general and non-specific and a risk assessment is included in the General Site Activities Risk Assessment and separately for office etc, general 'industrial' factory/workshop, for site crossing rough ground, and for Installation works.

Where a more specific activity is identified then a stand-alone assessment is made. See company risk assessments.

The handling regulations guidance "TILE" assessment approach is used – pro-forma being attached to the risk assessment, as an indication of how the Risk Rating and Acceptability of the risk was reached.

See also the assessors – acceptance signing box at the bottom of the assessment.

The Manual Handling Operations Regulations control the moving of loads by persons at work and requires:

Avoidance - The Company aims to avoid manual handling tasks wherever possible.

Risk assessment - Where unavoidable and there is the likelihood of risk of injury.

See risk assessments for manual handling.

Not all manual handling tasks have a written risk assessment. Under the Regulations where a task is not complex and is easily explained and within the guidance parameters the assessment need not be written down.

Provision of mechanical aids - Wherever possible mechanical aids will be employed to minimise the risk of injury to staff.

On sites and where there are unmade paths/roads it may not be possible or practical to use wheeled mechanical aids. Where site equipment is available it will be used e.g. fork lift truck/telehandler, hoist, conveyor etc.

Minimisation of the risk of injury as far as reasonably practicable.

The **Assessment of Individuals** – see below.

The requirement of the regulation is to **AVOID** manual handling wherever possible and make an assessment of the manual-handling task through a hierarchy of provisions to minimise the risk of injury.

The last level in a hierarchy for manual handling is training. All staff will receive suitable training as required.

Training:

Staffs are expected to use the lifting and handling techniques etc explained/demonstrated in training

Staff guidance on “how to handle”:

Staff should follow this simple procedure (or refer to Kinetic Manual Handling training information available) to minimise strain in lifting and moving items:

- Do Not lift or move items beyond your personal capability
- Think about the task to be done - Can it be avoided or done more easily?
- Keep a straight back,
- Ensure firm grip
- Vision not obstructed
- Avoid twisting, bending and stretching and move in straight lines
- Use mechanical aids whenever possible
- Use team lifting
- Use PPE like gloves when handling rough items

Note:

Individuals will be assessed, before they are sent to site/premises, for the manual handling tasks they will be expected to carry out.
See in company forms.

PROVISION AND USE OF WORK EQUIPMENT AND PLANT: including electrical equipment.

Introduction:

The controlling regulations are the Provision and Use of Work Equipment Regulations (PUWER) and associated Regulations (LOLER, Abrasive Wheels) and Approved Codes of Practice and the Electricity at Work Regulations (EAW).

The Managing Director is responsible for equipment and electrical safety.

The company will provide suitable equipment meeting the standards required by the regulations.

Where hired equipment is used the required certification must be issued at the time of hiring, otherwise the equipment will not be accepted for use.

See procedures for Hired etc equipment.

Equipment will be maintained fit for use and regularly inspected.

Inspection of equipment and machinery:

All equipment/tools, access and lifting equipment and powered machinery under the control of the Company will be inspected/ examined by a competent person on a regular basis, and records kept.

Formal records of the trade operative's tool-kit will not be kept but will be inspected under the supervisor's regular workplace inspection regime.

Where such equipment is hired, or hired and assembled by an outside contractor or supplier, then we will ensure that arrangements are made for inspections / thorough examinations to be carried out as necessary.

In addition to the above inspections employees will carry out daily operator checks, as instructed, and report any defect.

The maintenance and repair of equipment and machinery etc is undertaken by a competent person for that class of equipment.

Where appropriate (not personal trade hand tools) the tool/equipment/plant will be on a register of regular inspection.

The inspection will be done by a competent person (nominated by the Managing Director – works manager, site supervisor) who will make an entry onto the register.

There are company record forms on which to record inspections.

Completed record sheets are filed at head office (records maintained by the Operations Manager).

General tools and equipment:

No person is permitted to use equipment or machinery unless they have received training and been passed competent by the company and authorised to do so.

This will be particularly enforced where specific approved codes of practice or regulations exist regarding training e.g. for fork-lift truck operation, abrasive wheel care and changing, care and use of gas welding equipments, etc.

No employee under the age of 18 years may use plant or equipment without being trained and passed as competent and be under supervision.

No staff under 18 years of age may use equipment designated as "Dangerous" e.g. dangerous machines (circular saws, band saw, milling machine, etc.) unless having passed an Approved Training course at a HSE registered training organisation, and/or under close supervision AND under a recognised training regime.

Each employee must check plant and equipment daily and report any defects to their supervisor or safety officer.

Defective equipment shall be removed from service until repaired by a competent person or replaced.

Eye protection must be used when using power tools safety glasses/goggles to minimum BS EN 166 – impact resistant medium.

Abrasive Wheels:

Only trained and authorised staff is allowed to change and look after Abrasive Wheels, and carry out the regular statutory inspection for fixed wheels.

The managing director will ensure that sufficient staffs are trained and facilities are provided for the management and maintenance of abrasive wheels.

Operators of abrasive wheels must wear protective equipment at all times during use, especially impact resistant goggles to BS EN 166 – impact resistant medium.

The chargehand will be responsible in his area for ensuring abrasive wheels are properly managed and used.

Electrical:

Portable electrical equipment is defined as electrical equipment not hard wired, but excluding equipment that is not easily moveable (as set out in HSE guidance).

Equipment and portable tools etc belonging to staff are covered by the same requirements as company equipment, and must be regularly inspected etc within the company inspection scheme (for which a charge will be made).

Portable equipment:

Electrical equipment used in factory/workshop should be 110v or battery powered. On site only 110v equipment will be used (transformer equipment accepted).

Only fitted or connected with the correctly rated plugs, sockets, fuses and cables and be in good working order.

Transformers should be fitted with an integral RCD and overload protection.

230v may be used in; offices, stores etc, and domestic premises, etc where appropriate BUT an RCD protection device must be used, in the system, and/or at the socket outlet. The trailing cable, on sites, must be of the approved colour code i.e. light blue.

Electrical equipment is:

Inspected/ tested annually by a competent 'person' (Electricity at Work Regulations).

Visually inspected quarterly by the responsible supervisor or a competent person.

Class 1 equipment is PAT 'tested' annually, and quarterly if used on a construction site.

A record of formal inspection is maintained (on the company pro-forma, or as supplied by the tester).

The user must inspect electrical equipment each time it is used e.g. visual check.

Head office complex; electrical equipment and inspections:

'PAT' (Class 1 only) inspection annually by a competent person.

All equipment visually inspected at least 3 monthly as a part of normal supervisory workplace inspections.

Fixed installations tested every 5 years. Except where a more frequent test is recommended by the competent person.

Noise:

See risk assessment for occupational noise.

Metalworking and machining operations will continue, because of the nature of our work, and reductions of noise levels to operators will remain substantially the same e.g. wearing of hearing protection.

The Noise at Work Regulations require staff that may be exposed to noise in excess of the Upper Action Value of 85 dBA to be placed under regular health surveillance i.e. to have regular hearing tests – audiometry.

It is our intention to set up a system of hearing surveillance for affected staff.

Vibration: Hand/arm vibration from the use of power tools.

The use by our operatives is regular and for us as a company the risk is acknowledged and has been recorded as a separate activity assessment and procedure.

Health surveillance by a health professional is required for affected persons.

Gas cylinders:

Suitable storage facilities are planned for Gas cylinders e.g. Argon, Oxygen, Acetylene, LPG. Placed away from buildings and drains with secure external cages and oxygen being at least 2m away from the flammable gases.

Safety signs placed on the cages e.g. “No Smoking – Highly Flammable”.

In use cylinders may be left inside building, but when left attended the bottle valve must be closed.

Site work:

Cylinders will not generally be left on a site, unless there is a secure storage facility available. A check will be made of the facilities available (contracts manager) and action/methods adopted appropriately.

The chargehand will check daily: storage facilities, appliances, hoses, fittings, connections, fire equipment, etc. A formal record will be made only on the regular workplace inspection form/checklist sheet.

USE OF TOOLS, EQUIPMENT AND PLANT, AND HIRED EQUIPMENT REQUIREMENTS.

Procedures, Risk Assessment and Method Statement.

There are specific and general hazards and risk associated with tools, plant and equipment.

The use of tools, equipment and plant is dealt with in specific Risk Assessments and Method Statements where there is more than an acceptable risk.

Where equipment is hired it must be ascertained that it is suitable and sufficient for the work i.e. the right equipment is being hired and that it is fit for use (e.g. tested and inspected).

It must also be confirmed that any operator supplied with the equipment is competent.

HAZARDS

Specific sections of the Policy should be referred to, in order to identify the hazards applicable to any particular plant item used in an activity.

Hazards associated with the use of plant arise out of:

Unskilled operation.	Incorrect use.	Poor maintenance.
Reversing unsupervised.	Defects unchecked.	Noise. Vibration.

PLANNING PROCEDURES

The Hirer of the Equipment will:

Request information to ensure that plant to be supplied is suitable for the work intended. If required, a visit or meeting will be arranged to discuss provision of plant and local conditions.

Ensure that all plant is in good order and has been fitted with all necessary safety devices, guards, and noise control measures and that any necessary testing and thorough examination is carried out at the prescribed intervals.

Where we supply equipment to site ensure copies of necessary test and thorough examination certificates and instructions for the safe use of the plant where applicable are available with it on site.

Determine whether any preparatory work is required for the use of equipment on site and ensure that requirements are planned e.g. scaffolding, mobile towers, MEWP, etc.

TRAINING

It will be ensured that operators/staff are trained and experienced to competently operate the equipment and to carry out any appropriate inspections and routine maintenance.

Training will be provided to operators/staff and, where relevant, only holders of an approved Certificate (e.g. FCEC or CITB etc) will operate plant.
Where appropriate, the operator should possess an Operator's 'Certificate'.

The Safety Officer advises on training requirements and arrangements to provide training.

MONITORING

The Supervisor will:

Ensure that equipment delivered is in good order and fitted with any necessary safety devices and guards.

The Supervisor will ensure that any defect reported or noted at regular servicing or maintenance is attended to as soon as possible. Where defects could affect safe use of equipment instructions will be issued for the use of equipment to stop immediately.

Ensure that only authorised and, where appropriate, certificated operators are permitted to operate any item of equipment. Where any doubt of the competency of an operator exists, report to head office and/ or Hire Company immediately.

Ensure no young person (under 18 years old) is permitted to operate any equipment or act as a "Safety Person" unless having being trained and under direct supervision.

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

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

CONTROL MEASURES

The Safety Consultant will provide advice on any aspect of safety in the provision and use of equipment. Where relevant, an appropriate Risk Assessment will be provided.

Where any machine is supplied to site with an operator, arrangements must be made with the hirer for the provision of welfare facilities and first aid equipment for the use of the operator.

- 1 Operators will carry out a daily check on equipment and before use and report any defects. Notify the Supervisor immediately if any defect could be hazardous and do not operate the plant until it has been rectified.
- 2 Only trained, certificated and authorised staffs are allowed to operate equipment.
- 3 All guards must be in good order and in position while plant is operating.
- 4 Only use the correct item of plant for the work.

- 5 Ensure the work area is suitable for the job being done e.g. clear working area, good ventilation etc.
- 6 “Safety Persons” must be trained and available for some operations e.g. reversing, etc.
- 7 The supervisor will ensure servicing schedules are available and implemented.
- 8 Operators must secure and immobilise equipment/plant when left unattended. Engines must not be left running when the operator is not present, especially in public areas.
- 9 Hearing protection must be worn when working in high noise levels. Noise at Work Regulations. Refer to the Noise risk assessment.
- 10 Children must not be permitted to enter working areas whilst equipment/plant is in use and all necessary measures required to avoid hazards to children outside working hours must be taken.

References:

The following Regulations contain requirements to be complied with in the provision, maintenance, operation and use of equipment/plant etc:

Construction (Design and Management) Regulations 2015 (CDM)
Lifting operations and Lifting Equipment Regulations (LOLER)
Provision and Use of Work Equipment Regulations (PUWER)
The Electricity at Work Regulations
Noise at Work Regulations
Vibration at Work Regulations
Work at Height Regulations (WAHR)

HSE Guidance Note GS6 “Avoidance of Danger from Overhead Electrical Lines”

HSE Guidance Note GS7 “Accidents to Children on Construction sites” which refers to the need to ensure plant and vehicles with moving parts are effectively immobilised (PUWER also requires) when unattended.

HSE Guidance Note GS8 “Articles and Substances for Use at Work” gives guidance for suppliers, erectors and installers etc. Various Codes of Practice and British Standards apply to specific items of plant and will be referred to as necessary.

BS 3010:1972, “Safe use of Cranes”.

These and all other BS will be referred to and complied with whenever relevant.

ASBESTOS:

The business is concerned on site in the installation and/or repair of structural/architectural metalwork, balustrades, guardrails, stairways (fire escapes) and similar, and the associated general installation building works.

Asbestos is not a concern when carrying out installations on new build.

The company **does not** carry out any Asbestos work where a licence is required i.e. work where the Control Limit may be exceeded.

The company does not take on work where there is known asbestos.

The regulations allow for **minor works** as defined in the Control of Asbestos Regulations 2012 and the Approved Codes of Practice (L143 & L127). Work would only be done within the guidance, procedures and methods set out in the HSE guidance booklets HS (G) 210 and 213 where the methods used and the example jobs have been risk assessed and assessed to be below the Control Limit for exposure to asbestos fibres in air.

GENERAL PROCEDURE:

Duty to inform of the presence of asbestos and ACMs:

In existing premises the client, premises manager, main contractor etc has a duty to make us aware of the presence of Asbestos.

This is a requirement of case law under the CDM Regulations 2015 and a statutory requirement under the Control of Asbestos 2012. Case law has stated that “a contractor must not be left to find asbestos (or any other hazardous substance) during the progress of work”.

Where Asbestos is known it is expected that a ‘notification’ will be issued to us confirming the location, type, quantity and condition, as required by the Regulations and approved codes of practice.

Where it has been recently removed and the area made safe a “clearance certificate” must have been issued confirming decontamination (after the appropriate clearance test has been passed) i.e. clear for reoccupation.

Accidental discovery:

Asbestos may be encountered accidentally. This would occur mainly with asbestos containing materials (ACMs) found in premises for, fire stopping, flues, roofs and corrugated panels etc, sanitary ware etc. This could also occur where asbestos has been used as an insulation material e.g. lagging on pipework, in roof spaces, in plant etc rooms, and inside equipment (such as boilers, storage heaters, high intensity lighting, electrical).

The following procedure sets out the actions to be taken to avoid or minimise exposure.

Note: Discovery of known asbestos does not always occur. The type of survey carried out will determine the content of the survey report.

Action on accidental discovery or suspicion:

Staff encountering or suspecting Asbestos in their work environment (installation, repairs etc), **must:**

Stop work immediately, AND

Withdraw to a place of safety e.g. exit the premises.

Any discovery of asbestos or suspected asbestos **MUST** be reported immediately to the Site Supervisor and the Main/Principal Contractor and/or the Premises Manager.

The company directors must also be immediately informed. Advice may be sought from the company's external safety adviser.

The area identified as asbestos or suspected asbestos should be indicated by Safety Hazard Warning signage, as soon as possible, by a responsible person (e.g. premises facilities/building manager, site supervisor). It should be recognised that a suitable signs regulations sign may not always be immediately available.

Steps to confirm or not the presence of Asbestos must be taken. Where Asbestos is confirmed, work will not recommence until the work area has been made safe and a clearance certificate issued.

Accidental exposure:

Where there has been work in an area, unknowingly containing or suspected of containing airborne Asbestos fibres, **when this becomes known, or if work in hand, work will stop immediately and staff move to a place of safety, as above.**

Steps will be made to estimate the extent of any exposures and an entry made in the company records and in a persons personnel record.

Licensed / notifiable work with asbestos:

Only a Licensed company can carry out asbestos work where the Control Limit may be exceeded e.g. work requiring a Licence.

Only a person licensed to dispose of asbestos can carry out asbestos disposal.

Only a person licensed to transport asbestos (toxic waste as defined under the Hazardous Waste Regulations) may transport it.

Training:

Any person likely to be exposed to asbestos fibres (accidentally or otherwise) must have "Asbestos Safety Awareness" training, as required by the Regulations.

See also section on general company training and training needs assessment.

In house asbestos awareness training, following the guidance and syllabus in the Regulations, ACOP and Guidance (using the HSE guidance booklets HSG 210 and 213) may be given to all field staff, as appropriate.

References:

The Control of Asbestos Regulations 2012

Approved Code Of Practices:

L143 "The control of asbestos"

L127 "Managing Asbestos in non-domestic premises"

HSE Guidance:

HSG 210 and 213 unlicensed works with asbestos and asbestos containing materials.

HSG 227 Managing asbestos in non domestic premises.

"The control of substances hazardous to health in the construction industry" ISBN 0-11-885432-1 contains much valuable information in dealing with substances on construction etc. sites.

SAFE HANDLING OF SUBSTANCES (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH - COSHH):

Introduction: Policy on the use of Hazardous Substances

CoSHH risk assessment is made where a substance may give rise to injury, disease or illness.

The Managing Director is responsible for them and ensuring they are kept up to date.

CoSHH data sheets and risk assessments will be held at head office for reference.

See the separate CoSHH Appendix 11 that includes the CoSHH Risk Assessments.

Hazardous substances are not to be used without a CoSHH assessment having been carried out. Where a new substance is introduced the relevant CoSHH assessment will be made and the relevant CoSHH training carried out.

Included as part of CoSHH assessment are those relating to exposure to Biological Hazards e.g. Weil's disease, which may be encountered on site/location.

Assessments will be used in the ongoing training of employees who will be expected to become familiar with them.

Substances are grouped into assessments that require similar Controls and Precautions allowing for simplicity in understanding the requirements and in the issue and use of Personal Protective Equipment.

Site Work:

Locations should make us aware of hazardous substances that staffs could come into contact with during our works during pre-contract stages.

We will then ensure that staff are informed and made aware of the relevant information and receive training as required.

The assessments include those substances that would ***not normally*** be a part of the materials used by the company. They are included as our staffs may come across them during the progress of work on site. They then need to be aware of any action required or Personal Protective Equipment (PPE) to be worn should they not be able to withdraw and continue work once the exposure risk has passed.

Asthmagens - all assessments and substances

Some substances however seemingly innocuous can cause adverse sensitivity reactions to susceptible persons, and /or cause allergic reaction (Asthmagens).

During normal supervisory activities managers and supervisors make basic enquiries of employees as to any adverse reactions to skin or signs of occupational dermatitis (allergic reactions) e.g. scaling or redness of hands, itchiness on the body etc, through the use of materials or substances. These reports should be recorded, by the relevant supervisor, on the company pro-forma – see forms. Reports will be reviewed at management meetings.

Note: Where dust, fumes, vapour, gas etc is considered to be an asthmagen – See HSE Coshh data and Safety data sheets – Local Exhaust Ventilation or dust collection systems must be used as well as RPE.

Information:

To identify substances recognised as asthmagens (where not identified in Material Safety Data Sheets) the HSE publication EH/40 (current edition) and/or the CoSHH publication on asthmagens should be consulted.

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Health Surveillance:

It is not perceived from the substances and their proper use (using the controls and precautions in the assessments) that there is a requirement for formal health surveillance.

Occupational dermatitis/asthma may occur through contact with construction and building materials e.g. cement, solvents, welding fume etc and this is managed by supervision asking about any adverse reactions, perceived ill affects. This occurs during normal communications and at 'tool box talks' or team briefings.

Any comments received by supervisors will be logged on the company “Basic Health Surveillance” record pro-forma and then investigated under the direction of the managing director.

SECURITY AND HOUSEKEEPING:

- Materials excess to requirements and waste (if not properly disposed of on site as agreed) must be returned to the 'depot'.
- Materials must be stored in their designated area (on site - as agreed with the site operator). Ladders and other equipment must be stored correctly and secured from unauthorised use.
- Ensure signs and notices and any reusable material and equipment is returned safely to the depot. Care should be taken to avoid consequential damage.
- The areas designated to our use and generally on sites will be maintained in good order (clean and tidy) as required by the Construction (Design and Management) Regulations.
- As required by CDM construction sites should be secured from entry/access by unauthorised persons, and also to prevent theft.
These arrangements will vary from site to site but may include the use of: solid hoarding at least 2m high, "Herras" fencing etc and adequate safety warning signs. These arrangements would/may be provided by others (we would be a contractor on their site).

ENVIRONMENT:

- a) Air Pollution: not applicable generally to our activities, except that in some building operations e.g. drilling concrete there may be localised dust.

These will be kept to a minimum by site supervision and dust control measures taken e.g. damping down when appropriate.

- b) Waste Pollution:
No activity will result in pollution where the proper disposal routes are observed.
Only licenced waste disposal companies will be used to remove waste.
Bonfires etc are not permitted.

- c) Noise Pollution:
On sites/premises where activities may give rise to any annoyance to local residents Environmental and Pollution Act/Regulations requirements e.g. Section 60/61 consents will be applied for, where required, especially where this may occur at times not usual to the locality.
On a Part 3 CDM site the Principal Contractor may already have consents in place and these will be checked.
It is not intended to allow operatives to use portable radios etc on site (see site rules and employees responsibilities etc).

- d) Smoking will be discouraged and is prohibited inside any premise (Health Act) (including building works and buildings etc under construction/refurbishment).
Smoking may take place only external and in a designated area.
The policy of premises and sites will be strictly adhered to.

The overall environmental impact of works we are involved with could therefore be classified as LOW.

PROTECTION OF THE PUBLIC and OTHERS

The business in recognition of our responsibilities to the general public and others is committed to ensuring that none of our operations present hazard or risk to them.

Where site work may present any risk to the general public or others the controls and precautions to overcome that risk will be identified and controls implemented to overcome them. These may also be agreed at pre-contract meetings or site meetings.

It is our intention to minimise any impact by maintaining for example safe access and egress, and ensuring warning and other explanatory and safety signs are posted.

Pedestrians may have to be controlled whilst loading or unloading vehicles or gaining access to sites (see pedestrians risk assessment).

Where in control of a 'site' after hours or at weekend etc unauthorised persons will be excluded and the site secured after work.

Typical precautions may include:

- Protection from falls of materials (e.g. safety netting or plastic sheeting etc)
 - Public footpaths/highways, stairs, corridors, vestibules etc maintained in a safe condition.
 - Installation of temporary lighting
 - Maintenance of access for emergencies e.g. fire, first aid
 - Protection against damage to third party properties
 - Protection against contamination from site operations (spread of solvent vapour, dust, sprays etc,)
 - Minimisation of nuisance from noise
 - Minimisation of disturbance during the delivery of materials or the removal of waste. Materials in transit will be stored safely and where necessary secured with barriers, signs and/or hoarding.
 - Proper management of Skips and traffic. Traffic managed in accordance with Local Authority rules and permissions etc.
 - Use of proper pedestrian management to exclude them from areas of activity or high risk e.g. loading or unloading (possibly using lorry 'HIAB' etc). Erection of barriers and warnings signs and the use of a 'watchman/banksman'.
-