

GARY FLETCHER (Surfacing) LTD.



TARMACADAM & PAVING CONTRACTORS










Birch House, Callywhite Lane, Dronfield S18 2XR
Telephone: 01246 419525

Safety, Health and Environmental Policy



Policy Review Record

The Company Policy for Health and Safety was first issued in this format:

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Section 1

Company Health and Safety Policy Statement

The Company recognises that health and safety, as with any other corporate responsibility, has to be managed successfully at all levels. This Statement recognises the obligations of Gary Fletcher (Surfacing) Limited under the Health and Safety at Work Act, 1974. Successful health and safety management contributes to the companies overall performance by preserving and developing human and physical resources, reducing costs and liabilities and is an expression of corporate responsibility. All staff can make a valid contribution to achieving this objective and have a duty to take reasonable care of themselves and those affected by their actions or omissions.

The Company is committed to improving performance in health and safety and is also committed to health promotion by encouraging the adoption of healthier lifestyles by its staff. Statutory requirements and the general duty of care form the basis upon which the company's health and safety commitment is built. By realistic planning, review and development, the company undertakes to achieve successful health and safety management and appropriate resources will be made available for this purpose. The company will ensure that the policy objectives listed on the following pages are adopted and implemented.

The company recognises the importance that staff has in formulating and reviewing the policy. All are encouraged to comment and make representation regarding the policy through existing communication links with their immediate supervisors, health and safety advisors and company directors.

It is the responsibility of the Managing Director to ensure that this policy is fully implemented, regularly reviewed and communicated within the company. The review, implementation and communication will be co-ordinated by the Health and Safety Advisor.

Mr Gary Fletcher has particular responsibility for Health, Safety and Welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The operation of this Policy will be monitored by the Management and staff of the Company. To assist them in this respect the Company has appointed Charles L Brown Associates Limited to visit all sites and workplaces and to give advice on the requirements of the relevant statutory provisions and safety matters generally.

This Statement of Company Policy will be displayed prominently at all sites and workplaces.

The organisation and arrangements for implementing the Policy will also be available at each site and workplace and a full copy of the Policy is held at Gary Fletcher (Surfacing) Limited's Head Office for reference by any employee as required.

This Policy will be reviewed at least annually or when current legislation demands.

Signed:



Gary Fletcher
Managing Director

Dated: November 2014

Safety Policy: Monitoring, Evaluation and Review

In order to comply with Section 2(3) of the Health and Safety at Work etc Act 1974 and Regulation 5 of the Management of Health and Safety at Work Regulation 1999 this policy must be monitored, evaluated and reviewed as appropriate to ensure it effectively meets the Statutory Requirements related to the Company's activities and reflects best practice in safely achieving work objectives.

Progressive improvement in health and safety performance can only be achieved through constant development of policy approaches to its implementation and techniques of risk control.

The purpose of the monitoring, evaluation and review process is to ensure:

- ☐ The maintenance and development of an effective health and safety policy.
- ☐ The maintenance and development of an effective organisation to ensure that the policy is implemented.
- ☐ The maintenance and development of improving performance standards.
- ☐ The implementation of remedial action by responsible person(s) when failures or gaps in policy are identified.

To achieve these outcomes all supervisors and employees must constantly evaluate their work activities in relation to the policy and bring to the notice of the company through its management system and/or safety co-ordinating arrangements any areas where this policy is inadequate or ineffective.

The company will make arrangements for the appointed safety adviser to visit the Company's sites and premises at regular intervals to identify and report on any hazards, lack of control measures, defects or breaches of regulations. A report of the inspection will be left on site and a copy of this report will be sent to the "director responsible for safety" so that it can be established where the appropriate procedures in Company Policy have not been complied with or are deficient and action can be taken to ensure similar problems do not recur on Company sites.

In adopting a pro-active approach to ensure that this safety policy is being effectively implemented, managers have the responsibility to undertake routine safety audits, assisted by the safety adviser if appropriate, of their management area.

The safety audit undertaken for each major activity under the manager's control should examine current performance, adherence to requirements and where deficiencies are identified to take practical action to improve standards and/or modify the safety policy. A formal report on the safety audit will be submitted to the relevant director for a review of its findings and recommendations. Such safety audits should be undertaken on a six-monthly basis, or other interval as appropriate to the risk environment managed by the individual Manager.

A review of overall company performance in health and safety will be undertaken at six-monthly intervals, or other intervals as arranged. The safety adviser and the company's senior management will discuss safety performance over the preceding period reviewing accidents, compliance with policy, requirements for competence training and other issues relevant to improving this policy and performance.

Environmental Statement

Gary Fletcher (Surfacing) Limited has identified their social responsibilities regarding the Environment. The Company is committed to managing operations in a manner that will reduce the environmental impacts associated with its activities.

This policy covers all work undertaken by the company.

The Company will:

- A. Apply a structured process to enable the Company to identify and control all significant aspects of its activities and services.
- B. Commit itself to have continual improvements for the prevention of pollution whilst taking into account future work activities, local community views, employees and business targets.
- C. Ensure that current and future Environmental Legislation is achieved or surpassed with commitment to comply with non-statutory requirements.
- D. When applicable create a framework of an Environmental Management system to set, record, and where practical, measure and monitor specific Management objectives.
- E. Maintain procedures and training facilities for existing and new employees in order for each employee to recognize their individual responsibility and the benefits of Company's Environmental Policies and Procedures.
- F. Display the policy for the awareness of employees and the public and make available to all interested parties.

Signed:



Gary Fletcher
Managing Director

Equal Opportunity Statement

Statement of Policy

Gary Fletcher (Surfacing) Limited aims to be an equal opportunity employer and has a policy for this purpose.

This policy covers all aspects of employment from vacancy advertising, selection recruitment and training to conditions of service and reasons for termination of employment.

To ensure that this policy is operating effectively (and for no other purpose) the company maintains records of employees' and applicants' racial origins, gender and disability.

Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The company's long term aim is that the composition of our workforce should reflect that of the community. Timetabled targets will be set for groups in the community that are identified as being under-represented in the workforce.

Special steps where necessary as permitted by the relevant Acts of Parliament will be taken to help disadvantaged and/or under-represented groups to compete for jobs on a genuine basis of equality.

The managing director is responsible for the effective operation of the company's equal opportunities policy.

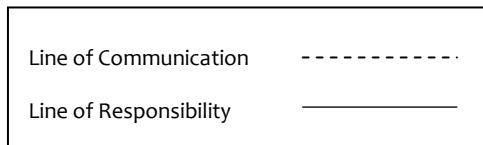
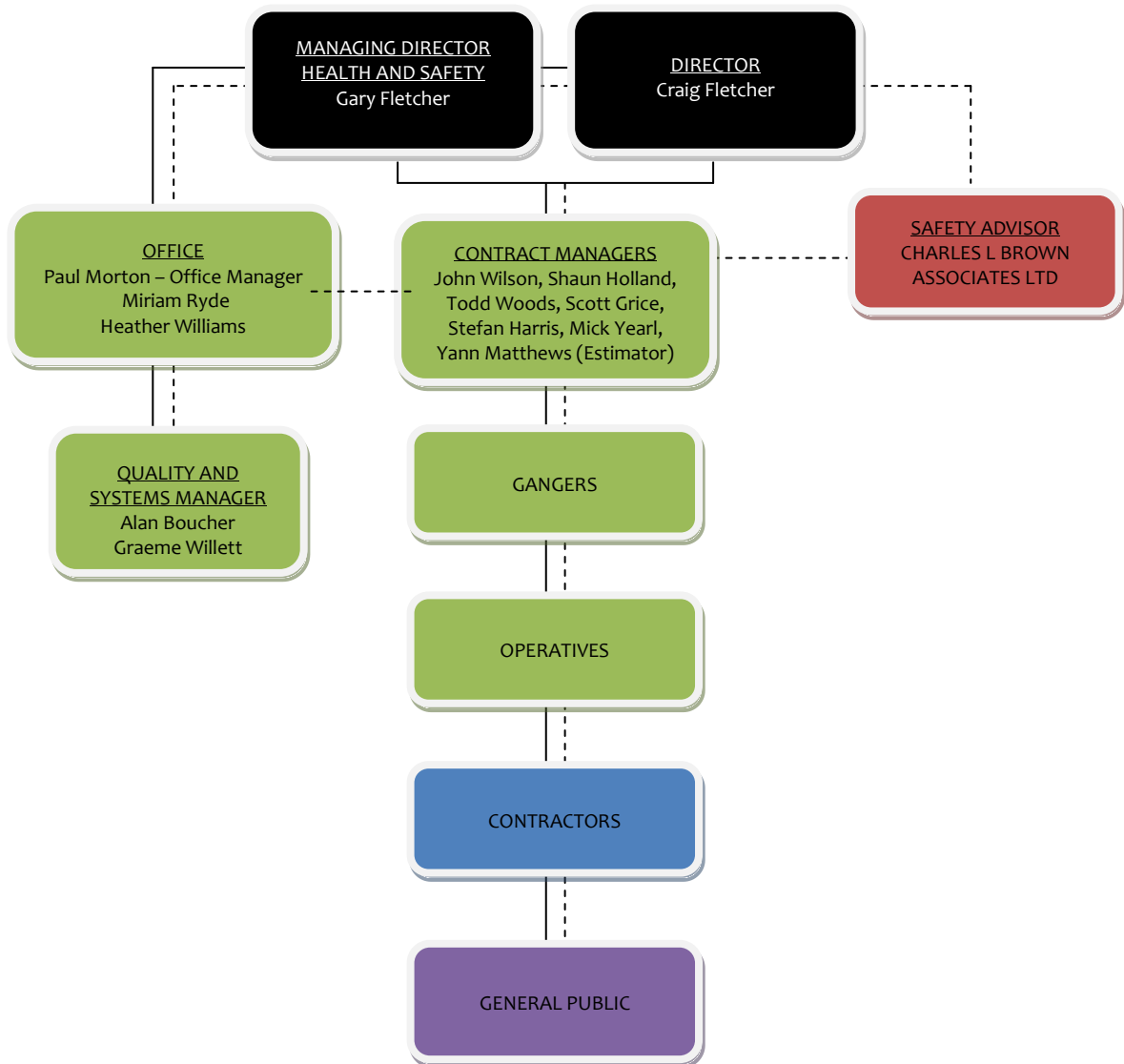
Signed:



Gary Fletcher
Managing Director

Section 2

Company Structure



Organisation

The effectiveness of the Safety Policy is dependant on all employees who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Managing Director but specific duties are delegated to others according to their experience and training.

The Managing Director will ensure that this policy is applied throughout the whole company as well as within the departments for which they have direct responsibility.

Similarly, managers must ensure that the objectives set out in this policy are undertaken in their department as well as the departments with which their work integrates.

Management will ensure that this policy is adopted by all operatives, contractors and visitors to site.

Each employee has a duty of care to themselves and to others, who may be affected by their actions or omissions.

Managing Director

Initiate this Company's policy for Health and Safety to prevent injury, ill health, damage and wastage; set targets for the reduction of accidents.

Ensure that the Management, Employees and contractors are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire company.

Encourage training for all levels of employees.

Ensure that safety directives (new legislation) are conveyed through the appropriate channels to all members of staff.

Sanction the necessary funding for adequate welfare facilities, equipment, training and all matters of Health and Safety to meet the requirements of this Company Policy.

Set a personal example by wearing the appropriate protective clothing and equipment.

Monitor the effectiveness of this Company's Health and Safety Policy against the safety performance.

Initiate any changes, developments and amendments to this Policy as and when necessary. Receive information from C L Brown Associates Limited regarding new safety legislation or changes in existing legislation and liaise with them regarding the interpretation of safety legislation and the actions required in order to meet the legislation.

Promote an interest and enthusiasm for health and safety matters throughout this Company and foster, within the firm, an understanding that injury/damage prevention and occupational hygiene are an integral part of business and operational efficiency.

Ensure that the Management, Employees and contractors are aware of their responsibilities and that each administers the requirements of this Policy within their department with due regard to all other departments.

Assist all levels of staff with implementation of safety legislation by: -

1. Obtaining copies of the legislation and any codes of practice for issue to senior management
2. Arranging training for all levels of employees
3. Ensure that regular site audits are carried out by C L Brown Associates Limited to see that only safe and healthy methods of working are in operation and that all regulations are being observed.

Health and Safety Director

Monitor the effectiveness of this Company's Health and Safety Policy against the safety performance.

Initiate any changes, developments and amendments to this policy as and when necessary. Receive information from C L Brown Associates Limited regarding new safety legislation or changes in existing legislation and liaise with them regarding the interpretation of safety legislation and the actions required in order to meet the legislation.

Promote an interest and enthusiasm for health and safety matters throughout this company and foster, within the firm, an understanding that injury/damage prevention and occupational hygiene are an integral part of business and operational efficiency.

Ensure that the managers and employees are aware of their responsibilities and that each administers the requirements of this policy within their department with due regard to all other departments.

Assist all levels of staff with implementation of safety legislation by:

1. Obtaining copies of the legislation and any codes of practice for issue to senior management
2. Arranging training for all levels of employees
3. Obtain posters, slides, films to promote awareness of injury prevention and hazards to health.
4. Ensure that regular site audits are carried out by the health and safety advisors to see that only safe and healthy methods of working are in operation and that all regulations are being observed.

Maintain a contact with official and professional bodies, e.g. HSE, Local Authorities and Fire Authorities.

In accordance with RIDDOR 2013 inform the HSE of all notifiable accidents. Assist the safety advisors to investigate notifiable accidents or dangerous occurrences and recommend means of preventing reoccurrence. Supervise the recording and analysis of information on injuries and ill-health, assess accident trends and review overall safety performance.

Arrange all necessary insurances and carry out any necessary reporting of incidents to insurers. Provide accident investigation report to insurers where appropriate. Ensure that fire certificate is obtained for offices, if necessary, and that all fire fighting equipment is maintained, fire exits kept clear and fire drills organised on a regular basis. Set a personal example by wearing the appropriate protective clothing and equipment.

Ensure that all contractors are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. Assess contractor's ability to comply with current legislation as well as in house safety management rules and requirements.

Obtain from all contractors who employ five or more staff and who are engaged by the company their own Safety Policies and agree to conform to this Company's Policy and Codes of Practice whilst on company sites.

Contract Managers

Understand the Company Safety Policy and ensure that it is brought to the notice of all employees, particularly new starters.

Carry out all work in accordance with its requirements and bring to the notice of the Safety Director any improvements or additions to these requirements which you feel necessary.

Know and understand the requirements of the Construction (Design and Management) Regulations 2007 and other relevant legislation and ensure that they are observed on site. Ensure that the relevant notice is posted (as required under CDM).

Ensure that the contents of the Construction Phase Health and Safety Plan are brought to the attention of all personnel on site by conducting induction training where necessary. An example of suitable topics to be covered will be included in all Construction Phase Health and Safety Plans. Induction training will last for between 10-20 minutes. All attendees will be required to acknowledge completion of the induction by completing the register.

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

Ensure that registers, records and reports are up to date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed. Where necessary, issue written instructions setting out the method of work.

Refer regularly to the prepared written assessments as required under:

- ☐ The Control of Substances Hazardous to Health Regulations
- ☐ Noise Regulations
- ☐ Manual Handling and Lifting Regulations
- ☐ The Management of Health and Safety Regulations.

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

Plan for and maintain a tidy site.

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

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

Ensure that all underground services on the site are located, marked and plotted accurately before excavation work starts. Do not allow mechanical excavation within limits of the underground service laid down by the services authority and Company Policy.

Ensure that necessary precautions are taken when working in the vicinity of all overhead services in accordance with the service authorities' recommendations.

Satisfy yourself that the "competent persons" appointed to make the necessary inspections of excavations, plant, have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected and request proof of competence where necessary.

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

All electrical equipment brought onto site by anyone including contractors must be tested for safe working and been tagged within the previous 3 months by a competent electrician and a register kept.

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

Ensure that drivers of any plant or machinery hold current certificates of competence.

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

Ensure that records are maintained of any new underground services laid on site and that, wherever possible, these are defined by marker posts and signs during the construction period.

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

Set a personal example by wearing the appropriate protective clothing on site.

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

Ensure that a system is organised in the event of an emergency for the application of first aid, the care of casualties, the obtaining of medical help and contacting the emergency services.

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

Accompany H.M. Factory Inspector on site visit and act on his recommendations. In the case of the Inspector issuing a Notice, (Prohibition or Improvement), contact the Safety Director immediately after complying with any requirements to stop work.

Ensure that adequate fire precautions are provided for site and that any flammable substances are stored and used safely.

Examine drawing and soil investigation reports to determine excavation support requirements in advance and provide in accordance with Company Policy.

Employees and Labour Only Contractors

In this Health and Safety Policy, employees are regarded as being any person who is employed by the company irrespective of the method of payment made to that person - direct employees, or those on the CIS are all regarded as employees.

The attention of all employees is drawn to their responsibilities under the Health & Safety at Work Act 1974. These include the following in particular:

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

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

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in the Health & Safety at Work Act 1974 for certain breaches to be actioned by the Health & Safety Executive. In simple terms this means, employees shall:-

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

Contractors

In this Health and Safety Policy, contractors are any firm or company who are employed by the Company.

All contractors will be expected to comply with this Company Policy for Health, Safety and Welfare and must submit their own Health and Safety Policy to the Company, for verification.

contractors will receive a copy of this Company's Safety Rules and Requirements and contractors' operatives will be expected to be fully aware of what is required of them whilst working on company sites.

All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public and contractors employees must comply with any safety instruction given to them by the contracts Manager.

All plant or equipment brought onto site by contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking. All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of competence.

No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition. All such equipment must have been regularly tested within the last 3 months and be suitably tagged in accordance with the requirements of this policy.

Any injury sustained or damage caused by contractor's employees must be reported immediately to the contracts manager.

This company has engaged C L Brown Associates Limited to inspect sites and report on Health and Safety matters. Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Contractors will provide the contracts manager with the name of the person they have appointed as safety advisor.

Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with regulations and current recommendations, and that information must be provided to the contracts manager any other person who may be affected on site. Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials cleared as work proceeds.

It is the policy of this company that all operatives, contractors, visitors, on the Company's sites will wear safety helmets at all times other than in areas specifically designated 'no risk' areas by the contracts manager. Contractors will be required to provide and wear and/or use any appropriate items of protective clothing and equipment required for the process in which they are engaged.

Health and Safety Consultants

The company's nominated Safety Advisors are C L Brown Associates Limited whose main responsibilities are to:

Advise senior management and staff of any new safety legislation or changes in existing legislation. Provide an interpretation of safety legislation so that the company fully understands the actions required in order to meet the legislation. Recommend to senior management ways to improve working conditions. Investigate notifiable accidents or dangerous occurrences and submit to the company a written confidential report.

Notification of Sites

It is the company's responsibility to ensure that the health and safety advisors are notified of all contracts requiring audits. It will be left to the discretion of the company as to whether the safety advisors are notified of new contracts. It should be remembered that whilst there is no statutory reason for such notification, consideration should be given to the nature of the work, taking into account that safety regulations apply to all contracts irrespective of the time factor.

C L Brown Associates Limited will accept no responsibility for the auditing of any sites which have not been notified to them.

Auditing of Sites

The safety advisors will ensure that regular systematic audits are carried out of all sites which have been notified and will ensure that a written report is forwarded to the company. The visiting safety advisor shall, wherever possible, be accompanied by the site foreman or his delegate when making his inspections.

The safety advisor will keep and analyse site inspection reports and will concentrate on improving weaknesses that may become evident from such reports.

This Company will give full backing to C L Brown Associates Limited and its safety advisors in all matters appertaining to health and safety.

Office Manager

Read and understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees under your control. Ensure that the requirements of the Workplace Regulations and any other relevant regulations are complied with.

Ensure that offices are laid out and maintained to ensure safety of staff and visitors. Ensure that all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by manufacturer. Ensure that staff required to use office machinery are trained in its use and are not permitted to attempt to carry out any repairs unless authorised.

Ensure all electrical equipment is tested for safe working and tagged by competent electricians at regular intervals and records are maintained. Employees must not bring personal electrical equipment into the premises for use at work.

Ensure that first aid and the required welfare facilities are provided as outlined in this policy.

Ensure all staff work safely and do not take unnecessary risks. In the event of an accident ensure that it is reported in accordance with Company Policy. Set a personal example.

Office Staff

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

Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Report any defects in office equipment or machinery immediately to your Supervisor.

Employees must not bring personal electrical equipment into the premises for use at work.

Find out from your Manager the position of the First Aid Box and identity of the first-aider. Ensure that you know the procedure in the event of a fire.

Report any accident or damage however minor to the office manager and suggest ways of eliminating hazards and improving working methods. Warn new employees, particularly young people of known hazards.

Ensure that corridors, office floors, fire exits and doorways are kept clear and free from obstruction.

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

Estimating

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

Ensure that so far as is reasonably practicable, detailed consideration is given to and provision made within the tender for safe methods and systems of work.

Particular attention must be paid to The Pre-Tender Health and Safety Plan to ensure all health and safety considerations have been taken into account prior to tender submission.

Buyers

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

Ensure that all equipment or materials purchased or hired by the Company are to the standards required by company policy, for example adopt a low-noise policy when buying or hire any plant and machinery and adopt the tools giving the lowest vibration outputs.

Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. Ensure that this information is passed to the relevant Manager.

Ensure that suppliers are informed of safe working loads of plant used for handling materials on site so that materials are delivered in suitable size loads.

Ensure that Test Certificates and records are provided with any plant and machinery hired for use on site and copies are retained at the head office.

Young Persons

The Management of Health and Safety at Work Regulations impose obligations on employers to protect the health and safety of children (those yet to attain school leaving age) and young persons (under the age of 18) who work for them.

Before employing a young person, an employer will be required to make an assessment of the risks to his or her health and safety in accordance with the new regulations. In making the assessment, the employer will have to take account of a number of factors, such as:

- ☐ The inexperience and immaturity of young people, and their lack of awareness of risks
- ☐ Type of work equipment and the way it is used
- ☐ Exposure to physical, biological and chemical agents
- ☐ Health and safety training provided to young people.

Having carried out this assessment, the employer must determine whether the young person is prohibited under the regulations from doing certain work because of the risks involved.

No employer shall employ a young person for work:

- a) Which is beyond his physical or psychological capacity
- b) Involves harmful exposure to agents which are toxic or carcinogenic, or which in any way chronically affect human health
- c) Involve harmful exposure to radiation
- d) Involve the risk of accident which it may be reasonably assumed cannot be recognised by young persons owing to their insufficient attention to safety or lack of experience or training
- e) In which there is a risk to health from:
- f)
 - ☐ extreme cold or heat
 - ☐ noise
 - ☐ vibration.

These prohibitions do not apply to young persons, over school leaving age, where the work is necessary for their training, where they are properly supervised and where the risks are reduced to the lowest practical level.

A further obligation on employers will be that before recruiting school age children, they will have to provide parents/guardians with information on any risks identified by their assessment and specify what protective measures are being taken.

Training Procedures

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

- ☐ Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible.
- ☐ Show the new employee where the company safety policy is kept, explain its purpose and ensure that the employee is aware of his/her responsibility. Explain the requirements of the site Health and Safety Plan. (Note - The Health and Safety Plan is a requirement of the Construction (Design and Management) Regulations 2007.
- ☐ Ascertain if the new employee has any disability or illness, which could prevent him/her carrying out certain operations safely, or require additional protective measures.
- ☐ Show the new employee where copies of Regulations and the site Health and Safety Plan are kept.
- ☐ Undertake or arrange for the site induction training to be given to the new employee(s) and ascertain their existing competence level(s) identifying any immediate training needs required to be met before work tasks can be allowed. In particular, cover items below.
- ☐ Warn new employee of any potential dangerous areas of operation on site or in the workplace.
- ☐ Warn the new employee of any prohibited actions on site or in the workplace, e.g. entering specific areas without a safety helmet, operating plant unless authorised.
- ☐ If any training or instruction is required, inform management, e.g. abrasive wheels, cartridge tools, etc.
- ☐ Issue to the new employee any protective clothing or equipment necessary, e.g. safety helmet, goggles, ear defenders, wet weather clothing and obtain their signature for the items issued. Ensure that new employees understand how to use and wear the equipment/clothing correctly.
- ☐ Show the new employee the location of the first aid box and explain the procedure in the event of an accident, in particular, the necessity to record all accidents, however trivial it may appear at the time.

Capabilities and Training

Hazards

There are many hazards that arise from using incompetent and poorly trained personnel to undertake work activities. Many accidents at work stem from a mismatch between an individual's capability and training to perform the work activities required by the job. Examples include incorrect use/misuse of hand and powered tools, personal protective equipment, access and egress.

Monitoring and Control

The supervisor must ensure that:

- ☐ Only competent personnel undertake the work activities under his control. Where individuals display incompetence in the way the work is being executed then he must take steps to rectify the situation by:
- ☐ An individual is removed from a work activity until his competence level can be developed through training and experience to the level required.
- ☐ The level of direct supervision of the individual by competent, experienced personnel in the work activity is increased, detailing the limits of the individual's involvement in the work.
- ☐ Where new systems of work or changed techniques are being implemented then the required information and training is undertaken prior to the work activity commencing.
- ☐ Where appropriate, refresher training is undertaken prior to executing work activities not regularly encountered. This will ensure those involved raise their competence level to that required by the work.
- ☐ Where personnel deputise for others that they are sufficiently competent to undertake the changed activities.
- ☐ Before entrusting work activities to individuals, their capability to perform the work to the health and safety standards and other criteria required has been assessed.
- ☐ Where deficiencies in competence are identified these are addressed by the provision of adequate training, development experiences and, where appropriate, the required level of supervision.
- ☐ Appropriate refresher and re-training is undertaken to meet the needs of individuals and requirements of changing systems of work, new techniques and changing risk environments.

Risk Assessments

Duty Holders

Safety Director	Is responsible for ensuring that all risk assessments are carried out, and that they and the Risk Assessment Management Systems are reviewed at appropriate intervals.
Contract Managers	Are responsible for ensuring that the risk assessments on his site are undertaken, that they are reviewed at appropriate intervals and that new assessments are carried out for new or altered activities. They are responsible for the implementation and enforcement of the risk control measures identified.
Safety Advisors	Will provide training in the process of risk assessment and guidance on appropriate standards. They are responsible for ensuring that the assessments are carried out systematically. They will assist in the completion of the assessment records and ensure that sufficient consultation is provided with those undertaking the activity.

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

- Assess the risks to the health and safety of employees and any others who could be affected by work activities. This also includes contractors and temporary staff engaged for specific work. Relevant procedures must be specified to eliminate or minimise the risks. Generic assessments incorporated as arrangements within a safety policy document will be acceptable provided arrangements for identifying additional risks are in place.
- Where the risk is considered to be significant, then this must be recorded in writing and, where relevant, identify those groups of employees being especially at risk.
- Risk assessments should be reviewed and altered if they are no longer valid or circumstances have changed significantly.
- Where a 'Young Person' is to be employed, under close supervision, in an activity with significant risk the risk assessment must be reviewed. Additionally if that young person has not attained the minimum school leaving age (msla) then the details of the risk assessment and precautions must be communicated to the parents of that young person.
- Provide health surveillance where there is an identifiable disease or adverse health condition related to the work concerned, provided that it is able to be detected and there is a reasonable likelihood it may occur under working conditions.
- Appoint one or more nominated competent persons to assist in complying with requirements.
- Establish emergency procedures to be followed in the event of serious and imminent danger, and nominate sufficient competent persons to implement evacuation procedures.
- Provide relevant information to employees on the identified risks, the control measures to be taken, emergency procedures, names of competent persons, and risks where work areas are shared with other employers.
- Co-operate fully with other employers where work areas are shared, by exchanging information on the protective measures and risks associated with each other's activities, and subsequently pass such information to employees in those areas.

Provide relevant training to employees in respect of:

- Duties and tasks allocated to them.
- Induction on first being employed.
- When transferred to new work or given increased responsibility.
- When changes in work equipment or methods are introduced.
- The training must be repeated periodically and take account of changes, and also take place during working hours.
- Assess the risks to health and safety of new or expectant mothers at work and undertake measures to avoid such risks.

Employees also have duties as follows:

- ☐ Use anything provided by the employer in accordance with the instructions and training given. This includes machinery, equipment, dangerous substances, means of transport, plant and safety equipment etc.
- ☐ Inform the employer (or nominated person) of any dangerous work situation or any matter that is considered to be a shortcoming in his employer's health and safety protection arrangements.

Definitions

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

General Procedure

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

Emergency Procedures

Introduction

Regulation 7 of the Management of Health and Safety at Work Regulations requires employers to prepare procedures for serious and imminent danger arising to employees and others whilst at work such as fire or explosion. In addition, the employer must nominate a sufficient number of competent persons to implement those procedures to evacuate the premises. This generic emergency plan gives a framework for the development of such procedures to match individual site circumstances.

Scope

This emergency plan outlines procedures to be adopted in the event of any of the following incidents occurring:

- Fire
- Explosion or Risk of Explosion
- Chemical Spillage
- Fuel/Oil Spillage
- Serious Accident
- External Situations

Responsibilities

The contract manager is responsible for providing adequate information and necessary training to enable all personnel on site to discharge their responsibilities under this plan.

Contractors' on-site supervisors are responsible for ensuring that their personnel understand the requirements of this plan, in particular their assembly points and roll-call requirements.

All personnel on site have a responsibility to understand and comply with the requirements of the emergency procedures and undertake NO ACTION that will endanger themselves or others.

The contract manager or a competent nominated deputy will undertake the duties of the INCIDENT CONTROLLER.

Security

The possibility of potential emergency situations arising from arson, sabotage or vandalism should not be overlooked. Vigilance on site of all personnel is required to prevent such situations occurring. In particular:

- Vulnerable areas should be kept locked and secured when unmanned
- Access routes and roads must be kept clear of obstructions and parked vehicles
- Security arrangements to control pedestrians and vehicles on site must be complied with.
- Non bona-fide personnel on site should be challenged about their presence and if necessary reported to security and or the police
- Ensure that boundary fencing is maintained in good condition - defects should be reported to contract manager for immediate attention.

Emergency Evacuation Procedure

Dependent on the type and nature of each incident described above or for any other reason, a full evacuation of the site may be required.

The incident controller once in command of the circumstances of the incident will:

- Sound the evacuation alarm
- Ensure that all relevant emergency services have been summoned
- Instruct a suitable competent person to undertake a roll-call of personnel at the assembly point with each supervisor of personnel accounting for the people under his/her supervision including visitors.
- Establish an incident control centre at a convenient SAFE venue and from there liaise with the relevant authorities and emergency services to manage the Incident and the search for any missing or trapped personnel.
- Ensure, where appropriate, and it is safe to do so, that unnecessary plant and equipment is shut down.
- Ensure, through the nomination of a competent person that the emergency services are directed through a safe access route to the incident. Also that they are provided with any necessary information to deal with the incident e.g. plan of site, COSHH data sheets and assessments.
- Ensure that no personnel re-enter the site until advised by the emergency services that it is safe to do so.

- If appropriate barrier off the area of the incident to prevent unauthorised access and contamination of a possible investigation by management and the enforcing authorities.
- Inform the management reporting line of the incident and where appropriate the safety adviser and the enforcing authorities.
- Prepare a preliminary incident report.
- Where portable fire-fighting appliances have been used ensure that they are replenished as soon as possible for future operation.

Emergency Incidents

Fire

Anyone discovering a fire should:

- Raise the alarm by contacting the incident controller or by appropriate other means such as a manual 'break glass' button, or use of the air horn.
- Advise the incident controller of the size, type and location of the fire and any other relevant information.
- Tackle the fire, if they are trained and competent and it is safe to do so, without endangering themselves.
- The incident controller will acting on the information supplied, call the emergency services and if necessary implement the emergency evacuation procedure.

Explosion or Risk of Explosion

In the event of an explosion or the imminent risk of explosion (from a leaking LPG or Welding Gas Bottle) any personnel becoming aware of the situation must inform the incident controller IMMEDIATELY and warn adjacent personnel to proceed to their assembly points via a safe route. The incident controller will immediately contact the emergency services and invoke the emergency evacuation procedure.

Chemical Spillage

In the event of a chemical spillage the person discovering the spill will immediately inform the incident controller and if possible identify to him the chemical(s) involved and any injured personnel. He must also warn adjacent personnel to proceed to their assembly points via a safe route.

The incident controller will immediately contact the emergency services informing them of the nature of the spillage, the chemical(s) involved and have available the relevant COSHH data sheet and the COSHH risk assessment. If appropriate, the incident controller will invoke the emergency evacuation procedure.

Fuel/Oil Spillage

A person becoming aware of a fuel/oil spillage should immediately contact the incident controller advising him of the location and hazards generated by the incident.

The incident controller will then determine how the spillage is to be dealt with, with reference to the relevant COSHH assessment and if necessary by summoning the appropriate emergency services or specialist services.

If appropriate, the incident controller will invoke the emergency evacuation procedure.

Serious Accident

In the event of a serious accident occurring, the incident controller must be informed immediately.

The incident controller will call the emergency services to deal with the incident and treat the resultant casualties and if the hazards remaining warrant it he will invoke the emergency evacuation procedure to evacuate the site.

External Situation

Where there is a possibility of a major incident arising from adjacent premises it may be necessary to evacuate the site.

When such circumstances arise the incident controller will liaise with emergency services called to the external incident and take their advice as to the continuation of work on site.

In the event of an evacuation of the site being necessary the incident controller will invoke the emergency evacuation procedure.

Action by Other Personnel

Unless nominated to undertake specific duties by the incident controller, all OTHER PERSONNEL will on becoming aware of an emergency situation or hearing the evacuation alarm:

- If safe to do so, shut down plant and equipment and render it safe, and then follow a safe route to their assembly point taking NO ACTION that will endanger themselves.
- Report their presence at the assembly point to their supervisor and assist the supervisor in accounting for any missing personnel.
- Personnel with specialist training and certificate i.e. first aiders should then report to the incident controller and render any assistance as directed. First Aid equipment will be held in the site welfare or on company vehicles.
- Supervisors at the assembly point must account for staff and visitors under their control to the nominated person undertaking the roll-call. Any missing personnel should be reported to the incident controller for the emergency services to locate.

Plan Evaluation

The effectiveness of an evacuation plan should be demonstrated by a practice session organised by the incident controller at a convenient time and date, and a record kept of such sessions.

The evacuation alarm should be tested weekly at a published time and day and records maintained of the testing.

Emergency Plan Folder

The INCIDENT CONTROLLER should have available for easy reference an emergency plan folder, the contents of which should include:

- A copy of the emergency plan
- Site plan drawings
- Location of emergency equipment
- Information and data sheets on high risk materials e.g. chemical stored or brought onto site
- Competent personnel e.g. first aiders
- Records of alarm testing.
- Directory of organisations on site.

This emergency plan folder should be kept by the exit or other suitable point with first aid.

General Duties under CDM 2007

The General Duties

CDM 2007 sets down five specific duties which all duty-holders have to observe. These duties apply equally to the client as they do to designers and contractors (and to the CDM Co-ordinator and the principal contractor, for a notifiable project). Only a domestic client is exempted.

A Duty to Be Competent

All duty-holders must assess their own competence and either not embark on work for which they are not appropriately qualified and experienced, or seek appropriate assistance.

A Duty to Co-Operate and Co-Ordinate with Others

All duty-holders must play their part as members of a wide team of people involved in the project. Regardless of contractual arrangements, they must co-operate to make the project safer.

A Duty to Report Obvious Risks

All individuals working for duty-holders are required by CDM 2007 to report issues of concern to their line managers. Managers have a duty under other regulations to take appropriate action. All professional people also have a duty of care to others which requires them to take appropriate action if they are concerned about Health and Safety issues.

A Duty to Comply With the Requirements for Managing and Operating a Construction Site in a Safe Manner and to Provide Appropriate Welfare Facilities

Any duty-holders who are in control of a site must meet the requirements of the regulations; this will normally apply to the principal contractor and contractors.

A Duty to Take Account Of and Apply the Principles of Prevention

All duty-holders should understand the principles of prevention, so that they can take account of them and apply them as appropriate in their work, to control risks associated with a project. The principles are given in Appendix 7 of the regulations.

CDM Co-ordinator

Standards Required

The Regulations detailing the duties of the CDM Co-ordinator are The Construction (Design & Management) Regulations.

Planning Procedure

The duties of the CDM co-ordinator are as follows:

- Advise and assist the client with his duties.
- Notify the HSE of the project.
- Co-ordinate health and safety aspects of design work and co-operate with others involved in the project.
- Facilitate good communication between client, designers and contractors.
- Liaise with principal contractor regarding ongoing design.
- Identify, collect and pass on pre-construction information.
- Prepare/update health and safety file.

Principal Contractor CDM Duties

When acting as Principal Contractor, this company will conform to the Construction (Design and Management) Regulations.

Reference should also be made to the Health and Safety (Consultation with Employees) Regulations.

All work will be tendered for, negotiated and planned in accordance with the above standards.

As the appointed Principal Contractor this company will develop the Health and Safety Plan by preparing Risk, Noise, COSHH and Manual Handling Assessments and will also include Method Statements from contractors carrying out the work.

The Site Manager will ensure that the Health and Safety Plan is complied with throughout the contract both as Principal Contractor and in his role of supervising other contractors on behalf of the Principal Contractor.

A copy of the CDM Notice (F10) will be prominently displayed.

The Safety Director will ensure that all the necessary precautions have been taken to comply with this legislation.

Support will be given to the Contract Manager to ensure that any necessary additions to the Safety Plan and information for the Health and Safety File are passed to the CDM Co-ordinator.

All other contractors on site will be informed of the contents of the Health and Safety Plan and will be made aware of any risks on site. Contractors will be consulted regarding safety matters and will be informed of details regarding the Client, CDM Co-ordinator, Principal Contractor, etc. These details will be highlighted in a notice prominently displayed on site.

Contractor CDM Duties

When acting as a contractor this company will conform to the Construction (Design and Management) Regulations 2007 (known as CDM).

A contractor's duties under CDM 2007

- Plan, manage and monitor their own work and that of their workers.
- Check the competence of all their appointees and workers.
- Train their own employees.
- Co-operate with and consult workers.
- Provide information to workers.
- Comply with the specific requirements of part 4 of the CDM 2007 Regulations (part 4 being a series of particular requirements for running a safe site).
- Ensure that there are adequate welfare facilities for their workers.
- For notifiable projects, check that the client is aware of the client duties, that a CDM Co-ordinator and principal contractor have been appointed by the client and that the HSE has been notified and a construction phase plan prepared which encompasses his work, before starting work.
- For notifiable projects, co-operate with the principal contractor in planning and managing work, including complying with all reasonable directions given and site rules made.
- For notifiable projects, provide details to the principal contractor of any contractor who a contractor engages in connection with carrying out the work.
- For notifiable projects, provide any information needed for the Health and Safety file.
- For notifiable projects, inform the principal contractor of any problems with the construction phase plan.
- For notifiable projects, inform the principal contractor of reportable accidents, diseases and dangerous occurrences.

Health & Safety (Consultation with Employees) Regulations

These Regulations apply to all employers and employees and are to ensure Employees who are not represented by the “Safety Representatives and Safety Committees Regulations 1977” are consulted by their employers on matters relating to their health and safety at work.

The employer will consult with employees either directly or via representatives nominated by the employees.

The consultation with employees will cover the following issues as a minimum:

- introduced measures that may affect employees health and safety
- arrangements for nominating safety representatives
- health and safety information required under this and other regulations
- planning and organisation of health & safety training
- the health and safety consequences of introduced technology in the workplace.

The employer will monitor and review all consultation with employees to ensure all employees have the necessary information resulting from the consultations that have taken place.

Section 3

Health Surveillance

Standards Required

Under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and the Control of Substances Hazardous to Health Regulations requires employers to protect the health and safety of its employees and anyone affected by work undertaken.

The aim of occupational health surveillance is to detect problems early and to prevent further harm. It also serves to confirm safety measures and methods of work are operating effectively and identifies vulnerable or sensitized individuals who may react to very low exposure levels.

Furthermore employees must be properly informed, trained and supervised in the control measures.

It is the aim of this company to assess the risk to health from hazardous substances and operations to prevent or adequately control exposure and to provide appropriate health surveillance where assessment has shown this to be necessary.

Managers have a responsibility to:

Ensure that an assessment of the risk to the health of employees from work activities which expose them to substances, agents or processes hazardous is carried out as required under the COSHH Regulations. Ensure that adequate and appropriate measures are taken to prevent or control the risk.

Employees have a responsibility to:

Comply with safe working practices including personal hygiene, skin care and wearing recommended PPE. Report any concerns they may have and report them to their manager.

Health monitoring is carried out by the individual themselves with supervisor/management involvement, typically checking for:

- SKIN - such as dryness, redness or cracking and severe itching;
- NOISE - induced hearing loss, such as difficulty in conversing with people and difficulty in hearing normal environmental sounds such as a clock ticking;
- HAND ARM VIBRATION - such as tingling or numbness in the fingers, loss of sensation and manual dexterity, inability to undertake fine tasks such as fastening buttons;
- MANUAL HANDLING - such as sprains, strains or back pain.

Any employee experiencing suspect symptoms must report to the supervisor/management, for referral to a medical professional for examination if required.

This company will ensure that the results of any health surveillance are suitably recorded and that the records are kept under current data protection regulation.

Suitable action any recommendations made as result of health surveillance and if necessary review the associated risk assessment.

Noise

Standards Required

Noise is covered by The Control of Noise at Work Regulations 2005 and the Health and Safety at Work Act 1974.

Planning Procedures

The purpose of the Noise Regulations is to make sure that people do not suffer damage to their hearing – so controlling noise risk and noise exposure is vital. Wherever there is noise at work you should be looking for alternative processes, equipment and/or working methods which would make the work quieter or mean people are exposed for shorter times. Adopting a low-noise policy for all new equipment should be planned and taken into account to keep up with good practice for noise control.

A risk assessment undertaken by a competent person will have produced information on the risks and an action plan for controlling noise. The information should identify what is possible to control noise and establish priorities for action, i.e. tackle the immediate risk by providing hearing protection, identify what is possible to control noise, how much reduction could be achieved and what is reasonably practicable, establish priorities for action and a timetable (e.g. consider where there could be immediate benefits, what changes may need to be phased in over a longer period of time and the number of people exposed to the noise in each case), assign responsibilities to people to deliver the various parts of the plan, ensure the work on noise control is carried out, check that what you have done has worked.

The Safety Director must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place. He will, in conjunction with any relevant contractor required to use or work near such plant, ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on the workers or the public.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the Safety Director will ensure that full information is obtained, before work commences, on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified for use by personnel. Regular monitoring of noise levels and frequencies will be planned, as required. Instruction and training will be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

Supervision

The contract manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc., and that all equipment and noise reducing doors etc. are used. He will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted are reported to the contractor or Hire Company, immediately.

The contract manager will ensure that supplies of ear defenders or other hearing protection is made available for any operations, where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

Safe System of Work

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery.
- Regularly monitor noise levels and frequencies.
- Give advice on noise control measures.

Hand-Arm Vibration Syndrome (HAVS)

The following regulation specifically covers hand/arm and whole body vibration: The Control of Vibration Regulations. Workers whose hands are regularly exposed to high vibration may suffer from several kinds of injury to the hands and arms, including impaired blood circulation and damage to the nerves and muscles. Collectively the injuries are known as "Hand-Arm Vibration Syndrome" (HAVS). "Vibration White Finger" is one form of HAVS in which impaired blood circulation causes blanching or whitening of affected fingers.

The main symptoms of HAVS are:

- ☐ Tingling and/or numbness in the fingers;
- ☐ Loss of sensation and manual dexterity;
- ☐ Finger blanching;
- ☐ Aching digits and limbs.

There is no treatment or recovery from the sensory symptoms (numbness, etc). However, the vascular symptoms (blanching, etc) can exhibit some long term improvements for mild cases in younger persons after removal from exposure. There are various classification systems that determine the severity of the damage. A separate assessment is made for each hand.

HAVS is a notifiable disease under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). If a medical practitioner diagnoses an employee as suffering from HAVS caused by his/her work, the necessary notification must be made.

Standards Required

The primary cause of HAVS is work that involves holding vibrating tools or work pieces. The damage caused by vibration depends on its frequency. Low frequency motion from 5-20 Hz is potentially more damaging than higher frequency motion. Vibration at frequencies below 2Hz and above 1500Hz is not thought to cause damage. To take account of this, a "weighting" system has been developed which adjusts vibration levels according to the frequency; taking more account of the more harmful frequencies and less account of the less harmful frequencies. Measurements of personal vibration exposure should therefore be taken and expressed as weighted values.

The risk depends on the vibration "dose" received by a person, which is a combination of the vibration magnitude and the exposure time. To allow comparison, exposures are adjusted to a standard reference period of 8 hours, however long the actual exposure period is. This adjusted exposure is known as $A(5)$. HSE have set an action level of 2.5ms^{-2} above which management programmes should be introduced.

Planning Procedures

A vibration management programme will include the following elements:

- Identifying hazardous work and assessing the risk;
- A preventive programme to control the risk of injury including:
- Process design/selection/modification;
- Tool selection and maintenance;
- Training and Information for operators and managers/supervisors
- Limitation of duration of exposure ("trigger time");
- A health surveillance programme;
- A tool purchasing policy.

A useful rule of thumb is to suspect any process that causes tingling or numbness after 5-10 minutes. Operatives should be trained to report such symptoms.

Safe System of Work

In many cases it will be possible to reduce vibration exposure by selecting "low vibration" tools. Training is necessary for both operators and managers/supervisors to ensure that they understand the risks of HAVS and the measures required to minimise those risks. They should be fully aware of the various elements of the vibration management programme including the provisions for health surveillance, and the steps that they can take to reduce the risk, e.g. not applying excessive force, etc. Training should include:

- Nature of the risk to health;
- Symptoms of HAVS;
- How, why and when to report problems;
- Control measures to be used;
- Effects of cold and other factors affecting blood flow.

If all other reasonably practicable steps have been taken to reduce exposure but the measured level is still more than 2.5ms^2 , the A(5) can be reduced by limiting the duration of exposure or "trigger time". If this option is used it will be necessary to introduce strict controls to ensure that the maximum operating time is not exceeded e.g. information, training, monitoring and supervision.

Potential employees to jobs which have been identified as involving significant risk of exposure to hand-arm vibration should be assessed prior to employment.

When purchasing new tools and equipment, suppliers should be asked for information on vibration. The following questions should be asked:

- Is the vibration on any handle or other surface to be held by the user likely to exceed an acceleration of 2.5ms^2 in normal use?
- What is the frequency-weighted acceleration:
 - Under operating conditions producing the highest vibration?
 - Under typical operating conditions?
 - Under other standard conditions?
- Under what operating conditions were the measurements made?
- If the tests were in accordance with a published standard, provide details and indicate the extent to which the vibration may differ from the quoted values under normal conditions of use.
- What measures have been taken to minimise vibration?
- Are additional vibration reduction measures practicable? Give details.
- What other measures are required to minimise the vibration hazard to which employees are exposed?
- When using the tool or equipment? Give details of any special maintenance requirements.

Health Hazards

Standards Required

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health e.g.:

- The Control of Asbestos at Work 2006.
- The Control of Lead at Work Regulations 2002.
- The Construction (Design and Management) Regulations 2007 - Requirements for ensuring hygiene measures are provided on site.
- The Control of Substances Hazardous to Health (as amended) Regulations 2004 (COSHH).

Planning Procedures

All work will be planned to take the above standards into account.

The Safety Director will ensure that, before work starts on site, information is obtained on any material or substance to be used or likely to be encountered which could be a hazard to the health of operatives. If possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc., must be planned before work commences.

Management must ensure that all operatives engaged in any process involving the use of handling of any hazardous substance, will be given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start using the product.

Supervision

Management will ensure that protective clothing and equipment will be issued to operatives or hygiene measures are provided and maintained, where procedures have been planned to handle or use any hazardous substance and all measures necessary to protect other workers and the general public from such substances or procedures will be provided and maintained.

Any necessary air sampling, medical examinations, testing etc. will be carried out, as required, and records will be kept on site during the operations.

Safe System of Work

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis (e.g. cement, tarmac and bitumous products)
- Inhalation - gases, fumes, dusts, vapours.
- Ingestion - swallowing.

This section covers health hazards generally, other sections of the policy deals with specific health hazards.

Control of Substances Hazardous to Health

Standards Required

Regulations which cover the control and the safe use of all materials, chemicals and substances are covered by the Control of Substances Hazardous to Health Regulations.

No assessment can be carried out without reference to EH40 - Occupational Exposure Limits.

Planning Procedures

All work will be planned to take the above standards into account.

The company will provide written assessments for all those products which have been assessed as hazardous to health.

Before work starts, the Safety Director will ensure that any special protective clothing, or equipment required is available for use on site.

Supervision

The contracts manager will ensure that before operatives are set to work they will be instructed in the safe use of any product they are using in accordance with the written assessment. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Safe System of Work

Managing hazardous substances, and complying with the COSHH Regulations, requires the company to take the following steps to comply with the regulations:

- a) Identify the problem.
- b) Assess it, measure it, get some idea of the scale.
- c) Decide on the method of solving the problem.
- d) Implement the chosen method of solving the problem.
- e) Check that the method is being implemented properly and monitor the outcome.

Staff will be made aware of the hazards of any materials they will be asked to use, hazard data sheets will be issued for each product and control methods will be devised.

The company will keep records of all assessments, data sheets and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant. The Company will review the situation at regular intervals to ensure that the systems are working and that they are adequate.

Manual Handling

Standards Required

The following regulations apply to the manual handling or lifting of materials, The Manual Handling Operations Regulations and The Construction (Design and Management) Regulations 2007.

The current regulations require the following three steps:

- a) Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically, for example, by fork-lift truck.
- b) Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, for example, the handler's posture, the working environment, is it cramped or hot, and the individual's capability, is unusual strength required. Unless the assessment is very simple a written record will be needed.
- c) The general guidance will include some simple guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable.

A good assessment will not only show whether there is a problem but will also point to where the problem lies. Specific additional training will be provided if necessary by the Company.

Supervision

The contract manager will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required.

The contract manager must ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials, which could cause injuries.

The Company will ensure that all persons on site wear safety footwear and the contract manager will caution any contractor's employee wearing unsuitable footwear.

The Company does not require any operative particularly a young person to lift without assistance a load which is likely to cause injury.

Safe System of Work

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- Tenosynovitis, Joint Conditions.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, and physical build. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important. The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Alcohol and Drug Abuse

Alcohol or drug abuse by employees and sub-contractors (including supervisory and management staff) can adversely affect the safety and health of themselves or others on our sites. Therefore, it is the policy of this company that any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the appropriate manager who must arrange for the person to be removed from site.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions, e.g. heat exhaustion, hypothermia, diabetes, etc. also the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered therefore, if there is any doubt as to the person's condition or cause of their condition, medical advice should be sought immediately.

Smoking

This policy has been developed to protect all persons from exposure to second-hand smoke and to assist compliance with the Health Act.

The Policy aims to:

- Provide a healthy working environment and to protect the current and future health of all employees.
- Acknowledge the right of non-smokers to breathe in air free from tobacco smoke.
- Ensure compliance with health and safety legislation and employment law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.

It is the policy of this company that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and includes company vehicles.

Overall responsibility for the implementation of this policy rests with the Managing Director. All staff are obliged to adhere to and support the implementation of this policy. Appropriate no-smoking signs will be clearly displayed in all vehicles.

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Section 4

General Arrangements

Tendering and Planning

At planning stage the requirements of this company policy must be taken into account.

Any aspects of work not covered by this policy must be identified and planned by the safety director, if necessary a pre-contract meeting will be held and specific safety matters discussed.

Written method statements will be prepared taking into account Health and Safety requirements and defining procedures as necessary.

Contractors

All contractors will receive a copy of the Company Health and Safety Policy Statement and a list of Safety Rules and Requirements. The following paragraph will be inserted in all contracts to contractors.

"Please see a copy of our Company Policy Statement for Health, Safety and Welfare for contractors on this Company's sites. Your acceptance of this contract will be deemed to include acceptance of the requirements of our Company Policy. Please contact the writer should you require further information on any matter in connection with health, safety or welfare".

Suppliers

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

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

All information received from suppliers will be passed to the contract manager for implementation or reference on site.

Training

All staff shall receive training in their responsibilities as defined in this policy, training will be repeated at regular intervals and whenever changing legislation or working methods require.

Where operatives are required to carry out key tasks, they will be provided with the necessary training. Contractors will need to demonstrate that their employees, where required, have undergone similar appropriate training.

Whilst appropriate qualifications are required by the Company before employment begins, it is not accepted that training will cease for that employee. This Policy requires all employees to continue training during the course of their employment.

The company will provide such additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.

All training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

Notifications

The contract manager will make any necessary notifications to the Fire Service, Ambulance Authority and HSE and will notify the relevant authorities if required regarding underground and overhead services.

Protection of Public

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work Act 1974.

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

Documentation

The contract manager will ensure that a complete copy of, or where appropriate, relevant extracts from the Company Policy for Health, Safety and Welfare is made available at the site/workplace for reference. A copy of the current Employers Liability Insurance Certificate is issued for display.

The safety director / contract manager must ensure that all registers, site inspection reports and other documentation relating to Health and Safety are returned to his office for safe keeping at the completion of the contract and that the Safety Director is responsible for ensuring that this documentation is maintained at the office in a safe place for a minimum of 3 years.

Joint Consultation

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

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

In addition the requirements of The Health & Safety (Consultation with Employees) 1996 Regulations apply.

Monitoring Policy

Employees are encouraged to bring to the attention of their immediate supervisor, areas which in their opinion this policy appears inadequate. All such comments will be passed to the safety director for their consideration and review.

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

Company Offices

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

Fire precautions shall be provided and maintained in accordance with the risk assessment undertaken on the 2005 Regulatory Reform (Fire Safety) Order requirements.

The Office Manager Mr Paul Morton will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at 6 monthly intervals, date of drill and comments to be recorded. All fire extinguishers will be provided in accordance with the latest standard and will be serviced and maintained at regular intervals, as recommended by the manufacturer. All fire alarms will be checked monthly and test recorded. All fire exits will be checked at the start of each day.

All offices must be cleaned out daily and waste paper not allowed to accumulate.

The office manager will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations. All staff required to use office machinery will be given training and instruction in its use.

Office layouts will be planned to avoid trailing cables on floors to office equipment. All accesses, stairways, and fire exits will be kept clear of materials, signed and well lit.

Proper facilities will be provided for office staff required to reach items from high shelving.

Site Offices

Where applicable, site offices will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations.

All fire extinguishers shall comply with the relevant standard and will be serviced and maintained at regular intervals. Training will be provided to members of staff in their use.

All site offices must be cleaned out daily and waste paper not allowed to accumulate.

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

First Aid

Adequate first aid provision will be made at every place of work occupied by the company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Head Office – the first aid box is located in the general office.

On Project Sites – wherever possible arrangements are made with clients / principal contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

The contracts manager will ensure that:

- All arrangements for first aid are established and that they are used and maintained to the required standards.
- All personnel appointed, as suitable person(s) must ensure that their certification remains current and must highlight any requirements for refresher training.
- Where the company is utilising arrangements made by the principal contractor then any deficiencies in that provision must be reported to the principal contractor.
- Arrangements made for the use of first aid facilities by visitors or other contract organisations must also be monitored to ensure that the required standards are being provided.

The use of first aid facilities and materials should be recorded, with a record maintained in the site Health and Safety Plan.

First Aid Arrangements

The first aid arrangements made for the site in question must reflect the likely circumstances in which an employee, visitor, or contractor could be injured or become ill at work.

Arrangements should include:

- The nomination of 'suitable person(s)' trained and certificated to 'first aid certificate level by an approved organisation e.g. St John's Ambulance, Red Cross, etc. Suitable person(s) must be available whilst work is being undertaken on the site and are responsible for checking and replenishing the first aid stocks.
- Means of communicating the arrangements made, to all employees, visitors, and contractors with reference to the emergency plan (fire and evacuation) where appropriate.
- A place or room set aside for the administration of simple first aid procedures (see below).
- A means of recording on a suitable form the first aid treatment given. This should include patient's name/address, patient's occupation, date of entry, date/time of accident, place/circumstances of the accident, injury details and treatment given, signature of person making the entry.
- The maintenance of first aid materials at appropriate levels.
- First aid boxes located strategically throughout the site, particularly near to high risk areas. Such boxes should be maintained to include:
 - a) a guidance card
 - b) 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment
 - c) 2 sterile eye pads, with attachments
 - d) 6 individually wrapped triangular bandages (preferably sterile)
 - e) 6 safety pins
 - f) 6 medium individually wrapped sterile un-medicated wound dressings (approx. 12cm x 12cm)
 - g) 2 large individually wrapped sterile un-medicated wound dressings (approx 18cm x 18cm)
 - h) disposable gloves.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 1 litre should be provided. Eye baths/eye cups/refillable containers should not be used for eye irrigation.

First Aid Arrangements - Short Term Sites

Where short-term work is carried out moving from site to site, the following provision for first aid should be made:

- Adequate first aid equipment and materials should be carried in the vehicle.
- As a minimum, one member of each work team should be a nominated suitable person to administer first aid treatment. If dangerous equipment is being used, then at least 2 members should be so nominated.
- Welfare facilities must include the provision for washing and drying hands and adequate drinking water.
- If working in remote areas, the supervisor should have readily available, details of the local hospital facilities for dealing with non-ambulant casualties.
- All members of the work team must be informed of the first aid arrangements.
- The use of first aid equipment/materials must be recorded as part of the company accident recording procedure. Used materials must be replenished as soon as possible to maintain the availability of the first aid provision.

The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used. At least the following should be included:

- a guidance card
- 6 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment
- 2 individually wrapped triangular bandages
- 2 safety pins
- 1 large individually wrapped sterile unmedicated wound dressing (approx. 18cm x 18cm)
- individually wrapped cleansing wipes
- 1 pair of disposable gloves

Table from HSE First Aid At Work ACOP L74		
CATEGORY OF RISK	NUMBER EMPLOYED AT EACH LOCATION	SUGGESTED MINIMUM NUMBER OF FIRST AID PERSONNEL
LOW HAZARD		
e.g. shops, offices, libraries	Less than 25	At least one appointed person
	25-50	At least one first aider trained in EFAW
	More than 50	At least one first aider trained in FAW for every 100 employed (or part thereof)
HIGHER HAZARD		
e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	At least one appointed person
	5-50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first aider trained in FAW for every 50 employed (or part thereof)

Fire Precautions

Standards Required

Fire precautions will be provided and maintained to the requirements of Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2007.

Planning Procedures

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

The company will enter into a service contract and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

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

Safe System of Work - Office

Mr Paul Morton will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:

- Instigate procedures for the safe evacuation of all offices in the event of emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- All emergency exits checked daily
- Check fire alarms weekly and record the results
- Ensure access and egress are kept free of obstruction
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer.

- Site

The contract manager will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:

- Instigate a procedure for the safe evacuation on site in the event of emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- When conditions require, fire extinguishers of a suitable type will be kept on site and adjacent to any activity which may lead to the outbreak of fire
- Instruct site staff in the use of portable fire extinguishers
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer.

Emergency Procedures

On all sites a means of warning of fire must be established. Hand bells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm.

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all persons on site. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access to the site must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions fire extinguishers.

Accident Reporting

All accidents **MUST** be reported to your site supervisor and the details recorded in the accident book (held at head office). Serious accidents (work related deaths and major injuries) where hospital treatment is required must be reported to the company's senior management immediately and the Health and Safety Advisor as soon as possible after the incident.

How to Make a Report

In cases of death or major injuries, you must notify the enforcing authority without delay - go to www.hse.gov.uk/riddor. A telephone service can be used to report fatal and major injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5.00pm).

Reporting Out of Hours

The HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

- a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with work;
- a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time;
- following a major incident at a workplace where the severity of the incident, or the degree of public concern requires an immediate public statement from either HSE or government ministers.

The out of hours number to ring is **0151 922 9235** where a duty officer will take your message, and phone number allowing an officer from the HSE to contact you if required.

Deaths

All deaths arising out of or in connection with work are reportable without delay.

Reportable Major Injuries

- fracture other than to fingers, thumbs or toes;
- amputation;
- any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- any burn injury including scalding which covers more than 10% of the whole bodies total surface area or causes significant damage to the eyes, respiratory system, or other vital organs;
- any degree of scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxiation;
- any other injury arising from working in an enclosed space;

For further information on the above list see Brief Guide to RIDDOR 2013 or alternatively contact the health and safety advisors.

Occupational Diseases

Cases of disease should be reported as soon as a doctor notifies you that you employee suffers from a reportable work-related disease using the online form (report of a case of disease).

Over Seven Day Injuries

The law has now introduced the over-seven-day injury category. All injuries however minor must be entered into the accident book, but if the person is absent from work for seven consecutive days (excluding the day of the accident, but including weekends, bank holidays and rest days) the incident must be reported within 15 days to the HSE via the on line reporting form (F2508).

FFI (Fees for Intervention)

HSE inspectors inspect work activities and investigate incidents and complaints. If when visiting your business, they see material breaches of the law you will have to pay a fee. The fee is based on the amount of time that the inspector has had to spend identifying the breach, helping you to put it right, investigating and taking enforcement action. HSE and the government believe it is right that businesses that break health and safety laws should pay for the time HSE spends in putting matters right, investigating and taking enforcement action. Before FFI was introduced this was paid for from the public purse. FFI will also encourage businesses to comply in the first place or put matters right quickly when they do not. It will also discourage businesses who think that they can undercut their competitors by not complying with the law and putting people at risk. If you comply with the law you will not pay a fee.

FFI only applies to work carried out by HSE's inspectors, so if your business is inspected for health and safety by another regulator, such as local authority environmental health officers it will not apply. FFI will apply to all businesses and organisations inspected by HSE, except for:

- self-employed people who do not put people at risk by their work;
- those who are already paying fees to HSE for the work through other arrangements;
- and those who deliberately work with certain biological agents.

A material breach is where you have broken a health and safety law and the inspector judges this is serious enough for them to notify you in writing. This will either be a notification of contravention, an improvement or prohibition notice, or a prosecution. Before deciding to notify you in writing, the inspector must apply the principles of HSE's Enforcement Policy Statement (www.hse.gov.uk/pubns/hse41.pdf) and Enforcement Management Model www.hse.gov.uk/enforce/emm.pdf) to ensure their decision on the level of enforcement action is proportionate to the circumstances they see.

Examples of material breaches include:

- not providing guards or effective safety devices to prevent access to dangerous parts of machinery;
- or materials containing asbestos in a poor or damaged condition resulting in the potential to release asbestos fibres.
- The inspector's written notification will make it clear which contraventions are material breaches where a fee is payable.

The inspector will record the time they have spent identifying the material breach, helping you to put it right, investigating and taking enforcement action. This will include time spent:

- Carrying out visits (including all the time on site during which the material breach was identified);
- writing notifications of contravention, improvement or prohibition notices, and reports; taking statements; and getting specialist support for complex issues.
- This total amount of time will be multiplied by the FFI hourly rate to give you the amount you must pay. For the current FFI hourly rate, visit www.hse.gov.uk/fee-for-intervention/index.htm.

HSE will send out invoices generally every two months and you will have 30 days to pay. Details about how to pay will be included on the invoice.

If you have a question about an invoice contact:

The FFI Team Health and Safety Executive Building 6 Redgrave Court Bootle L20 7HS

Telephone: 0300 0033 190

Email: feeforintervention@hse.gsi.gov.uk

Have your invoice number ready.

If you disagree with the invoice, for example because you think that you were not in material breach of the law or the amount of time the fee is charged for is not correct, you can **query** the invoice within 21 days of the invoice date. If you disagree with HSE's reply to your query, you can raise a **dispute**. You will need to put down in writing why you disagree and send it to the address above within 21 days of the date of HSE's response to your query. We will consider your dispute and write back to you with the outcome. If you are not satisfied with this response, you can write again setting out your reasons. A panel of HSE staff and an independent representative will consider your dispute and HSE will write back to you with the outcome.

You will have to pay for HSE's time spent handling your dispute. The amount to be paid will be the time taken to resolve your dispute multiplied by the FFI hourly rate (see www.hse.gov.uk/fee-for-intervention/index.htm). If your dispute is upheld, HSE will refund invoices or part invoices you have paid related to your upheld dispute and you will not be charged a fee for handling the dispute.

Welfare

Standards Required

The Construction Design and Management Regulations 2007 specify requirements for welfare facilities on sites. The Workplace (Health, Safety and Welfare) Regulations 1992 specify minimum standards for offices.

The Regulations Part 4 (26 to 44) take in safe places of work, good order and security, stability of structures, demolition or dismantling, explosives, excavations cofferdams and caissons, reports and inspections, energy distribution installations, prevention of drowning, traffic routes, vehicles, prevention of risk from fire, emergency procedures, emergency routes and exits, fire detection and fire fighting, fresh air, temperature and weather protection lighting.

Regulations 9(1)(b), 13(7) and 22(1)(c), encompass sanitary conveniences, washing facilities, drinking water, changing rooms and lockers, facilities for rest.

Schedule 3 Regulation 33(1)(b) includes particulars to be included in a report of inspection.

Planning Procedures

All work will take into account the requirements of the above Regulations. The safety director will ensure that welfare facilities are established before work starts.

Supervision

The contract manager will ensure that all planned welfare facilities are provided and that they are maintained to the required standards.

Safe System of Work

The Company will provide safe systems of work in accordance with the regulations.

Safe Places of Work

The contract manager will ensure that safe access and egress is provided to every place of work and that each place of work is safe and without risk to health and is properly maintained. He will also ensure that all work places are so designed and arranged to ensure that all persons working there have sufficient working space, which is suitable for the work being undertaken.

Children on Construction Sites

The Health & Safety Executive have issued a book “Protecting the Public- your next move” relating to accidents to the public and children on construction sites. Their investigations showed that children were most at risk from the following activities:

1. falling through openings such as manholes, stairwells or into excavations, pits and so on.
2. riding on mobile plant (e.g. dumper trucks) which run out of control or being hit by mobile plant while playing near it.
3. falling from or being hit by builders' hoists.
4. climbing onto stacks of material which then collapse.
5. playing with manhole rings and cable drums which run away and roll over the children.
6. tunnelling into piled sand which is undermined and collapses onto the tunnellers suffocating them.
7. climbing onto and then falling from scaffolds or from/through roofs or other elevated areas.

General Precaution

The hazards of construction sites are such that children should not be permitted on site except for properly supervised, educational visits. Site management should make this prohibition known to contractors before they start work and ensure that contractors comply with it and any specific precautions adopted. Visitors to the site, such as delivery drivers, should also have these precautions drawn to their attention.

Where sites are located in areas in which children congregate, e.g. close to schools, housing estates, etc. site occupiers will find it useful to liaise with school heads, tenants associations and so on to discuss ways in which the children can be told of the dangers and be discouraged from trespassing. For example, visits to schools to talk to the children and show them a suitable film have been effective in the past in reducing accidents and vandalism on site. The local police force may be prepared to participate in similar activities.

Specific Precaution

To many children, construction sites have the appeal of adventure playgrounds and it is no easy task to provide measures which effectively prevent a determined child undertaking the hazardous activities mentioned above. However, site occupiers should not let this deter them bearing in mind the danger to young life. Indeed, it is often relatively easy to keep out toddlers. The following precautions are reasonably practicable steps which site occupiers should consider taking to prevent children endangering themselves.

Exclusion of Children by Site Perimeter Fencing

At all construction sites where it is reasonably practicable, a fence should be erected enclosing all construction activities. In assessing whether erecting a fence is reasonably practicable, site occupiers should weigh the degree of risk against the difficulty and cost of erection and maintenance. Unless the risk is insignificant when compared to the cost etc., a fence should be erected. Given the hazards of construction sites and that it is children who are at risk, the degree of risk is high for most sites. Thus, for example, any demolition site, new-build, redevelopment or major refurbishment should be fenced where these sites are located in , or near, urban areas. Minor refurbishment and other jobs of short duration (even less than 24 hours) may have to be fenced, depending on the nature of the risk and the location of the site.

The fence should not be less than 2m high and, since it should not be capable of being easily climbed, it should be either close-boarded or covered with mesh not exceeding 30mm in size. Support poles should be firmly anchored. Access openings should be gated and kept locked when the site is unoccupied. A watch on the gates should be kept when they are open.

Exclusion of Children from Site

The site occupier may find that children are getting onto the site despite the provision of a perimeter fence. On some construction sites it may not be reasonably practicable to erect a perimeter fence. Each case should be judged on its merits but obvious examples of sites which may not be fenced are very long excavations on motorway sites and a new housing estate which is partly occupied (though, in some cases, problems can be avoided by better planning of the parcels of work). In such cases the following precautions should be taken.

Guarding of Edges of Excavations

Measures to protect site workers from falling into excavations or over open edges are required under the Construction Regulations. To protect children against these dangers, the measures should be augmented as follows.

- a) all excavations, pits exceeding 2m in depth and those exceeding 1m in depth where water is likely to accumulate should be filled or securely covered immediately work in them is ended. If leaving them open cannot be avoided then their edges should be fenced by a barrier or chestnut paling or similar type to a height of at least 1m from the ground. The fencing should be adequately supported.
- b) Where covers have been used to guard open edges, perhaps at manholes, it is important that they are effectively secured since children are likely to try and remove such covers to investigate what lies below.

Vehicles and Plant

All vehicles and plant with moving parts should be effectively immobilised when left unattended. If possible, such equipment should be locked in a separate enclosure when the site is unoccupied.

Stacking of Materials

All materials which could cause injury if they fell, paving slabs, block paving, kerbs, should be stacked or stored in a way which prevents their easy displacement.

Palletised loads of bricks, blocks, should not be stored more than two pallets high. The condition of the strapping or shrink-wrapping around the load should be checked regularly. If the strapping of an upper pallet is broken, or the shrink-wrapping has deteriorated, the pallet should be removed to ground level. (Palletised loads may also become unstable due to loss of material from damaged packages, e.g. cement bags, within the load). Palletised loads should not be placed near to open edges of excavations or on ground liable to give way.

Electricity and Other Energy Sources

At the end of work for the day, electrical supplies to all equipment which does not need to be energised when the site is unoccupied should be locked off, or switched off at isolators in a locked building or enclosure. Supplies to equipment which is kept energised, e.g. floodlights, pumps, should be installed in such a way that access to live conductors is not possible except by the use of tools. Additional protection such as wire cages, may be needed for light fittings where they are accessible, to prevent damage and contact with live parts.

Gas supplies should be similarly isolated or protected and cylinders of compressed gases of any kind should be placed in a locked, ventilated enclosure unless they are of such a size, so located or secured that they cannot be easily moved or the valves opened without the use of special tools. Special tools for electrical or gas supplies should be kept under lock and key when the site is unattended.

Tanks containing fuel (e.g. diesel for site plant) should be locked-off at the end of the working day to prevent unauthorised release of their contents.

Storage of Hazardous Materials

Material which is flammable, toxic or presents other hazards, e.g. weed killer will not be left on site overnight but will be removed back to head office at the end of each working day.

CDM Construction Health and Safety

The Regulations Part 4 (26 to 44) take in safe places of work, good order and security, stability of structures, demolition or dismantling, explosives, excavations cofferdams and caissons, reports and inspections, energy distribution installations, prevention of drowning, traffic routes, vehicles, prevention of risk from fire etc., emergency procedures, emergency routes and exits, fire detection and fire fighting, fresh air, temperature and weather protection, lighting.

Schedule 3 Regulation 33(1)(b) includes particulars to be included in a report of inspection.

Planning Procedures

All work will take into account the requirements of the above regulations. The safety director will ensure that the welfare and first aid facilities are provided on site.

Supervision

The contract manager will ensure that all the requirements of this legislation are strictly adhered to.

Safe Systems of Work

The Company will provide safe systems of work in accordance with the regulations, in particular:

Safe Places of Work

The contract manager will ensure that safe access and egress is provided to every place of work and that each place of work is safe and without risk to health and is properly maintained. He will also ensure that all work places are so designed and arranged to ensure that all persons working there have sufficient working space which is suitable for the work being undertaken.

Prevention of Falls

Where a risk of persons falling exists, the Company will take all reasonably practicable steps to prevent such persons falling.

Fragile Materials

If persons are required to work on or near a fragile material through which a person could fall adequate protection will be provided. This protection could be in the form of solid platforms over the fragile material, or guardrails and toeboards depending on the situation, in either case warning signs will be displayed.

Falling Objects

The regulations require that suitable and sufficient steps are taken to ensure that materials or objects cannot fall or put persons at risk.

Materials on site will be stored in such a manner so that they cannot injure persons by unintentional collapse or overturning. This company will take all practical steps on site to comply with this requirement.

Stability of Structures

The company will ensure that during our works all practical measures will be taken to ensure that our operations do not affect the stability of any structure.

Prevention of Drowning

This company will take the following steps to ensure the safety of their workforce when working near water:

- ☐ Prevent such persons from falling.
- ☐ Minimise the risk of drowning in the event of such a fall.
- ☐ Ensure that suitable rescue equipment is provided, maintained and used, so that persons may be promptly rescued in the event of such a fall.

Traffic Routes

Where practicable the company will operate the following procedures:

- ❑ Organise pedestrian and vehicle traffic so that they may move safely and without risk to health and where possible, separately identified access gates will be provided.
- ❑ Traffic routes will be suitable for persons or vehicles and be of sufficient size and number.
- ❑ The company will ensure that the traffic route used by other pedestrians or vehicles does not put persons in danger on or near that route.
- ❑ Wherever possible a place of safety for pedestrians will be provided on any traffic route where the traffic route cannot be separated from the pedestrian route.
- ❑ All traffic routes will be indicated by suitable signs.

Vehicles

The regulations require the following controls:

- ❑ To prevent or control the unintended movement of any vehicle.
- ❑ Persons in control of a vehicle are able to give warning to any person who may be at risk from the movement of the vehicle.
- ❑ That any vehicle being driven, operated or towed is done so in a manner that is safe and is loaded in such a way that it can be driven, operated or towed safely.
- ❑ No persons shall ride on any vehicle unless there is a safe place provided. e.g. a seat is provided.
- ❑ No person shall remain on any vehicle during loading and unloading.
- ❑ Adequate precautions will be provided to prevent any vehicle from falling into an excavation or water.
- ❑ Suitable precautions will be put in place to ensure the risks of injury from falls off the back of vehicles are minimal.

Fire Precautions

Suitable and sufficient firefighting equipment including detectors and alarms where necessary will be provided on site and this equipment will be maintained at regular intervals.

Where necessary, persons working on site will be instructed in the correct use of firefighting equipment.

Emergency routes and exits will be designed specifically for each site; these procedures will be detailed in the Construction Phase Health and Safety Plan relevant for that site

Lighting

Where natural light is not available, all workplaces will be provided with suitable and sufficient artificial lighting. Where a failure of this lighting will cause exposure to an unsafe place of work, secondary lighting will be provided.

Good Order

All sites will be kept in a state of cleanliness and good order.

Plant and Equipment

All plant and equipment will be of good construction, suitable and sound material, of sufficient strength and suitable for the purpose for which it is to be used. This plant and equipment will be maintained to ensure that it is without risk to the health and safety to the persons associated with that work.

Training

All persons working on this Company's sites will have received adequate training for their particular work activity and will have the technical knowledge or experience to carry out this work safely.

Work at Height Regulations

The Work at Height Regulations 2005 applies to all work at height where there is a risk of a fall liable to cause personal injury. These regulations place duties on employers, the self-employed, and any person who controls the work of others. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

Standards Required

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height:

- avoid work at height where they can;
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Regulations require duty holders to ensure:

- all work at height is properly planned and organised;
- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- the risks from falling objects are properly controlled.

The Workplace (Health Safety & Welfare) Regulations

These regulations do not apply to construction sites; reference should be made to the Construction (Design and Management) Regulations 2007 already referred to within this Policy. They do however apply to all other work places.

Standards Required

The Workplace (Health, Safety and Welfare) Regulations 1992 cover the working environment, general safety, facilities for washing, eating and changing and good housekeeping.

Planning Procedures

All work will take into account the requirements of the above regulations.

The Office Manager will ensure that the Welfare and First Aid requirements are provided.

Supervision

The Office Manager will ensure that all the facilities and equipment are maintained to the required standards, through regular inspections.

Safe System of Work

The Company will provide working conditions in accordance with the regulations, in particular:

- Temperature

All offices will be maintained at a minimum temperature of 16°C. Workshops will be maintained at a minimum temperature of 13°C.

- Ventilation

All workplaces will be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.

- Lighting

Suitable and sufficient lighting will be provided and where possible this will be natural light. In situations where the failure of artificial lighting creates a danger, suitable and sufficient emergency lighting will be provided.

- Working Space

Sufficient space will be provided in each workplace taking into account furniture, fittings, equipment and machinery.

Suitable workstations will be provided for each employee according to the nature of the work involved. Floors and traffic routes will be kept free from obstructions at all times. Effective measures will be taken to prevent persons being struck by falling objects. Wherever possible, files and boxes will not be stored at high level. All windows and transparent areas in doors, gates, walls and partitions will be made of safety material and be suitably protected.

Safety Helmets

Standards Required

The Personal Protective Equipment at Work Regulations 1992 requires the provision and use of head protection on sites where there is a risk of injury. Employers must provide safety helmets, issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by employer. Turban wearing Sikhs are exempt from these regulations.

Safety helmets provided must be to BSEN 397 (Bump Caps must not be used in areas where there is a risk of falling objects).

Planning Procedures

All work will be planned in accordance with the above standards.

The Safety Director will ensure that contract managers and contractors are aware of Company Policy and the 1989 requirements on the wearing of safety helmets before the commencement of each new site.

Helmets will be provided to each site for the use of visitors to the site.

Signs warning that safety helmets to be worn will be displayed at access point to working areas.

Instruction on the provision and use of helmets will be included in training courses provided for staff.

Supervision

The contract manager will ensure that signs and helmets for visitors are available and that contractors are aware of Company Policy. The contract manager will ensure that other company staff visiting sites will wear a safety helmet at all times on site.

The Safety Director will ensure that it is a condition of the contract, agreement that all contractors will provide safety helmets to all their employees and that they are instructed in the requirements of this Company's Policy.

The contract manager will report any disregard of this policy by contractors' employees to the contractor concerned. The contractor will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets which are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting, or have been in use for more than 3 years, must be replaced. Certain helmets have an indefinite life-span and need not be replaced in this period.

Safe System of Work

All staff, contractors, employees and visitors will wear safety helmets at all times and in all areas of the site.

Management of Health & Safety at Work

Standards Required

The Management of Health and Safety is covered by The Management of Health and Safety at Work Regulations 1999.

Planning Procedure

The Company will, in accordance with the above regulations, carry out the following activities to provide health and safety for their employees.

Assess the risks to the health and safety of each employee and of anyone else who may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures identified by the assessment to be taken.

Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.

This risk assessment will then be recorded and copies made available at the workplace.

Supervision

The contract manager will bring to the attention of the workforce all the necessary control measures detailed in the written risk assessment.

The contract manager will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment.

Safe System of Work

The company will make arrangements for putting into practice all the control measures, which have been identified as being necessary in the risk assessment.

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety law.

Emergency procedures will be set up to provide employees with information they can understand concerning health and safety matters.

The company will co-operate with other contractors sharing the work place and will ensure that operatives have adequate health and safety training and are capable enough at their jobs to avoid risks.

Temporary workers will be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

Protective Clothing and Equipment

Standards Required

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:

- The Personal Protective Equipment at Work (PPE) Regulations 1992.
- The Construction (Design and Management) Regulations 2007 - Wet Weather Clothing.

Planning Procedures

All work will be planned to take the above standards into account.

Before work starts the Safety Director will ensure that any special protective clothing or equipment required is available for use on site as required and that when issued to employees, a record is kept.

Supervision

The contracts manager will ensure that before works starts, employees and contractors' employees have been provided with any necessary protective clothing.

Any person on site observed carrying out any process which requires the use of protective clothing, or equipment not using it, will be informed of statutory or Company Policy requirements and instructed not to continue working until protective clothing, or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided.

All management staff will set a good example by wearing safety helmets, protective footwear and will use all protective clothing and equipment where required.

Visual Display Units

Standards Required

The safe use of Visual Display Units is covered in The Health and Safety (Display Screen Equipment) Regulations 1992.

Planning Procedures

Work should be planned to incorporate breaks or changes of activity. Assess all display equipment workstations and reduce risks which are discovered.

Ensure that workstations satisfy the minimum requirements which are set for the display screen itself, keyboard, desk and chair, working environment and task design and software.

Supervision

The person responsible for office staff will ensure that the requirements will be adhered to.

Safe System of Work

The company will provide all information and training necessary to comply with the relevant regulations.

The Company will provide appropriate eyesight tests to users of display screen equipment and, where necessary, supply special spectacles where normal ones cannot be used.

Work Equipment

Standards Required

The Provision and Use of Work Equipment Regulations 1998, these regulations cover the use of all kinds of work equipment from a hand tool to a complete plant. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

The specific requirements of this legislation cover the following:

- The guarding of dangerous parts of machinery. Protection against specific hazards, i.e. overturning of vehicle, falling or ejected articles and substances, rupture or disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances and protection against explosion.

These requirements will also cover work equipment parts and substances at high or very low temperatures. Control systems and control devices, isolation of equipment from sources of energy, stability of equipment, lighting, maintenance operations and warnings and markings.

Planning Procedures

The Company will make sure that equipment is suitable for its intended use, and will take into account the working conditions and hazards in the workplace when selecting the equipment.

Supervision

The Company will provide adequate information, instruction and training and will provide equipment that conforms to EC product safety directive.

Safe System of Work

The Company will ensure that equipment is used only for operations and under conditions for which it is suitable, and that the equipment is maintained in an efficient state, working order and in good repair.

Company Vehicles

Anyone driving a company vehicle must produce their driving licence for inspection at six monthly intervals and notify the company immediately of any major motoring offence which may lead to prosecution and/or points on their licence.

Whilst driving at work there are some simple things that you can do to help keep you safe on the road. While these do's and don'ts are aimed at driving undertaken while at work, they are equally valid when driving at any time.

DO!	DON'T
Plan your journey – allow for regular breaks (at least 15 minutes every 2 hours) and when necessary, overnight stops.	Drink and drive.
Stop as soon as possible and take a short nap, if you feel sleepy while driving. A short sleep of around 15 minutes is the most effective way of counteracting sleepiness. Drinking caffeinated coffee is also effective in addition to a brief nap.	Drive when tired – tiredness is thought to be a major factor in more than 10% of road accidents. <ul style="list-style-type: none">• When possible avoid driving at times known to have a high risk of sleepiness (i.e. 02.00-06.00 and 14.00-16.00).• Consume alcohol before driving and be aware of the possible effects of prescribed drugs or eating a heavy meal.
Wear seat belts at all times – ensure that passengers do likewise. This applies to both front and rear seat passengers: in a collision, an unbelted rear seat passenger can kill or seriously injure the driver or a front seat passenger.	Ever use a hand held mobile phone whilst driving – you will NOT be in full control of the vehicle and this can result in prosecution. <ul style="list-style-type: none">• It is best to keep your phone switched off and stop periodically to pick up your messages and make calls.• If you have to be contactable and have a hands-free phone fitted, keep incoming calls to a minimum, state that you are driving and will call back when it is safe to do so.• If you need to make a call, pull over in a safe location and switch off your engine before doing so. Whether you're mobile is hand held or hands-free never read, create or send a text message / e-mail whilst driving.

DO!	DON'T
<p>Drive at a safe speed and distance for the conditions.</p> <p>Keep at least a two-second gap between you and the vehicle in front.</p> <p>Slow down - at 35 MPH you are twice as likely to kill someone you hit as at 30 MPH.</p> <p>Be in full control of your vehicle at all times.</p> <p>Ensure your vehicle is properly maintained.</p> <p>Make weekly checks of your vehicles:</p> <ul style="list-style-type: none"> • Engine oil/coolant levels; • Brake and clutch fluids levels; • Tyre pressures and condition; • Lights /indicators; • Water levels in washer bottles / wiper condition; • Horn. <p>Have your eyesight checked regularly and if you require glasses for driving ensure that you wear them.</p> <p>Keep vehicle doors locked and windows wound up in slow moving or stationary traffic, particularly in urban areas.</p> <p>Ensure you have the appropriate insurance for your vehicle. If you use your own vehicle for work, you require business insurance.</p>	<p>Break the speed limit.</p> <p>Forget that children often act impulsively. Take care outside schools, near buses and ice cream vans when children might be around.</p> <p>Respond to signals from strangers to stop and pick up strangers and hitchhikers.</p> <p>If another driver is intimidating you don't make eye contact or make any gesture. Lock doors and shut windows. Drive to a police station or busy area.</p> <p>Drive with loose bags or other heavy items that are not properly stowed or secured as they could cause injury in the event of an accident or heavy or sudden braking.</p> <p>Leave valuables on display in the vehicle even when driving.</p> <p>Smoke in the company vehicle, under the law it is classified as a work space and all work spaces must be free from cigarette smoke at all times.</p>

Section 5

Site Tidiness

Standards Required

A number of regulations deal with the need for work places and accesses to be kept clear of debris and other materials, some examples are:

The Construction (Design and Management) Regulations 2007 - A requirement to keep building sites clean.

The Dangerous Substances and Explosive Atmospheres Regulations 2002 require that cylinders and containers be properly stored and removed from workplaces when not in use.

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

In addition to the statutory requirements, some of which are outlined above, a tidy site and work place results in increased efficiency and better public relations, therefore, tidiness is to receive priority on the Company sites.

Planning Procedure

All work will be planned to take the above standards into account.

The Safety Director will ensure that, before the site commences, access routes are planned, deliveries are programmed, to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and contractors are made aware of the Company requirements with regard to storage, clearing up, and tidiness.

Supervision

The contract manager will ensure that all contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.

Every operative has a duty to ensure that his workspace and that of those around him is kept in a clean and tidy state. Operatives, contractor's operatives and occasional visitors to site will be disciplined by the contract manager in the event of them causing harm to the welfare of those around them. In this regard, operatives will be encouraged to show respect to their work colleagues.

Safe System of Work

Brick bundles will not be stacked more than two bundles high on a level base. Banded blocks will not be stacked more than three blocks high on a level base. Particular emphasis is to be placed on instructions to all employees and contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to site.

The contract manager will ensure that stacking areas are prepared and that materials are called off in quantities, which will not create difficulties on site and will ensure that all waste materials are clear and disposed of safely as work proceeds. All materials delivered to site will be stored safely, ensuring that accesses are not obstructed.

All openings must be securely covered or be clearly marked to show that there is an opening below.

The contract manager will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities to be carried out in accordance with these standards.

Plant on Site

Standards Required

The following regulations contain requirements to be complied with in the provision, maintenance, operation and use of plant on site.

Construction (Design and Management) Regulations
Lifting Operations and Lifting Equipment Regulations (LOLER)
Provision and Use of Work Equipment Regulations

Planning Procedures

All work will be planned to take the above standards into account. The Safety Director will take all aspects of the work into account, to ensure that sufficient information is provided to the Hire Company or contractor to enable the correct type of plant to be provided. He will also ensure that competent operators and banksmen are provided.

The Safety Director in conjunction with the contract manager will determine whether any preparatory work is required for the installation, or use of plant on site and ensure that any requirements are planned, e.g. fork lift truck storage areas, fuel storage, road crossings, etc.

Supervision

The contract manager will ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards. Any defects noted will be reported to the contractor or Hire Company immediately. He will ensure that only authorised operators are permitted to operate any item of plant. Where any doubt of the competency of an operator exists, the contract manager will report to the contractor or Hire Company, immediately.

No young person (under 18 years old) is permitted to operate any items of plant or act as banksman unless being trained and under direct supervision.

All plant will be properly secured and immobilised at the end of each day.

All necessary testing and Thorough Examination Certificates will be requested and checked by the contract manager and all items of plant requiring weekly inspections by operator, or other competent person, will have the inspection recorded in the Site Register, regardless of any register kept by operator or plant hire company.

The contract manager will ensure that any necessary preparatory work required, to enable plant to be installed, or used correctly, is carried out in accordance with specific requirements. Plant operators will not carry out work with a machine for which it was not intended.

Safe System of Work

Hazards with the use of plant arise out of:

- Unskilled operation
- Incorrect use
- Poor maintenance
- Reversing unsupervised
- Defects in machine unchecked
- Noise

All plant operatives will be required to produce proof of training and competency before commencing work on site. Plant operators must not drink alcohol during the working day or shift. The use of mobile phones whilst operating any machinery is strictly prohibited.

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

Transport on Site

Standards Required

All transport on site, including dumpers and tipper lorries will be provided, maintained, operated and used in accordance with the Construction (Design and Management) Regulations.

The Road Traffic Acts and associated legislation will also apply when transport is required to be used on public roads. HSE publication HSG144 "Safe Use of Vehicles on Construction Sites" gives information on the precautions and procedures required to prevent accidents.

Planning Procedure

The Safety Director will arrange for transport to be provided, taking into account the work to be done and the above standards.

Where necessary, discussions will take place with the Local Highway Authority, Police on road crossings and traffic management. An action plan will be produced for temporary access roads, maintenance facilities and transport on site.

Supervision

The contract manager will ensure that all site transport, when delivered to site is in good order and fitted with all necessary safety devices, notices and guards. Any defect must be reported to the supplying contractor or Hire Company, and the machine must not be used until the defect is rectified.

The contract manager will ensure that only authorised licensed drivers are permitted to operate any site transport. No person under 18 years old is permitted to operate any transport and there is minimum age of 21 years for certain types of transport. Where any doubt of competency of any operator exists, the contract manager will refer this to the Safety Director or contractor as appropriate.

The contract manager will ensure that any necessary preparatory work required to ensure transport is used safely on site, access roads, traffic control measures, is carried out as planned. He must ensure that any defect notified to him by drivers during operations on site is reported immediately for repair and that, where the defect could affect safety on site, the items of transport are taken out of use until repairs are carried out.

Safe System of Work

Hazards associated with the use of transport on site are:

- Incorrect use
- Speeding
- Poor maintenance (i.e. lack of checking - water, oil, fuel, lights, tyres and brakes daily)
- Unsupervised reversing
- Carrying of passengers where no proper seat is provided
- Undue care when refuelling
- Overloading or insecure loads
- Incorrect or improper towing

All operatives required to enter specific high risk areas, as designated by the Safety Director will be provided with high visibility waistcoats or belts. Transport drivers must not consume any intoxicating liquids or drugs during working day or shift.

Lifting Operations

Standards Required

All lifting operations will be planned and carried out in accordance with The Lifting Operations and Lifting Equipment Regulations (LOLER) and The Construction (Design and Management) Regulations.

Planning Procedures

All work involving lifting operations will be planned to take the above standards into account.

The Safety Director will ensure that lifting operations are planned, taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of load to be handled. Suppliers will be asked to provide information on weights, lifting points, safe slinging procedures of materials or articles supplied.

Any height, weight, overhead service or other restrictions on or adjacent to the site will be considered before work starts, especially taking into account the safety of the public.

Servicing and maintenance of all lifting appliances must be planned before taken into use on site.

Training will be provided for operators of lifting appliances and banksmen, slingers or riggers.

Supervision

The contract manager will ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the above standards and that copies of certificates, register entries, are available on site. Any other equipment will not be used to carry out lifting operations.

Only authorised operatives will be permitted to operate lifting appliances, sling loads or give signals. The authorised persons must be over the age of 18 and be competent to carry out the duties. Where there is any doubt of the competency of the authorised operatives, the Safety Director must be informed immediately.

Any defect noted in any lifting appliance machine, gear or tackle, must be reported immediately and the equipment taken out of use if the defect could affect its safe use.

Where adverse weather conditions could affect the safety of lifting operations, the contract manager will stop operations until conditions improve. He will ensure that all lifting appliances are inspected weekly and a record of the inspection made in the Site Lifting Register.

Safe System of Work

The main hazards associated with lifting operations are:

- Overloading of lifting appliance
- Overloading or incorrect use of lifting gear
- Incorrect positioning of lifting appliance
- Insecure attachment of load
- Contact with overhead electricity cables
- Improper methods of use of equipment
- Failure of equipment due to lack of maintenance
- Incorrect signals

All personnel working with or near lifting appliances must wear safety helmets. All lifting appliances must be secured and left in safe condition at the end of each working period, taking into account the safety of children.

Areas where lifting operations are to be carried out must be cleared and loads must not be carried over personnel. If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested stands must be used to support the load. Loose items must be secured, or fully covered, when being handled by a lifting appliance.

Lifting Gear

Standards Required

All lifting gear or tackle will be provided, maintained and used in accordance with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Planning Procedures

All work will be planned to take the above standards into account. The Safety Director will ensure the provision of lifting gear is planned, taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used.

Training must be provided for slingers and supervisors.

Supervision

The contract manager will ensure that all lifting gear provided for use on site is in good order and has a test certificate.

The contract manager will arrange for proper storage of lifting gear.

Only authorised slingers, over 18 years of age, are permitted to use lifting gear. Where defects are noted or reported, the equipment must be taken out of use immediately.

Safe System of Work

The main hazards associated with lifting gear are:

- Overloading
- Incorrect use, i.e. too wide an angle between legs of sling, use of eyebolt at an angle etc.
- Abuse, i.e. use of sling as towing rope etc.
- Use of defective equipment.
- Damage to slings, i.e. lack of packing to load.
- Incorrect slinging method.

All personnel working with or near lifting appliances must wear safety helmets. Repairs to lifting gear must not be carried out on site. A test certificate must be obtained for any repaired item of lifting gear. Slings and other lifting gear must not be used for operations for which they were not intended and must not be altered or adapted by unsafe methods, i.e. knots, bolt through links. Sufficient materials for packing between sling and load must be provided.

Excavators Used as Cranes

Standards Required

The use of an excavator, excavator/loader, or loader as a crane, is permitted under The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Regulation 7(b). To ensure that where lifting machinery has a safe working load, which varies with its operating radius or is dependent upon how it is configured, it should be either clearly marked or adequate information provided to indicate to the user the corresponding safe working load. Any markings should be clearly visible or the information readily available to the operator or user. A rated capacity indicator must be fitted.

Planning Procedures

All work will be planned to take the above standards into account.

The Safety Director will ensure that before work commences on site it is established if any excavator will be required to be used as a crane for work connected with kerb laying operations. Only trained operatives will be permitted to use excavators as cranes.

Appropriate lifting gear and means of attaching the lifting gear to the excavator, together with all the necessary Test Examination Certificates must be issued to site before work commences.

Supervision

The work as a crane must be restricted to work immediately connected with the kerb laying operations. The lifting gear must be securely attached to the excavator. The safe working load specified must not be exceeded. The safe working load (s) must be marked on the machine, or a copy of the table of safe working load (s) must be fixed in a clearly visible position in the cab of the machine. A means of identification must be plainly marked on the machine.

All hydraulic machines used for this work must be fitted with check valves, or other safety device, to prevent the load dropping in the event of hydraulic failure.

All semi-automatic quick hitches changing procedure must be followed in accordance with the manufacturer's instructions, safety pins must be in place and secured at all times.

Safe System of Work

The main hazards associated with the use of excavators as cranes are:

- Insecure attachment of lifting gear to machine
- Unsafe slinging of load
- Proper base for machine not provided
- Personnel remaining in lifting area
- Machine or lifting gear not maintained in good order
- Improper use of machine (i.e. lifting items not connected with excavations)

All personnel required to work with or near to excavators used as cranes will be required to wear safety helmets.

Electrical Power Tools

Standards Required

The following regulations apply to the use of electrical power tools on site or other workplace:-

- The Electricity at Work Regulations 1989
- The Construction (Design and Management) Regulations 2007
- Personal Protective Equipment at Work Regulations 1992

Planning Procedures

All work will be planned to take the above standards into account and all electrical equipment on Company sites or other workplaces will be supplied, installed, maintained and used in accordance with the above standards.

All portable electrical equipment used on site must be tested for safe working and tagged within the previous 3 months in accordance with the 1989 Regulations.

The Safety Director must ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards.

No power tools or electrical equipment of greater voltage than 110 volt (CTE) shall be used on sites.

Supervision

The contract manager will ensure that the temporary electrical supply is installed and tested, as planned. He will ensure that all contractors' equipment is in good condition and tested. Immediate action will be taken against any person or contractor abusing or incorrectly using electrical equipment on site.

The contract manager must ensure that all power leads are installed clear of access ways and preferably above head height. He will ensure that any portable generator or other electrical equipment fitted with an earth rod, has the earth rod and connection maintained in good condition.

Only competent persons are permitted to repair or alter electrical equipment. Any defect noted in electrical equipment must be reported so that immediate steps can be taken to have defects remedied by electrical or hire company.

Safe System of Work

All cable connections must be properly made; under no circumstances is insulation tape to be used for any repair or joint in extension cables.

Power tools must be maintained in good condition, with casing intact and label fitted showing voltage and other information.

Regular inspections of all electrical equipment on site will be carried out by a competent electrician.

Electricity

Standards Required

In addition to the general duty of care every employer has to employees and members of the public outlined in sections 2 and 3 of the Health and Safety at Work 1974 specific responsibilities for electrical safety are covered by the Electricity at Work Regulations 1989 and The Electrical Equipment (Safety) Regulations 1994.

Planning Procedures

All work will be planned to take the above standards into account. All electrical work will be planned and carried out by qualified electricians.

The Safety Director will ensure that only approved electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

Supervision

The supervision of all electrical work will be strictly carried out by the employed specialist contractor only. This contractor will keep the contract manager informed at all times about the work and how it is progressing.

The contract manager will discipline (and possibly dismiss) any unauthorised operative caught tampering with mains electricity supplies.

Safe System of Work

No unqualified operative will undertake any installation, maintenance or alteration work to any electricity supply line.

All electrical supplies to tools and equipment used on site will be taken from an 110V source. 240V supplies will not be used.

Should an operative encounter mains electricity cables during the process of his work he will stop work immediately and notify the contract manager.

Overhead Electricity Cables

Standards Required

The Electricity at Work Regulations 1989 gives requirements for temporary electrical installations on site. Health and Safety Executive Guidance Note GS6 "Avoidance of Danger from Overhead Electric Lines" gives guidance on the precautions to be taken and will be complied with on Company sites, or is expected to be complied with on sites on which Company employees are required to work.

Planning Procedures

All work where overhead cables exist will be planned to take the above standards into account. At pre-contract stage, the Safety Director will arrange for any necessary diversions or confirm safe distances, clearances, and precautions with the Electricity Board. All contractors likely to be affected will be informed of any overhead cables on the site.

Supervision

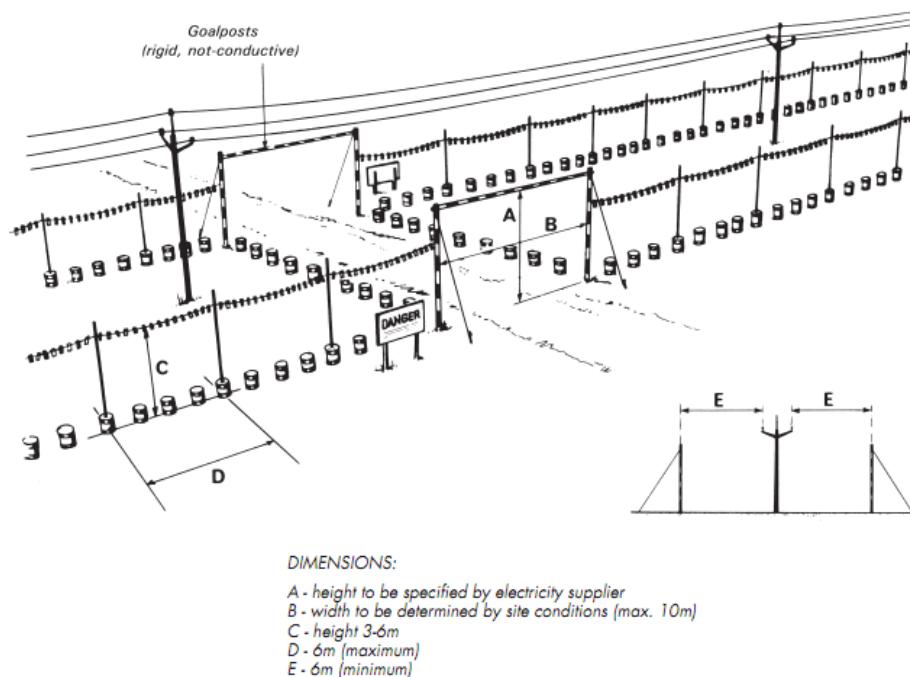
The contract manager will ensure that the necessary protection is erected in accordance with the above standards. The protection provided will be checked by the contract manager, or other responsible appointed person, at regular intervals and maintained.

Appropriate action must be taken against any person(s) who disregard or damage protection provided.

Safe System of Work

The main hazards are contact with the cables, by plant or vehicles, or by operatives handling long objects. The fact that electricity can "arc" across gaps must always be taken into account.

Where work directly beneath or other unusual activity near cables has to be carried out, the cables may need to be made dead and a Permit to Work system operated.



EXAMPLE OF RIGID GOALPOSTS AND BARRIERS

Underground Services

Standards Required

The Construction (Design and Management) Regulations 2007 requires precautions to be taken to prevent danger from electricity cables.

Other services, if damaged by excavation work, could also be a hazard, e.g. water flooding trench, gas causing asphyxia. Explosion risks caused by gas leaks, health risks from raw sewage and, in all cases, the costs involved in repair, must be taken into account.

The National Joint Utilities Group publish the following booklets:

- Recommendations on the Avoidance of Danger from Underground Electricity Cables
- Provision of Mains and Services by Public Utilities on Residential Estates
- Underground Cable Locating Devices

Planning Procedures

All work will be planned to take the above standards into account. The Safety Director will obtain full details of all underground services from the service authorities, e.g.:

- Electricity Board
- Local authority - Street lighting cables
- Gas Board
- Water Authority - mains water, sewers
- British Telecom
- Television Cable Companies
- Adjacent Private Owners and any other local special circumstances.

Where there are a large number of existing services, e.g. in a town centre, then a Permit to Work system for our works will be prepared.

Supervision

Before work commences, the contract manager will ensure that all information on existing underground services has been obtained and that either all services are physically located and marked by means of location equipment and/or carefully hand dug trial holes, or that trial holes are carefully excavated along the line of the proposed area of excavation.

Full consultation must be carried out at all stages with representatives of the various service authorities to agree precautions required.

All contract managers, machine operators and banksmen will be instructed in the procedures to be followed. Any contractors involved in excavation work will be issued with full information obtained from service authorities and will also be involved in any consultation procedures. All persons on site will be instructed in the operation of a Permit to Work system, if applicable.

Any service installed as temporary supplies, or as part of the permanent works, will be accurately plotted on a site plan by the engineer/contract manager and will be physically marked along its route by means of timber stakes and notices.

Safe System of Work

The contractors involved must provide service location equipment for use on site in accordance with the above standard and training must be provided to supervision and key operatives in the use of the equipment.

Compressed Air Power Tools

Standards Required

The following Regulations apply to the use of compressed air equipment on site:

- The Construction (Design and Management) Regulations 2007
- The Personal Protective Equipment at Work (PPE) Regulations 1992
- The Provision and use of Work Equipment Regulations 1998

Planning Procedures

All work will be planned to take the above standards into account.

The Safety Director will ensure that any compressor and compressed air tools which are purchased or hired for use on site are in accordance with the above standards and are selected in accordance with the company policy on noise.

Supervision Required

The contract manager will ensure that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices jockey wheel, brake, engine cover stays and noise control measures and that instruction has been given to operatives in the correct use of the equipment to reduce noise, injuries and damage.

The contract manager will ensure that all necessary safety equipment, eye protection and hearing protection is available and provided for use as required. The contract manager will ensure that any defects in the compressor, hoses or tools are reported immediately to the Safety Director or Hire Company. He will ensure that all operatives wear suitable protective footwear when using compressed air equipment such as breakers.

Compressed air will not be used to blow down clothing and disciplinary action will be taken against any operative seen directing a live compressed air hose at any other person.

Safe System of Work

Care must be taken when moving compressors on site to ensure that the jockey wheel or towing arm stand is not damaged.

When changing tools connected to compressed air lines not fitted with automatic cut off valves, air must be turned off at source (lines must not just be folded and held or tied).

Abrasive Wheels

Standards Required

The following regulations cover the provision and use of Abrasive Wheels or portable tools:

- The Provision and Use of Work Equipment Regulations 1998
- The Personal Protective Equipment at Work (PPE) Regulations 1992
- HS(G) 17 Safety in Use of Abrasive Wheels
- BSEN 166 Personal Eye Protection

Planning Procedures

All work will be planned to take the above standards into account. The Safety Director will ensure that any abrasive wheel machine, hired or used by any operative will be provided and maintained in accordance with the regulations.

All operatives will be trained in accordance with the Provision and Use of Work Equipment, in the mounting of abrasive wheels and discs and the use of the machine. Water suppression must be used when cutting any silica based product - flags, block paving, kerbs as well as respiratory protection with a minimum factor of 20 to EN149 FFP3. Only trained operatives will be employed to use or mount abrasive wheels or discs.

Supervision

The contract manager will ensure that any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed in accordance with the regulations. He will also ensure that suitable storage facilities are available for abrasive wheels and sufficient quantities of suitable eye protection and other protective equipment is available and issued when required.

The contract manager will ensure that the required statutory notices are prominently displayed.

Any person required to use an abrasive wheel machine or tool must be suitably trained to the standards of the above regulations. Any defective abrasive wheel machine must be taken out of use immediately.

Safe System of Work

The main hazards associated with Abrasive Wheels are:

- Bursting of the wheel or disc
- Injuries from flying particles
- Cuts to hands, legs
- Dusts inhaled from certain types of materials
- Loose clothing tangled in disc
- Electric shock
- Noise, Fire and explosion

Road Works

Standards Required

Roadworks will be planned and carried out in accordance with the following:

- Roads and Streetworks Act 1991.
- Traffic Signs Regulations 1981.
- Chapter 8 Traffic Signs Manual - "Traffic Safety Measures for Roadworks".

Planning Procedures

All work will be planned to take the above standards into account.

The contract manager in conjunction with either the TMC or individually will ensure that consultation with the Police and Local Authority takes place before work commences and that the following arrangements for Roadworks are planned by the TMC or ourselves, taking into account these consultations and the above standards:

- Sufficient road signs, traffic cones, lamps, signals of the correct type and size
- Plant and vehicles are suitably painted, or marked, for roadworks and are fitted with amber flashing lights and warning devices for use when reversing
- Protective clothing and equipment for operatives, including fluorescent/retro-reflective jackets, slipovers or similar
- Protection for pedestrians
- Adequate labour for signing, cleaning signs, attending to lamps, signals
- Training for operatives, supervisors, plant operators

Supervision

The contract manager will ensure that all arrangements for signing, lamps, cones, and signals. are carried out by this company or the TMC as planned, and that regular checking takes place throughout the working period to clean, replace and reposition traffic safety measures, as necessary. He will ensure that work is carried out as planned and that additional requirements requested by Police or Local Authority during the works are carried out.

The contract manager will ensure that all plant and transport is suitable for use on roadworks, is operated only by trained and authorised personnel and that any defects noted or reported are rectified. Where defects could affect the safe use of the equipment, it must be taken out of use immediately.

Safe System of Work

The main hazards associated with roadworks are:

- Inadequate information for traffic
- Operatives, plant, transport outside signed areas
- Pedestrians not protected

Department of Transport booklet "Traffic Warning Signs for Roadworks", reference Chapter 8 requirements will be issued to all gangers.

Kerb Laying

Standards Required

The Manual Handling Operations Regulations - these regulations apply to all work activities where human effort, as opposed to mechanical means is used to transport or support a load. The regulations require employers and the self-employed to:

- avoid hazardous manual handling operations, so far as is reasonably practicable,
- assess any hazardous manual handling operations which cannot be avoided,
- reduce the risk of injury, so far as is reasonably practicable, and
- provide information on the load to be handled.

The regulations also require employees to follow systems of work laid down by their employer to promote safety in the manual handling of loads.

Safe Systems of Work

Universal handlers will be used for kerbs and paving stones always by two operatives undertaking tandem lifts.

For all other kerb laying operations L shape kerbs, radius kerbs, bull nose kerbs, these will be lifted with either the scissor action grabs suspended from mechanical lifting equipment or by vacuum lifters.

All lifts will be planned, to ensure that the kerb lift is undertaken as close to the working areas as is reasonably practicable, kerbs will have been delivered as close as possible to the work location by mechanical equipment. Safe storage and suitable protection to the general public during the lifting operations and storage will be undertaken in line with company rules at all times.

Skips

Under the Highways Act 1980, skips must not be placed on the highway unless written permission has been given by the appropriate highway authority. Permission may be subject to the following conditions:

- The siting of the skip
- Its dimensions
- Its colour and other markings required to make it conspicuous to traffic
- The care and disposal of its contents
- The way in which it should be lighted and guarded
- Its removal when the permission expires,

When permission is granted and a skip has been placed on the highway, the owner of the skip must make sure that:

- It is properly lit after dark
- It is clearly marked with his name and his telephone number or address
- It is removed as soon as practicable after being filled
- all conditions attached to the permission have been complied with

Skip Dimensions

Generally skips should not exceed 5 metres in length or 2 metres in width.

Colour and Markings

The Builders' Skips (Markings) Regulations 1984 require that each end of any skip which is placed on the highway must have two plates securely attached as close as possible to the outer edges. Each plate must be marked with red fluorescent and yellow reflex diagonal stripes and comply with BS AU 152, rear marking plates for vehicles. Marking plates must be kept clean and be clearly visible at a reasonable distance to persons using the highway.

Loading

If material is to be deposited by wheelbarrows, front opening skips would be preferable, otherwise properly constructed ramps will be required.

Care and Disposal of Contents

Skips should not normally be permitted to contain highly flammable, explosive, noxious or other dangerous materials, or any other material likely to putrefy or become a nuisance to users of the highway. Materials should not be allowed to spill from the skip on to the highway and the contents should be dampened from time to time if necessary to prevent the escape of dust. The skip should be sheeted up before lifting takes place and the journey is undertaken to the disposal facility.

Note: The disposal of noxious substances is covered by the Special Waste Regulations 1996. All carriers of waste material must be registered in accordance with the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991.

Lighting, Guarding and Security

In most cases a lamp will be required at each corner of each skip, either on the skip or on the ground. A skip in isolation on a main traffic route will require an inclined line of cones (at least three) on the approach side. At night, a road danger lamp should be placed between successive cones. Two or more skips in a row should be guarded as one skip. Authorities may waive the requirements for cones if by so placing them, an access would be obstructed. Where children are likely to be at risk, additional security precautions should be taken to protect them from possible injury, e.g. by depositing broken glass, timber with protruding nails, in closed skips.

Removal

Skips should always be removed for emptying as soon as practicable after they have been filled. The permission will usually stipulate the period for which it is valid and no skip may be left on the highway after the permission has expired.

Lifting

Skips should normally be raised and lowered by purpose designed delivery vehicles.

Highly Flammable Liquids

Standards Required

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

The Petroleum (Regulation) Acts 1928 and 1936 applies to the storage of petrol and products containing petroleum on site or other premises.

Planning Procedures

All work will be planned to take the above standards into account.

The Safety Director will ensure that suitable storage facilities are provided for Highly Flammable Liquids, in accordance with the above standards, and will arrange for a licence for the storage of petroleum or petroleum mixtures, where applicable.

The contractor will ensure that suitable storage facilities are provided for liquids which are not defined as Highly Flammable, but which could be a fire hazard and will arrange for any necessary fire fighting equipment or materials to be available before work starts.

Supervision

The contract manager will ensure that the planned storage facilities are provided and maintained and that all Highly Flammable Liquids are kept in storage facilities until required for use.

The contract manager will ensure that fire resistant, absorbent material is available to soak up any spillage of Highly Flammable Liquids and that this material is immediately disposed of safely after use.

The contract manager will ensure that any fire fighting equipment, storage facilities, signs, notices, containers are checked at weekly intervals and that any action is taken to rectify and that defects are noted.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing Highly Flammable Liquids.

Liquefied Petroleum Gas

Standards Required

The Dangerous Substances and Explosive Atmosphere Regulations 2002 gives the main storage and use requirements for LPG.

Planning Procedures

All work requiring the use of LPG and other compressed gases will be planned to take the above standards into account.

The Safety Director will ensure that the provision, installation of equipment and storage facilities for LPG, and any other compressed gases that will be used on site/workplace by contractors, are planned in accordance with the above standards and that, where necessary liaison takes place with the local Fire Brigade to establish the safe storage and siting facilities.

The Safety Director will ensure that any necessary training in the Safe Working Practices, or emergency procedures, associated with LPG or compressed gases is arranged and carried out before work starts.

Supervision

The contract manager will ensure that the planned storage facilities are erected and maintained out of doors in accordance with the above standards.

The contract manager will check all storage facilities, appliances, hoses, fittings, connections, and fire fighting equipment at weekly intervals and ensure that action is taken to rectify any defects noted.

Appropriate action must be taken against any person who disregards any instructions given for the safe use and storage of LPG or compressed gases or who misuses equipment provided.

Electric Arc Welding

Standards Required

The following regulations contain requirements to be complied with whilst undertaking any cutting or welding process.

- Health and Safety at Work Act 1974: Section 2.
- The Management of Health & Safety at Work Regulations
- The Personal Protective Equipment Regulations
- Provision and Use of Work Equipment Regulations
- The Electricity Regulations
- Control of Substances Hazardous to Health Regulations

Planning Procedures

All work will be planned to take the above standards into account.

The Contracts Manager shall ensure that all electric arc-welding operations are properly planned and executed.

The Company will insure that suitable maintenance systems are operated so as to insure that all equipment issued for use is in good condition at the time of issue. In the event that electric arc welding has to be carried out in a flammable atmosphere then a permit to work will be introduced and rigidly enforced.

Supervision

The Contracts Manager will pay special attention to the adequacy of the ventilation facilities in areas where electric arc welding is in progress. He will check to ensure the equipment being used, the electricity supply and earthing arrangements are to the standards required and that operatives using electric welding equipment have undergone suitable training.

Safe System of Work

Any doubt concerning ventilation of work areas must be brought to the immediate attention of the contracts manager and only properly trained personnel will be allowed to use electric arc welding equipment and such persons will bring to the attention of their immediate supervisors any defects they may discover in the equipment. Operatives will check the adequacy of the electrical supply and earthing arrangements prior to starting work. All necessary protective clothing will be provided and operatives will co-operate with the company in using such equipment/clothing at all times when engaged in electric arc activities.

Gas Welding

Standards Required

The following regulations contain requirements to be complied with whilst undertaking any cutting or welding process.

- Pressure Systems and Transportable Gas Containers Regulations
- Dangerous Substances and Explosive Atmosphere Regulations
- Health and Safety at Work Act 1974: Section 2.
- The Management of Health & Safety at Work Regulations
- The Personal Protective Equipment Regulations
- Provision and Use of Work Equipment Regulations
- Control of Substances Hazardous to Health Regulations

Planning Procedures

All work will be planned to take the above standards into account.

All gas welding or cutting operations will be properly planned and executed. Gas welding or cutting will never be undertaken in flammable areas until a permit to work system is instigated.

Supervision

The Contracts Manager will pay special attention to the adequacy of the ventilation facilities in areas where gas welding is in progress. He will check to ensure the equipment being used, is to the standards required and ensure that operatives have undergone suitable training.

Safe System of Work

Only suitably trained operatives will be allowed to use gas welding equipment.

Suitable and adequate maintenance systems will be operated by the company for all gas welding or cutting equipment. Operatives will, if they discover a fault in any of the equipment issued to them, report this to their immediate supervisor.

The Company will provide all necessary protective clothing and equipment for use when gas welding or cutting is in operation. Operatives must properly utilise all protective clothing and equipment issued by the company.

Environmental Policy

We recognise the essential contribution the environment makes to the lives of everyone, we therefore aim to ensure that all of our services are managed so that they take every practical opportunity to improve and maintain the quality of both our local and global environments.

Company

Gary Fletcher (Surfacing) Limited believes in the necessity to maintain a healthy and safe environment. To achieve this aim it will implement its policy together with its procedure and responsibilities, which support the policy. All employees and contractors will be issued with the policy statement and individually be made aware of the procedures and responsibilities in the implementation of the policy.

Safety Director

The Safety Director is personally responsible for the environmental performance of the company and the impact on the environment from its activities. In every stage of project management from tendering through to completion, the impact on the environment will be identified, evaluated and actioned accordingly. Also taken into consideration will be the impact of significant operations on the locality in particular with regards to traffic, noise and air emissions. These will be discussed with the appropriate enforcing bodies and their requirements planned into the works. Substances and materials used will whenever reasonably practicable be those compatible with maintaining the quality of the environment. Where this is not possible, due to client's requirements, care will be taken to ensure that so far as reasonably practicable, any substance or material is used in such a way as to prevent or minimise harm to the environment.

All Employees

All employees have an individual responsibility to implement the environmental policy with any special responsibilities applicable to the position:

- Read, understand and obey the Company's environmental policy, procedures and rules. Keep up to date with any changes or revisions.
- Always work in accordance with method statement issued.
- Co-operate with the Company in the protection of the environment and conservation of natural resources.
- Develop a concern for the environment.
- Suggest ways of improving the Company's environmental performance.
- Before use of any item of plant, equipment or materials, ensure that neither unlawful environmental damage, nor infringement of rules will result from such operation or use.
- Report to your immediate manager or supervisor any potential or actual environmental hazard or incident.
- Refrain from 'horseplay' which may cause environmental damage.

Energy Management

All employees will take reasonably practicable measures to keep energy usage to a minimum. The Safety Director will actively encourage best practice in the use of plant, material, methods of construction and the application of supervision. Campaigns will be launched from time to time to remind all employees of the requirement to conserve energy resources, both at work and in their home.

Discharges to Water

It is an offence to discharge a trade effluent, sewage effluent, poisonous, noxious or polluting matter into any controlled waters without discharge consent. Controlled waters include surface waters (ponds, streams, drains, drainage ditches), ground waters and coastal waters. The Environmental Agency or the Scottish Environment Protection Agency has the powers to take remedial action to deal with actual or potential pollution affecting controlled waters.

Specific instructions and procedures will be produced for certain activities and in particular and where appropriate, relating to:

- Pumping from excavations, sumps, pits, tanks, ditches
- Bunding of tanks and bulk liquid storage.
- Bulk fuel storage and use.
- Pipelines.
- Use of cement and concrete.
- River crossings.
- Sewage and effluent disposal.
- Material storage.

In the event of a significant pollution incident, professional advice should be taken and the Environmental Agency or the Scottish Environment Protection Agency will be informed immediately.

Waste Management

Waste management activities are subject to control under Part II of the Environmental Protection Act 1990 and in particular Section 34 of the Act imposes a duty of care on any person who produces, imports, carries, keeps, treats or disposes of controlled waste. Breach of the duty of care is an offence, with a penalty of unlimited fine if convicted on indictment. Guidance on the duty of care is provided in an Approved Code of Practice. Failure to comply with the code is not in itself an offence, but the code has statutory backing and can be used by the courts to determine whether the duty has been complied with. Waste material includes any household, commercial or industrial material, which the producer intends to dispose. Certain hazardous waste materials are designated as Special Wastes and require disposal via a specific pre-notification and consignment system. Procedures will be continuously developed to ensure that all controlled waste produced or stored, is disposed of in accordance with legislation, codes of practice and guidance notes:

- Identify and classify the waste material and determine whether it qualifies as a controlled waste (see DOE Guidance – Circular 11/94). Certain potentially hazardous wastes (such as waste oil) are designated as special wastes and require additional disposal procedures. Special wastes should be identified by performing technical assessments (with assistance from the Environmental Agency or the Scottish Environment Protection Agency, if necessary).
- Ensure waste is stored in an appropriate receptacle, which is clearly labelled and secure.
- Ensure the waste is safely and securely stored prior to transport and is clearly labelled. Each movement of special waste must be accompanied by a consignment note and the Environmental Agency or the Scottish Environment Protection Agency must be pre-notified.
- Ensure only registered or exempt waste carriers, holding a Certificate of Registration are used to transfer the waste. Special waste transactions must still comply with the requirements of the duty of care.
- Provide an adequate written description of the waste.
- Obtain and retain waste transfer notes for at least 2 years for all waste transactions. Copies of these notes will need to be passed to the client.
- Ensure that the waste material is disposed of, or treated, at a suitably licensed waste disposal facility.
- Do not permit any inappropriate (and unlicensed) waste disposal, such as waste burning or burial on the site. It is an offence to treat or dispose of waste without a waste management licence.
- Potentially contaminated soil or subsoil should be classified by carrying out appropriate analysis. On the basis of the analytical results a risk assessment should be performed to determine the materials contaminative threat and hence the necessary disposal route to minimise the risk of environmental pollution. Assistance in this process should be gained from the Environmental Agency or the Scottish Environment Protection Agency.

Air Emissions

Part III of the Environmental Protection Act 1990 enables local authorities and individuals to take action to secure the abatement of a nuisance. Nuisance can comprise of dust, smoke, fumes, smells etc. The Local Authority can also take action to prevent dark smoke emissions under the Clean Air Act 1993.

Therefore where the Company's activities or premises require statutory registration, this will be undertaken. In those premises monitoring regimes will be established to ensure that strict limits relating to emissions are not exceeded and that process and plant are controlled and maintained to achieve this.

Action will also be taken on site to reduce generations of dust and other emissions. Airborne material must be minimised to prevent secondary pollution of the land or water:

- Damp down surfaces during dry weather.
- Sheeting of all open lorries and trucks.
- Sheeting of stock-piled materials.
- Ensure fires are not used to dispose of waste unless specifically authorised by the local enforcing body.
- Take steps to minimise the generation of odours by covering bitumen tanks, water quenching and temperature optimisation.

Noise

The principal legislative control on excessive neighbourhood noise is the statutory nuisance provisions contained in Part III of the Environmental Protection Act 1990. Local Authorities must take steps to investigate any complaints of statutory nuisance incidents and take steps to abate them. Noise can greatly interfere with the comfort and enjoyment of life and as such, it constitutes a nuisance in law. It may have various effects on people, ranging from annoyance or discomfort, to psychological and pathological conditions. The degree to which noise affects an individual depends on:

- its nature and intensity,
- its duration and the frequency and time of occurrence,
- the activity being undertaken by exposed individuals,
- their degree of sensitivity.

Sound can be measured scientifically by its energy and frequency. However, noise is subjective and is more a matter of human values. Construction activities are inherently noisy and often take place in areas that are normally quiet. Section 60 of the Control of Pollution Act 1974 (COPA) gives the local authority specific powers to serve a notice imposing requirements as to the way in which construction works are carried out. British Standard 5228 (Noise Control on construction and open sites) provides guidance to enable compliance with Section 60. Neither COPA nor the related Codes of Practice set down specific limits for construction site noise. This is on the basis that the relevant local authority knows its own locality best and would have a better idea of suitable noise limits.

Procedures will be continuously developed to minimise the potential to generate significant noise levels:

- The key noise issues should be identified at the planning stage with alternative options to specific noisy operations being considered.
- Information on the likely noise levels associated with specific operations and machinery should be obtained.
- Prepare a schedule of the key noise issues and cross-reference with the project requirements.
- Noise levels of specific operations and plant.
- Duration of noise.
- Proximity of sensitive receptors (school, hospitals, churches etc.).
- Consider using alternative operations or plant to limit noise generation.
- When noise levels are still likely to be significant, specific consideration should be given to methods which lessen the nuisance such as:
 - Providing acoustic barriers or other physical noise controls.
 - Phasing operations to avoid sensitive periods (e.g. early morning).
 - Pre-notification of the affected parties.
 - Ensure the plant is shut down when not in use.
- If particular noisy operations are unavoidable and are likely to cause a nuisance, prior consultation should be carried out with the Local Authority's Environmental Health Department. The advance consent acquired with respect of the methods by which the works are to be carried out (under Section 61 of COPA) would effectively give immunity from action on noise grounds (so long as the terms of consent are complied with).

Conservation Issues

Construction activities may impact on sensitivity ecosystems or archaeological features, which require particular consideration and may have statutory protection. In some cases, construction developments may incorporate such features as part of the final development. Measures to protect such features during the construction process as required ensuring they are not damaged in any way.

- Sensitive or protected ecosystems (e.g. Sites of special Scientific Interest, National Parks, Tree Preservation Orders, rare or endangered flora or fauna) and archaeological artefacts or remains (e.g. National Trust Sites) should be identified by the client prior to the commencement of site works.
- The project should be designed to minimise impacts on sensitive features. Examples of appropriate impact reductions methods include:
 - Consideration of alternative, less sensitive sites.
 - Phasing or timing of construction works to avoid particular sensitive periods (e.g. nesting birds).
 - Choosing transport or haulage routes to minimise disturbance.
- Consult English Nature and or other relevant environmental and conservation organisations for advice on how to deal with environmentally sensitive areas or issues.
- If any hedgerow removal is required the client should gain specific approval from the Local Planning Authority during the planning stage.
- Clearly identify, mark and or fence off sensitive areas of the site and if necessary erect explicit notices.
- Ensure all site personnel are made aware of the need to protect the designated areas.
- Where required a fenced buffer zone should be included around the feature requiring protection. In the case of trees (particularly those protected by a Tree Preservation Order) the buffer zone should extend at least to cover the area of the tree canopy (which should provide adequate protection of the root system).
- The Site Supervisor is responsible for regularly monitoring the impact of construction activities on the sensitive features through regular inspections.
- Take measures to ensure that run-off is prevented from entering or affecting sensitive areas, where necessary install cut off trenches or bunds to intercept any run-off. Any waste water run-off likely to enter a watercourse would need discharge consent from the Environment Agency.

Implementation

- Training

Persons with a role in implementing environmental controls will be provided with the necessary training and instruction in order to discharge their responsibilities. The Company will ensure that its employees take advantage of such training and put that teaching to the best effect.

- Audit

Audits and inspections of compliance with environmental law, codes of practice and company procedures will be undertaken at regular intervals. The reports and recommendations will be submitted to the Managing Director.

- Monitoring

Monitoring compliance with this policy will be undertaken by the Managers and Supervisors. They are expected to respond accordingly and if necessary discipline those failing to comply with the codes of practice and procedures. Monitoring will also extend to sub or work package contractors whose subsequent selection and employment will be dependent on their co-operation and compliance in environmental matters.

Equal Opportunity Policy

The Policy

Vacancy Advertising

Wherever possible, all vacancies will be advertised simultaneously internally and externally.

Steps will be taken to ensure that knowledge of vacancies reaches under-represented groups internally and externally.

Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges, polytechnics, etc with significant minority group rolls as well as to minority press/media and organisations.

All vacancy advertisements will include an appropriate short statement on equal opportunity.

Selection and Recruitment

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Wherever possible, more than one person must be involved in the selection interview and recruitment process and all should have received training in equal opportunities.

Wherever possible, women, minorities and disabled persons will be involved in the short listing and interviewing processes.

Reasons for selection and rejection of applicants for vacancies must be recorded.

Positive Action – Training, Promotion and Conditions of Service

Under-represented groups will be encouraged to apply for training and employment opportunities with the company. Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion. However, actual recruitment to all jobs will be strictly on merit.

Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups.

Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or under-represented groups.

Personnel Records

In order to ensure the effective operation of the equal opportunities policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origins and disability.

Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information is strictly restricted.

Such records will be analyzed regularly and appropriate follow-up action taken.

Health & Safety Legislation – Acts of Parliament / Regulations

ACTS

Corporate Manslaughter and Corporate Homicide Act 2007
Disability Discrimination Act 1995 and 2005
Health and Safety at Work, etc Act 1974 (HSW Act)
Environmental Protection Act 1990
Employers Liability (Compulsory Insurance) Act 1969
New Roads and Streetworks Act 1991
Occupiers Liability Acts 1957 and 1984

For health and safety issues the most important of these is the HSW Act 1974. Most of the relevant regulations covering health and safety at work have been made under this Act since 1974. The Fire Safety Order was made under the Regulatory Reform Act 2001 and the Hazardous Waste Regulations 2005 under the Environmental Protection Act 1990.

REGULATIONS

Control of Asbestos Regulations 2012
Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 plus 2005 amendment
Confined Spaces Regulations 1997
Construction (Design and Management) Regulations (CDM) 2007
Consultation with Employees Regulations 1996
Control of Substances Hazardous to Health Regulations (COSHH) 2002 and 2005 amendment
Dangerous Substances and Explosive Atmospheres Regulations 2002
Display Screen Equipment Regulations 2002
Electricity at Work Regulations 1989
Electrical Equipment (Safety) Regulations 1994
Employers Liability (Compulsory Insurance) Regulations 1998 amended 2004
Fire Precautions Regulatory Reform (Fire Safety) Order 2005
First Aid Regulations 1981 as amended 2002
Gas Appliances (Safety) Regulations 1992
Gas Safety (Installation and Use) Regulations 1998
Hazardous Waste (England and Wales) Regulations 2005
Information for Employees Regulations 1989
Ionising Radiations Regulations 1999
Lead at Work Regulations 2002
Lifting Operations and Lifting Equipment Regulations 1998
Management of Health and Safety at Work Regulations 1999 as amended 2003 and 2006
Manual Handling Operations (MHO) Regulations 1992 as amended 2002
Manufacture and Storage of Explosives Regulations 2005
Noise at Work Regulations 2005
Personal Protective Equipment at Work Regulations 1992 as amended 2002
Pesticides Regulations 1986
Pressure Systems Safety Regulations 2000
Provision and Use of Work Equipment Regulations 1998 (except Part IV) amended in 2002
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Safety Representatives and Safety Committees Regulations 1997
Safety Signs and Signals Regulations 1996
Supply of Machinery (Safety) Regulations 1992
Vibration at Work Regulations 2005
Workplace (Health, Safety and Welfare) Regulations 1992 as amended 2002
Work at Height Regulations 2005 as amended 2007