



The Entryphone Company Ltd

23 Granville Road, London SW18 5SD

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HEALTH AND SAFETY Policies and Manual

Under the Health and Safety at Work Etc Act 1974

Policy Date:
January 2011

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1 Company Health and Safety Structure

Premises located at:

23 Granville Road
London
SW18 5SD

Director of safety:

Giles Ashbee

In the absence of the director of safety

Oliver Ashbee

Safety Managers

Tim Hepple
Ron Hitchins
Robert Scarman

First Aiders

Giles Ashbee (FAW), Henry Ashbee (EFAW), Tim Hepple (EFAW)

Health and Safety Advisor

Jon Austin
Safety Services (UK) Limited
Lakeside Industrial Estate
Stanton Harcourt
Oxfordshire
OX29 5SL
T: 01865 883288
F: 01865 883467

**Employment Medical Advisory Service
And Health and Safety Executive (HSE)**

Rose Court
2 Southwark Bridge
London
SE1 9HS
Tel: 020 7556 2100 T: 01865 883288
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2 Statement of Intent

It is the policy of The Entryphone Co Ltd to take all measures which are reasonably practicable to:

- (a) ensure the health, safety and welfare of all persons at work; and
- (b) protect employees, visitors to premises and the public generally against risks to their health and safety at work which may arise from this organisation's activities.

Entryphone undertakes to provide the necessary resources and seeks the co-operation of all persons at work with a view to implementing the requirements of the Health and Safety at Work etc Act 1974 and the relevant statutory provisions shown at Appendix to this Statement.

The Safety Director, Giles Ashbee, has general responsibility for implementing this Statement of Health and Safety Policy.

The Entryphone Co Ltd undertakes, so far as is reasonably practicable:

- (a) to provide and maintain plant and systems of work that are safe and without risks to health;
- (b) to arrange for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- (c) to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all persons at work;
- (d) to maintain all places of work in a condition that is safe and without risks to health, including the means of access to and egress from such places of work;
- (e) to provide and maintain a working environment for persons at work that is safe and without risks to health, with adequate arrangements for the welfare of such persons;
- (f) to define the responsibilities for health and safety of all persons at work;
- (g) to promote joint consultation and employee involvement in health and safety at work;
- (h) to identify any hazards which may exist and bring these hazards, together with the precautions necessary, to the attention of persons at work;
- (i) to record and investigate accidents and the causes of occupational ill-health;
- (j) to monitor health and safety performance of the organisation on a regular basis; and
- (k) to review this Statement of Health & Safety Policy on a regular basis.

In this Statement of Health and Safety Policy, 'all persons at work' include: directors, managers, employees, contractors, the employees of contractors, other persons visiting the premises of the organisation, employees of other organisations affected by the organisation's work activities and members of the public who may be affected by their work activities.

3 Organisation and arrangement for implementation

3.1 Individual Responsibilities

The safety director has ultimate responsibility for the health and safety at work of all persons at work, including members of the public who may be affected by the organisation's activities. Directors and managers have responsibility for ensuring the health and safety of persons at work, contractors and visitors in their areas of responsibility respectively. Individual responsibilities are shown at Section 4 of this Statement of Health and Safety Policy.

3.2 Legal Requirements

Directors and managers will take all necessary measures to ensure compliance by the organisation with legal requirements and duties. They will, in particular, take into account Approved Codes of Practice and Guidance Notes published by the Health and Safety Commission and Health and Safety Executive respectively, together with information provided by the organisation's health and safety adviser.

3.3 Health and Safety Instruction and Training

Directors and managers, in conjunction with the health and safety adviser, are responsible for the identification of the general and specific health and safety instruction and training needs of all persons at work

Health and safety instruction and training will be undertaken in accordance with Section 5 of this Statement of Health and Safety Policy.

3.4 Health and Safety Information

Managers, in conjunction with the safety director, will ensure the dissemination of comprehensible and relevant health and safety information to all persons at work. Facilities will be provided whereby the relevant health and safety information can be acquired or read by persons at work.

3.5 Joint Consultation

Directors and managers will ensure that there is an effective system for joint consultation with employees and other persons at work on health and safety-related issues.

3.6 Risk Assessment and Safe Systems of Work

The organisation recognises its duties as employers to undertake suitable and sufficient risk assessments which, in some cases, may lead to formally-documented health and safety management systems, including the preventive and protective measures necessary to prevent or control exposure to hazards.

Risk assessments will be undertaken and, where necessary, appropriate preventive and protective measures prepared, documented and implemented by managers for those workplaces, activities and tasks where there is a risk of injury or occupational ill-health.

Where appropriate, all persons at work will be trained and supervised in the implementation of documented safe systems of work and other precautionary measures arising from risk assessments.

3.7 Safety Monitoring and Hazard Reporting

Managers will ensure there is an effective system of safety monitoring at individual locations, including regular workplace inspections. Recommendations arising from safety monitoring will be implemented with as far as is reasonably practicable.

A formal procedure, whereby persons at work may report hazards and shortcomings in protection arrangements, will be maintained.

3.8 Accident and Ill-Health Reporting, Recording and Investigation

Managers will ensure there is an effective system for the reporting and recording of accidents and ill-health involving persons at work, visitors and contractors' employees in accordance with current legal requirements.

All accidents and cases of occupational ill-health must be investigated with a view to identifying the causes, both direct and indirect, and remedial measures to prevent recurrences. Remedial measures arising from investigation must be implemented forthwith.

All accidents **MUST** be reported to your Giles Ashbee and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. Giles Ashbee must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 3 working days
- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

3.9 Welfare Amenity Provisions & Facilities

Managers will ensure that welfare amenity provisions i.e. sanitation, hand washing, clothing storage, drinking water and facilities for taking meals, are provided and properly maintained.

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

3.10 First Aid Arrangements

Managers will ensure adequate provision of first aid treatment for employees and other persons present. Traveling first aid kits will be provided for all persons working away from base on a regular basis.

3.11 First Aid Provision

Adequate first aid provision will be made at every place of work occupied by Entryphone

3.12 PPE Personal Protective Equipment

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities. Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be

signed by the employees on receipt of the equipment and the hard copy kept on file. Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements. Any defects or malfunction of PPE must be reported to: Giles Ashbee

3.13 Work Equipment and equipment safety

Managers will ensure that all new work equipment, processes and project work do not expose persons at work to risk of injury and/or ill-health.

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by Giles Ashbee in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be recorded on the intranet H & S site

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to Giles Ashbee.

3.14 Maintenance of the Workplace, Equipment, Systems and Devices

Managers will ensure there is a satisfactory and effective system for maintaining workplaces, equipment, safety systems and safety devices in an efficient state, in efficient working order and in good repair, including the frequent examination, testing and maintenance of any equipment and any safety systems and safety devices to such equipment.

3.15 Emergency Procedure

Managers will ensure there is a formally established procedure to cover identified major emergencies, including the appointment of competent persons to oversee the implementation of any evacuation procedures incorporated in such emergency procedure.

3.16 Contractors' Activities

Managers will ensure there is an effective procedure for regulating the activities of both large and small contracting activities and in accordance with the organisation's Contractors Health and Safety Regulations or Rules for the Safety Conduct of Project Work.

3.17 Hazardous Substances

Managers will ensure that substances classified as 'hazardous to health' are identified, assessed and controlled in such a way as to prevent risk of injury or ill-health to persons at work during their use, handling, storage or transport at work.

Managers will ensure that flammable and explosive substances are identified and controlled in such a way as to prevent the risk of fire and explosion during their use, handling, storage or transport at work.

Managers will ensure that sufficient information relating to the hazards and precautions necessary in the use handling, storage and transport of hazardous substances is provided to persons at work who may be exposed to such substances.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH).

An inventory of all substances and materials hazardous to health is held at head office.

3.18 Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely. All employees are trained on manual handling techniques and given Risk Assessments on Manual Handling BEFORE undertaking any manual handling task.

3.19 Security and Violence at Work

Managers will take all reasonably practicable measures to protect all persons at work from physical assault, harassment, bullying, vandalism and theft of property, arson and bomb attack.

3.20 Fire Prevention and Protection & Emergency Procedures

Managers will ensure that arrangements for fire prevention and protection are adequate and maintained. Fire drills will be undertaken on a regular basis. Where appropriate, fire risk assessments will be undertaken.

It is the Entryphone's policy to take account of fire hazards in the workplace and have Fire Risk assessments for all areas. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site operatives are responsible for keeping their operating areas safe from fire, ensuring that they consider and mitigate fire prevention practices and emergency procedures.

The person with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is Tim Hepple.

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the assembly point in the car park.

3.21 Policy Review

Entryphone will carry out a regular reviews, (at least annually or on any change of relevant legislation or best practice procedure) of this policy to ensure that these standards of health and safety are maintained.

3.22 Advice and Information

Advice and information on aspects of health and safety at work is available from the health and safety director.



4th January 2011

Giles Ashbee

4 Current Health and Safety Legislation affecting Entryphone

The following statute and regulations ('the relevant statutory provisions') apply to the organisations operations and activities.

Health and Safety at Work etc Act 1974
Children (Protection at Work) Regulations 1998
Confined Spaces Regulations 1997
Construction (Design and Management) Regulations 2007
Construction (Head Protection) Regulations 1989
Construction (Health, Safety and Welfare) Regulations 1996
Control of Asbestos at Work Regulations 2006
Control of Lead at Work Regulations 2002
Control of Substances Hazardous to Health Regulations 2002 (amended 2004)
Control of Vibration at Work Regulations 2005
Disability Discrimination Act 2005 and codes of practice
Electricity at Work Regulations 1989
Employers' Liability (Compulsory Insurance) Regulations 1999
Health and Safety (Consultation with Employees) Regulations 1996
Health and Safety (Display Screen Equipment) Regulations 1992
Health and Safety (Safety Signs and Signals) Regulations 1996
Health and Safety (First Aid) Regulations 1981
Health and Safety (Information for Employees) Regulations 1998
Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972
Ionising Radiation Regulations 1999
Lifting Operations and Lifting Equipment Regulations 1998
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
Noise at Work Regulations 2005
Personal Protective Equipment at Work Regulations 1992
Pressure Systems Safety Regulations 2000
Provision and Use of Work Equipment Regulations 1998
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Safety Representatives and Safety Committees Regulations 1977
Working Time Regulations 1998 (amended 2002)
Workplace (Health, Safety and Welfare) Regulations 1992
Smoke-free (premises and Enforcement) regulations 2006
Work at Height 2005

And

Regulatory Reform (Fire Safety) Order 2005

5 Individual Duties and Responsibilities for Health and Safety at Work

5.1 Safety Director

The safety director will ensure there is an effective Statement of Health and Safety Policy and will periodically assess the effectiveness of same.

5.2 Directors and Senior Managers (Head of Departments, etc)

Directors and managers are primarily responsible for demonstrating commitment and leadership on matters relating to health and safety in areas under their control.

In particular, they are responsible for:

- (a) co-ordinating the implementation of this Statement of Health and Safety Policy in the areas under their control;
- (b) monitoring and reviewing the effectiveness of this Statement of Health and Safety Policy in terms of its application to the particular operations and activities of the division/department/area of control;
- (c) ensuring the development and implementation of health and safety information, instruction and training for their managers and employees;
- (d) promoting health and safety awareness within their respective areas of control;
- (e) keeping themselves informed of incidents, accidents and ill-health arising within their division/department/area of control;
- (f) monitoring systems for ensuring the provision and maintenance of safe work equipment, working conditions and systems of work in their respective areas of control;
- (g) monitoring procedures for the provision and maintenance of personal protective equipment for employees within their area of control;
- (h) monitoring the provision and maintenance of welfare facilities, including first aid and fire protection procedures within their Areas of control;
- (i) monitoring health and safety performance, including the successful implementation of health and safety management systems by line managers and employees, systems for the reporting, recording, investigation and analysis of accidents and ill-health to persons at work;
- (j) monitoring the effectiveness of joint consultation procedures on health and safety matters;
- (k) coordinating health and safety training activities and the provision of information to persons at work.

5.3 All Persons at Work

All persons at work must:

- (a) take reasonable care for their own health and safety, and that of other persons at work, together with members of the public, who may foreseeable be affected by their acts or omissions at work;
- (b) co-operate with management so far as is necessary for them to comply with current health and safety legislation; and
- (c) not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work in furtherance of a statutory requirement.

In particular, every person at work must:

- (a) use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him in accordance with any training in the use of the equipment concerned which has been received by him and the instructions respecting that use which have been provided by management; and
- (b) inform his immediate manager:
 - (i) of any work situation which represents a serious and immediate danger to health and safety;
 - (ii) of any matter which represents a shortcoming in the organisation's protection arrangements for health and safety.

5.4 Health and Safety Adviser

Reporting to managing director, the health and safety adviser will provide an advisory service to directors, managers, employees and other persons at work with regard to:

- (a) health and safety policy formulation and development;
- (b) structuring and operating all parts of the organisation (including the supporting systems) in order to promote a positive health and safety culture and to secure effective implementation of policy;
- (c) planning for health and safety, including the setting of realistic short-term and long-term objectives, deciding priorities and establishing adequate performance standards;
- (d) to-day implementation of policy and plans, including accident and incident investigation, reporting and analysis; and
- (e) reviewing performance and auditing the whole management system.

To fulfill these functions, the health and safety adviser will:

- (a) maintain adequate information systems on relevant law, guidance and developments in general and safety management practice;
- (b) be able to interpret the law and understand how it applies to the organisation;
- (c) establish and keep up-to-date organisational and risk control standards;
- (d) establish and maintain procedures for the reporting, investigation, recording and analysis of accidents, occupational ill-health and incidents;

- (e) establish and maintain adequate and appropriate monitoring and auditing systems;
- (f) ensure the provision of health and safety information, instruction and training to employees and other persons at work in accordance with current legal requirements; and
- (g) present advice in an independent and effective manner, safeguarding the confidentiality of personal information.

The safety officer has the following relationships:

Within the organisation

With directors and managers on matters of policy and implementation of that policy.

Outside the organisation

Liaison with enforcement officers of the Health and Safety Executive, environmental health officers, local police and fire service officers, equipment suppliers, licensing officials, insurance company liability surveyors, contractors and members of the public.

6 General Hazards and Risk Assessments

As of March 2007 all Entryphone Risk Assessments and Health and Safety Documents are available to staff via the Entryphone intranet (also available via the company extranet with password protection). This contains updated risk assessments, staff consultation details, and full details of H&S within the organization.

6.1 Management of Asbestos

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2006 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

Definition

General obligations are covered by the **Health and Safety at Work Act 1974**. Specific legislation regarding asbestos is defined in the:-

Standards required

The Control of Asbestos Regulations 2006

Reference should also be made to the following Health and Safety Executive (HSE) publications;

L143 **Work with materials containing asbestos.** Approved Code of Practice and Guidance

L127 **The management of asbestos in non-domestic premises**

INDG289 **Working with Asbestos in Buildings**

This list is not exhaustive. For full details see "Asbestos" Section later in this Policy.

Information

Duty holders have an explicit duty to assess and manage the risks from asbestos in premises in compliance with **Regulation 4 of The Control of Asbestos Regulations 2006**. Each premises assessment will be used to produce a Management Plan which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials in non-domestic premises, to anyone likely to disturb them.

All employers also have a duty to ensure all employees who may encounter asbestos are provided with adequate training. This training will ensure that they understand the action to be taken on discovering asbestos (or suspected asbestos containing materials) so that they do not place themselves or anyone else at risk.

6.2 Asbestos

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2006 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

Definition

General obligations are covered by the **Health and Safety at Work Act 1974**. Specific legislation regarding asbestos is defined in the:-

Standards required

The Control of Asbestos Regulations 2006 SI 2739

Reference should also be made to the following Health and Safety Executive (HSE) publications;

L127	The Management of Asbestos in Non-domestic Premises
L143	Work with materials containing Asbestos
HSG189/2	Working with Asbestos Cement
HSG210	Asbestos Essentials Task Manual
HSG213	Introduction to Asbestos Essentials
HSG 227	Managing Asbestos in premises
HSG 247	Asbestos: The licensed contractors' guide
HSG248	Asbestos: The analyst's guide for sampling, analysis and clearance procedures
INDG188	Asbestos Alert for Building Maintenance, Repair and Refurbishment Workers
INDG223	Managing Asbestos in workplace buildings
INDG255	Asbestos Dust Kills – keep your mask on
INDG289	Working with Asbestos in Buildings

Duty holders have an explicit duty to assess and manage the risks from asbestos in premises in compliance with **Regulation 4 of The Control of Asbestos Regulations 2006**. Each premises assessment will be used to produce a Management Plan which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials in non-domestic premises, to anyone likely to disturb them.

Information

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

Planning Procedures

Under the 2006 Regulations duty holders have to undertake an assessment of their premises to establish the likely presence of Asbestos. Reference should be made to asbestos registers when planning work on existing premises.

The Contracts Manager will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist, the Contracts Manager will consult with and where appropriate employ, specialised asbestos contractors to arrange its safe removal. Qualitative tests will be carried out to determine the type of asbestos and to set the 'control limits' (equivalent to maximum exposure limits under COSHH).

A method statement and risk assessment must be prepared before removal starts.

The enforcing authority must be notified of any work involving asbestos at least 14 days prior to the commencement of work, (a lesser time may be agreed by mutual consent).

All operatives will be informed that asbestos exists on site and will be given specific instructions by the Site Manager as to how it affects them in their working practices. Recognised control procedures will be employed and operatives will report defects or non-compliance in the procedures to the Site Manager immediately.

The Contracts Manager will instigate a monitoring programme throughout the removal process, closely liaising with the specialist sub contractor.

All operatives will be given training, advice and guidance on the likely form that asbestos containing materials may take on the project, and how to recognise suspect material.

The employed specialist contractor will strictly carry out the supervision of the removal of asbestos only.

Supervision

The contractor will keep the Site Manager informed at all times about the work and how it is progressing.

The Site Manager will supervise all other operatives as a consequence of the actions and advice of the specialist contractor.

Where operatives are likely to be exposed to asbestos at or above the control limits, and exposures cannot reliably be estimated, the company is obliged to keep monitoring records for a period of at least five years, and for at least 40 years if the Action Level is also likely to be exceeded.

Operative exposed to asbestos at or above the Action Level must undergo medical surveillance.

No operative will be allowed to work in areas identified by the specialist contractors as being affected by asbestos. The Site Manager will designate "No Go Areas". Only employees of the specialist contractor, or persons authorised by that contractor will be allowed access to the designated areas.

Safe system of work

If the presence of asbestos is unexpectedly "discovered" during normal working activity, the Site Manager must be informed immediately and the procedures outlined in 'Planning' above will be put into effect. The Site Manager will stop work in all areas he feels may be affected until specialist help arrives. The Contracts Manager will also be immediately informed.

The spread of asbestos from one place to another must be prevented or reduced to the lowest levels possible.

Suitable and adequate washing and changing facilities will be provided on site for all persons exposed to asbestos. These facilities will include somewhere to store protective clothing and equipment. Disposal of contaminated clothing and equipment that cannot be decontaminated must also be arranged.

All plant, machinery and protective equipment exposed to asbestos dust will be taken out of service (if not removed as asbestos waste) until it has been thoroughly cleaned before it will be used again.

Raw asbestos and asbestos waste must always be stored and transported in sealed properly labelled containers.

No employee/contractor will resume work in the contaminated area until a clean air certificate / certificate of reoccupation has to be issued by the specialist licensed removal company.

Allowed activities

Almost all work with asbestos containing materials will require work to be done by licensed contractors/specialists; there are some circumstances where this does not apply, this includes:

Work where exposure is sporadic and of low intensity

The risk assessment shows that the exposure of any employee to asbestos will not exceed the control limit (0.6 f/ml [10 mins] or 0.1 f/ml [4 hrs])

The work involves:

- Short, non-continuous maintenance activities
- Removal of materials where the fibres are firmly held in a matrix
- Encapsulation or sealing of asbestos-containing materials which are in good condition
- Air monitoring and control, and collection and analysis of samples to ascertain whether a specific material contains asbestos.

A safe system of work must be planned and clearly explained to the employees involved.

6.3 Driving

Standards Required

The use of a company vehicle for company business is covered under **The Provision and Use of Work Equipment Regulations 1998. Road Safety Act 2006 (Commencement No. 4) Order 2008**

Company drivers will be assessed to ensure they are competent drivers and have a current licence for the type of vehicle they are to drive.

Company drivers will be given adequate information and resources to ensure they can carry out their role safely and effectively.

Company vehicles will be maintained and serviced in accordance with the manufacturers' recommendations.

All accidents occurring while driving for the Company will be reported to the relevant manager to ensure the accident is reported in the correct manner.

Seat belts must be worn when fitted in the vehicle.

Smoking is not allowed by any staff in any Company vehicle.

No person is allowed to travel in the box section of any vehicle.

Whilst offloading, hands and feet are to be kept clear of the tail lift.

Ensure all loads are secure and in particular ensure that they will not fall when the vehicle door/ shutter is lifted.

Under no circumstances should mobile telephones be used whilst driving unless a suitable hands-free arrangement is in place. Where possible hands-free kits will be supplied and should be used if it is necessary to use whilst a vehicle is in motion and it is safe to do so.

6.4 Mobile Telephones and In-Car Technology

The Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations 2003 apply to the users of mobile telephones when driving.

Standards Required

All users of mobile telephones must not use a hand held phone when driving. "Hands-free" phones are acceptable providing that the phone does not have to be held in the hand at any time when in use.

The user must exercise proper control of the vehicle at all times. Never use a hand held mobile phone or microphone when driving. Using hands free equipment may also distract the users' attention from the road, and should only be used when on the move if it is considered safe to do so. It is far safer not to use any telephone while driving - find a safe place to stop first.

There is also a danger of driver distraction being caused by in-vehicle systems such as route guidance and navigation systems, congestion warning systems, PCs, multi-media, etc. Do not operate, adjust or view any such system if it will distract your attention while you are driving; you must exercise proper control of your vehicle at all times. If necessary find a safe place to stop first.

6.5 Noise

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

**Standards
Required**

Reference should also be made to the Health and Safety Executive (HSE) publication;
L108 Guidance on the Control of Noise at Work Regulations 2005

The Control of Pollution Act 1974 requires contractors to use the best practical means of controlling construction and demolition noise at the site boundary.

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

**Planning
Procedure**

The regulations require that hearing protection is considered if the noise level averaged over an 8 hour day exceeds 80dB(A); and that hearing protection is mandatory for average noise levels over 8 hours exceeding 85dB(A). Also, the maximum exposure with hearing protection should not exceed 87dB(A) (averaged over 8 hours)

The Contracts Manager 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 sub 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 Contracts Manager 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.

The Site 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 sub contractor or hire company, immediately.

Supervision

The Site 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.

- 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

**Safe System
of Work**

The HSE website www.hse.gov.uk/noise gives guidance and calculators for noise assessments and protection requirements.

6.6 Hand-Arm/Whole Body Vibration

Vibration is covered by The Control of Vibration at Work Regulations 2005 (Statutory Instrument 2005 No. 1093) Provision and Use of Work Equipment Regulations 1998, The Health and Safety At Work Act 1974 and the Management of Health and Safety at Work Regulations 1999

**Standards
Required**

Reference should also be made to the Health and Safety Executive (HSE) publications:

HSG 88 Hand Arm Vibration
HSG 170 Vibration Solutions
INDG 175 Health Risks Advice from hand-arm vibration: Advice for employees

Excessive use of hand held or guided vibrating tools and equipment can have a serious and lasting effect on the body. In general vibration can cause severe pain and numbness in the fingers, the sensation of pins and needles, loss of sense of touch, loss of grip strength and painful wrists. The above sensations/pains are more noticeable in cold weather with the digits blanching hence the term Vibration White Finger.

Exposure limit values and action values

(1) For hand-arm vibration -

- (a) the daily exposure limit value is $5 \text{ m/s}^2 \text{ A}(8)$;
- (b) the daily exposure action value is $2.5 \text{ m/s}^2 \text{ A}(8)$,

(2) For whole body vibration -

- (a) the daily exposure limit value is $1.15 \text{ m/s}^2 \text{ A}(8)$;
- (b) the daily exposure action value is $0.5 \text{ m/s}^2 \text{ A}(8)$,

"daily exposure" means the quantity of mechanical vibration to which a worker is exposed during a working day, normalised to an 8-hour reference period, which takes account of the magnitude and duration of the vibration.

The degree of damage is dependant upon:

- The vibration levels of the equipment being used
- The length of time of use
- How awkward it is to use
- How tightly it is necessary to grip the tool
- How cold and wet the operator gets when using the equipment

In conducting the risk assessment, the employer shall assess daily exposure to vibration by means of-

- (a) observation of specific working practices;
- (b) reference to relevant information on the probable magnitude of the vibration corresponding to the equipment used in the particular working conditions; and

- (c) if necessary, measurement of the magnitude of vibration to which his employees are liable to be exposed; and
- (d) the employer shall assess whether any employees are likely to be exposed to vibration at or above an exposure action value or above an exposure limit value.

The risk assessment shall include consideration of-

- (a) the magnitude, type and duration of exposure, including any exposure to intermittent vibration or repeated shocks;
- (b) the effects of exposure to vibration on employees whose health is at particular risk from such exposure;
- (c) any effects of vibration on the workplace and work equipment, including the proper handling of controls, the reading of indicators, the stability of structures and the security of joints;
- (d) any information provided by the manufacturers of work equipment;
- (e) the availability of replacement equipment designed to reduce exposure to vibration;
- (f) any extension of exposure at the workplace to whole-body vibration beyond normal working hours, including exposure in rest facilities supervised by the employer;
- (g) specific working conditions such as low temperatures; and
- (h) appropriate information obtained from health surveillance including, where possible, published information.

Managers and Operators can reduce the likelihood of onset of Vibration Related Upper Limb Disorders by:

- Reducing the number of items of equipment that vibrates above the recommended safe level, 2.5 m/s^2 or the total daily dose of 5.0 m/s^2 (A8) (Average over an 8 hour day)
- Ensuring equipment is maintained in accordance with the manufacturers instructions
- Reducing the amount of time the operative uses the equipment for
- Use of suitable gloves
- Operator exercising the hands and fingers
- The operator being able to recognise the onset symptoms

The Site Manager will ensure all work activities are planned to take the above standards into account.

**Planning
Procedure**

The Site Manager must ensure that information on the vibration level of any plant or equipment, which it is intended to hire or purchase is obtained and taken into account before hiring or purchase takes place.

Where operatives are required to work in situations where high levels of vibration are likely to be encountered, the Site Manager will ensure that full information is provided, before work commences, on the levels and frequencies of any vibrating tools or equipment.

Any measures to reduce vibration levels to below levels considered to be safe must be planned or, if this course of action is not practicable, suitable vibration protection measures taken by Managers and Operatives.

Regular monitoring of vibration levels and frequencies will be planned, if required.

Instruction and training will be provided to relevant Site Managers and Operatives as required to work with plant and equipment, which is likely to result in exposure to high vibration levels.

The Site Manager will ensure that all plant and equipment provided is properly serviced and maintained in accordance with the manufacturers instructions; are kept in good order and that any defects noted are reported immediately.

Supervision

The Site Manager will ensure that supplies of suitable gloves are made available for any operations, where it is not practicable to reduce the vibration levels to a safe limit in other ways. These will be issued to Operatives as required and must be worn at all times when Operatives are exposed to high vibration levels.

-
- Carry out a written vibration assessment Appendix 2 to establish levels and frequencies of vibration for individuals using items of plant and machinery. A table of nominal vibration values is attached at appendix 1.
 - Give advice on vibration control measures
 - Follow the control hierarchy to reduce the likelihood of exposure
 - Plan to Regularly monitor vibration levels and frequencies for known high sources

**Safe System
of Work**

Table of Nominal Vibration Values

Tool description	Hand Vibration Value (m/s ²)	Time to reach EAV 2.5m/s ² Minutes	Time to reach ELV 5.0m/s ² Minutes	Notional noise output dB(A) at 1 metre range.
Medium duty air breaker	14.5	14	57	110
As above with anti-vibration	3.5	245	>16 hr	107
Heavy duty air breaker	17.5	10	39	110
As above with anti-vibration	2.8	383	>24 hr	110
Heavy duty electric breaker (30kg)	13	18	71	104
Heavy duty electric demolition hammer (11kg)	14	15	61	103
	8	47	188	98
As above with anti-vibration	9	37	148	98
Medium duty demolition hammer (7kg)	7	61	245	98
As above with anti-vibration	14	15	61	103
Light duty demolition hammer	6	83	333	97
As above with anti-vibration				
9 kg Rotary hammer drill	14	15	61	101
6 kg Rotary hammer drill	11	25	99	98
4 kg Rotary hammer drill	10	30	120	98
3 kg Rotary hammer drill	10	30	120	98
Hilti TE 2 M hammer drill	9	37	148	101
Hilti TE 5 hammer drill	10	30	120	101
Hilti TE 15 hammer drill	11	25	99	101
Hilti TE 72 impact hammer drill	9	25	148	110
Bosch hammer drill GSB range	11	25	99	109
Bosch hammer drill GBH 2 range	11	25	99	101
Bosch hammer drill GBH 4 DSC	11	25	99	102
Bosch hammer drill GBH 5 DCE	10	30	120	108
Bosch hammer drill GBH 8 DCE	14	15	61	103
Bosch hammer drill GBH 10 DC	13	18	71	104
4 kg Rotary drill	2.5	480	>24 hr	81
Hilti 110 Drill SR 16	< 2.5	480	>22 hr	83
Hilti Screw Driver ST 18	< 2.5	480	>22 hr	80
Hilti Screw Driver SU 25	< 2.5	480	>22 hr	80
Bosch Drill GWB 10 RE	3	333	>22 hr	80

Tool description	Hand Vibration Value (m/s ²)	Time to reach EAV 2.5m/s ² Minutes	Time to reach ELV 5.0m/s ² Minutes	Notional noise output dB(A) at 1 metre range.
Bosch Screw Driver GSR 6-25 & 40 TE	3	333	>22 hr	79
Bosch Screw Driver GSR 6-20 TE, 8-6KE & 8-16KE	3	333	>22 hr	82
Bosch Screw Driver GMB 10 SRE	3	333	>22 hr	81
Bosch Drill/Screw driver GBM 1 – 13-2 range	3	333	>22 hr	81
Bosch Drill/Screw driver GBM 13	3	333	>22 hr	98
Bosch Drill/Screw driver GBM 16-2 RE	3	333	>22 hr	99
Hitachi Angle Drill	5	120	480	98
100/125 mm Mini-grinder	5	120	480	101
175/225 mm Grinder	5.5	99	397	108
2 stroke 300 mm cut-off saw (Stihl)	7.5	53	213	107
REMS Tiger	22	6	25	104
REMS Tiger with guide support	12	21	83	104
Matika Portable Band Saw 2160W	3	333	>22 hr	105
Matika Portable Cut Off Saw 2414B	3	333	>22 hr	110
150/225 Circular saw	2.5	480	>24 hr	103
Hilti Jig Saw WSJ 110 EB	< 2.5	480	>24 hr	83
Hilti Jig Saw WSJ 110 ET	< 2.5	480	>24 hr	83
Single blade wall chaser	3	333	>22 hr	111
Double blade wall chaser	4	188	>12 hr	111
450mm Petrol floor saw	7.5	53	213	105
350mm Petrol floor saw	4.5	148	>9 hr	100
Single head scabbler	20	8	30	103
Triple head scabbler	15.5	12	50	103
Belt sander	2.5	480	>24 hr	84
Orbital sander (Bosch)	4	188	>12 hr	82
Orbital sander (Makita)	5	120	480	81
Orbital sander (Hitachi)	3	333	>22 hr	76
Orbital sander (Metabo, less Sr 4321)	3	333	>22 hr	80
Orbital sander (Fein, less MSf 636-1)	6	83	333	81
Orbital sander (Atlas Copco)	3	333	>22 hr	97

Tool description	Hand Vibration Value (m/s ²)	Time to reach EAV 2.5m/s ² Minutes	Time to reach ELV 5.0m/s ² Minutes	Notional noise output dB(A) at 1 metre range.
Disc sander	2.5	480	>24 hr	100
2-stroke chainsaw	6	83	333	102
Chainsaw (Husqvarna 340 - 371)	5	120	480	111
450mm petrol compaction plate	7.5	53	213	95
300mm petrol compaction plate	10	30	120	105
Hand Held Electric Threader REMS – Amigo	2.5	480	>24 hr	83
Hand Held Electric Threader REMS – Amigo2	2.5	480	>24 hr	82
Hand Held Electric Threader REMS – Amigo2	2.5	480	>24 hr	83
Bench Threading Machine REMS - Magnum	3	333	>22 hr	83
Bench Threading Machine REMS - Magnum	3	333	>22 hr	83
Bench Threading Machine REMS – Tornado				
Bench Threading Machine REMS – Gigant				

Note: This table is only a guide. Action must be taken to protect persons from HAV risks where daily exposure exceeds 2.5m/s²

Also refer to OPERC website for additional vibration magnitude measurements

Vibration Risk Assessment

Contract

Assessment Number

Operation:

Activity	Vibration (Ave) (m/s ²) L ₁	(L ₁) ²	Duration of exposure (hours) t	Partial Dose d ₁ =(L ₁) ² x t
Sum of partial doses = Σ d ₁ =				
Daily dose A(8) = SQRT(Σ d ₁ /8) =				m/s ²

Activity

Should include the duration for all activities associated with the use of vibrating tools within the work pattern i.e. the time spent actually using the tool, breaks and other activities completed as part of that work pattern.

The risk from exposure increases with the level of vibration and the length of exposure, both within the working day and in the long term. To recognise this as an equivalent 8-hour “dose” of vibration A(8) is used.

The nominated value, recommended by the Health and Safety Executive, A(8) = 2.5 m/s² is thought to be the exposure which results in a 10% risk of contracting Vibration White Finger (VWF) after 8 years exposure (this is still a significant risk).

Where the daily dose significantly exceeds the A(8) = 2.5 m/s² level it must be demonstrated that:

- It was necessary to complete the work in this manner.
- All reasonable steps have been taken to reduce the risk of VWF.

Control measures to be implemented.

- e.g.
- Use alternative method that avoids or reduces vibration
 - Select low vibration equipment
 - Rotate job to reduce exposure times
 - Encourage hand & finger exercise
 - Toolbox talks on avoiding risks

6.7 Electrical Power Tools

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

**Standards
Required**

The Electricity at Work Regulations 1989
The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4
Personal Protective Equipment at Work Regulations 1992
The Provision and Use of Work Equipment Regulations 1998

Guidance on the safe use of electricity on construction sites is found in the following publications:-

The I.E.E. Regulations for the Electrical Equipment of Buildings, Section H.

Reference should be made to British Standards:

BS 7375 **Code of Practice for Distribution of Electricity on Construction and Building Sites**
BS 7430 **Code of Practice for Earthing**
BS 4363 **Distribution units for electricity supplies for construction and building sites**
BSEN 60309 **Plugs, Sockets and Couplers for Industrial Purposes**

Various other British Standards apply to the type of cabling and power tools.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

PM 29 **Electrical Hazards from Steam/Water Pressure Cleaners**
PM 38 **The Selection and Use of Electric Hand Lamps**
HSG141 **Electrical Safety on Construction Sites**

Information on the requirements of the regulations and advisory literature is available from Safety Services (UK) Ltd.

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

**Planning
Procedure**

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

The Contracts Manager must ensure that all power tools provided for use on site, or other workplace, are in accordance with the relevant British Standards and adequately PAT Tested.

No power tools or electrical equipment of greater voltage than 110V (CTE) shall be used on sites, unless special arrangements are made. In circumstances where higher voltage equipment is to be used, precautions including protective breakers and if necessary, abrasion resistant or armoured cable may be required. Each circumstance should be considered on its own merits. Lower voltage or intrinsically safe tools, lighting etc., may be required in damp or confined situations. Safety Services (UK) Ltd may be consulted in these situations if there is any doubt or concern.

All Hired equipment will be checked for Maintenance and Inspection records by the Site Manager prior to issue to site.

The Site Manager will ensure that all Power tools and the temporary electrical supply is installed and tested, as planned.

Supervision

The Site Manager will ensure that any specific training is required is given or arranged with a competent provider.

The Site Manager will ensure that all sub contractors equipment is in good condition and tested. Immediate action will be taken against any person or sub contractor abusing or incorrectly using electrical equipment on site.

The Site Manager must ensure that all power leads are installed clear of access ways and preferably above head height.

Festoon lighting equipment should be secured above head height. Where festoon lighting equipment is installed, it must not be of the screw or pin contact type, only properly constructed sets with moulded on fittings will be used.

The Site Manager 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 authorised persons are permitted to repair or alter electrical equipment. Any defect noted in electrical equipment must be reported to the Supervisor, so that immediate steps can be taken to have defects remedied by electrical or hire company.

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

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On festoon lighting all bulb sockets are live; steps are, therefore, to be taken to protect open sockets when a bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires would still be live.

The trained operative will carry out a visual inspection of the electrical power tool and its power leads prior to commencing work.

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

A competent electrician will carry out regular inspections of all electrical equipment on site.

Safety Services (UK) Ltd may provide any advice required on the safe use of electrical equipment on site and will report immediately any defects noted in electrical equipment during site inspection visits.

6.8 Work at Height in Construction

The Work at Height Regulations 2005 applies to all work at height activities.

**Standards
Required**

Reference should also be made to the following Health and Safety Executive (HSE) publications:

INDG401 The Work at Height Regulations a brief guide

And **Question & Answer brief for the construction industry** published by the HSE

HSG150 Health and Safety in Construction until further guidance is available as the best practice approach in this guidance is still generally valid.

And other relevant publications depending on the particular circumstances

It must be noted that the 2m rule no longer applies, the hazards and risks must be assessed and suitable controls put in place regardless of the height, although the same principles should be applied for work over 2m as before.

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

**Planning
Procedure**

The Contracts Manager in conjunction with the Principal Contractor will consider the hazards and risks associated with the particular activity to ensure that the work is planned with consideration for the following:

- To avoid or minimise Work at Height as far as reasonably possible
- Edge protection, barriers or a scaffold to provide a safe place of work
- Mobile work platforms e.g. Mobile Elevating Work Platforms (MEWPs)
- Protection for the public, or other operatives who may be at risk
- Safe means of access to the workplace
- Where necessary, suitable access equipment
- Protection of fragile surfaces

Where falls cannot practically be prevented then a system of fall protection must be used. There are two basic types:

- Those that provide a collective safeguard e.g. safety nets, air bags or bean bags
- Those that personal fall protection e.g. safety harnesses attached to a suitable anchorage point

Both systems require appropriate training and supervision to ensure their effectiveness.

Collective safeguards have the advantage over personal fall protection in that they do not rely on supervision to ensure their effectiveness and they may also allow work to be carried out below with less danger from falling objects.

If a personal protection system is used, then a rescue procedure must be planned, communicated to the workforce and implemented prior to work commencing.

Short duration work will also be carefully planned to identify hazards and arrange for the provision and securing of access equipment as necessary.

Training will be provided for supervisors and operatives required to work at height.

Supervision

The Manager will not permit work to commence at height until the planned safety precautions have been provided. Work at height must not be permitted if safety could be affected by high winds or gusty conditions.

Consideration must be made of conditions that could affect safety, such as extremes of temperature, wet weather or icy conditions.

Materials must not be dropped or thrown down from heights, other than by means of a chute, or suitable safe method.

The main hazards associated with work at height are: -

- Falls from unprotected edges
- Falls through incomplete or fragile surfaces
- Materials or tools falling from heights
- Contact with overhead electric cables (see separate section)
- Falls from ladders and other access equipment

All personnel required to work near or below any work at height must wear safety helmets.

Access to the workplaces at height must be prevented to unauthorised persons, particularly children, outside of working hours.

All work at height of short duration or relatively low height should consider the above standards when work is planned to minimise the risks to those involved or likely to be affected.

6.9 Work at Height (where Construction Regulations not applicable)

The Work at Height Regulations 2005 applies to all work at height activities.

**Standards
Required**

The Workplace (Health, Safety and Welfare) Regulations 1992, in particular Regulations 13 – 16 may apply in part or completely

Reference should also be made to the following Health and Safety Executive (HSE) publications:

INDG401 **The Work at Height Regulations** a brief guide

L24 **Workplace Health Safety and Welfare**

and other relevant publications depending on the particular circumstances.

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

**Planning
Procedure**

The Manager will plan the following arrangements as appropriate:

- To avoid or minimise Work at Height as far as reasonably possible
- Suitable means to prevent falling using guard-rails, barriers, working platforms etc.
- Protection for the public, or other operatives who may be at risk.
- Safe means of access to the workplace.
- Where necessary, suitable access equipment.
- Protection of fragile surfaces.

Where falls cannot practically be prevented then a system of fall protection must be used. There are two basic types:

- Those that provide a collective safeguard e.g. safety nets, air bags or bean bags
- Those that personal fall protection e.g. safety harnesses attached to a suitable anchorage point

Both systems require appropriate training and supervision to ensure their effectiveness.

Collective safeguards have the advantage over personal fall protection in that they do not rely on supervision to ensure their effectiveness and they may also allow work to be carried out below with less danger from falling objects.

If a personal protection system is used, then a rescue procedure must be planned, communicated to the workforce and implemented prior to work commencing.

Short duration work will also be carefully planned to identify hazards and arrange for the provision and securing of access equipment as necessary.

Training will be provided for supervisors and operatives required to work at height.

The Manager will not permit work to commence at height until the planned safety precautions have been provided. Work at height must not be permitted if safety could be affected by high winds or gusty conditions.

Supervision

Consideration must be made of conditions that could affect safety, such as extremes of temperature, wet weather or icy conditions.

Materials must not be dropped or thrown down from heights, other than by means of a chute, or suitable safe method.

The main hazards associated with work at height are: -

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of Work**

- Falls from unprotected edges.
- Falls through incomplete or fragile surfaces.
- Materials, tools falling from heights.
- Contact with overhead electric cables (see separate section).
- Falls from ladders.

All personnel required to work near or below any work at height must wear safety helmets.

Access to the workplaces at height must be prevented to unauthorised persons, particularly children, after working hours.

All work at height, no matter how small, should consider the above standards when work is planned to minimise the risks to those involved or likely to be affected.

6.10 Stress in the Workplace

The company is committed to protecting the Health, Safety and Welfare of our employees. We recognise that workplace stress is a Health and Safety issue and we are committed to identifying and reducing workplace stressors. **The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and The Workplace (Health, Safety and Welfare) Regulations 1992**, with their approved Code of Practice aim to protect people at work exposed to excessive pressure or demand placed upon them.

**Standards
required**

Reference should also be made to the following Health and Safety Executive (HSE) publications:

HSG218 Tackling work related stress: A Managers Guide to Improving and Maintaining Employee Health and Well-being

INDG28 1 rev1 Work Related Stress

**Planning
Procedures**

All work will be planned to take the following standards into account:

- The Company will identify all workplace stressors and will conduct risk assessments to highlight and control the risks.
- Training will be provided to managers and supervisors in good management practices with regard to reducing stress in the workplace
- Confidential counselling will be provided either in-house or externally
- Adequate resources will be provided to enable implementation of the Company stress policy

Staff and their representatives will be consulted with respect to improving stress related work practices within the workplace.

Changes to working practices will be monitored to ensure they do not cause additional stress.

Regular review of risk assessments of procedures and work practices will take place to ensure stressors have not increased.

Managers are to take responsibility for implementation of company policy and the company will take responsibility for providing the necessary resources.

Supervision

Managers and supervisors will ensure good communication with staff if there are organisational and/or procedural changes.

The Company will ensure managers and supervisors are fully trained to discharge their duties and will monitor the workforce for signs of stress.

The company will offer support to staff who are experiencing stress outside work e.g. bereavement or separation

6.11 Workshop Machinery

The Provision and Use of Work Equipment Regulations 1998

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

**Planning
Procedure**

The Workshop Manager will ensure that all machines provided, or purchased, for use comply fully with the above standards.

The Workshop Manager will ensure that the following arrangements are planned: -

- Barriers and covering for machines are provided to prevent unauthorised access to machines
- Suitable level base providing good flooring is available in working area of machine
- If appropriate, extraction facilities are provided
- Training is provided for operatives

The Workshop Manager will ensure that all machines provided are installed in accordance with the planned arrangements, that all safety devices, guards, etc. are available and fitted and that protective clothing or equipment, e.g. ear defenders, eye protection, respirators, etc. are provided as required.

Supervision

The Company will not permit any unauthorised person to operate any machine. No one will operate any machine unless a current risk assessment under **The Management of Health and Safety at Work Regulations 1999** has been completed.

Operatives will ensure that the working area around any woodworking machine is kept clean, tidy and with sufficient space for working maintained.

The Workshop Manager will ensure that all cutters are sharpened, as required, and check that guards, push-sticks are correctly adjusted or used.

The Workshop Manager will ensure that equipment is inspected and recorded as required by the regulations.

Any defects in machines, floors, barriers, lighting arrangements, etc. noted and reported, must be attended to immediately and work stopped if the defect could affect safety.

The Company will not require or permit any operative to use any machine for work which it is not designed, or which is prohibited by Regulations, unless special guarding or safety equipment is fitted and used in accordance with the standards above, e.g. use of circular saw to carry out grooving.

The main hazards associated with bench saws, routers, etc. are: -

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of Work**

- Contact with cutters due to guarding, push-sticks not provided
- Work piece being ejected due to blunt cutters
- Unsafe working methods, safety devices inoperative
- Falling into machine due to slippery or uneven floor, debris, etc.
- Loose clothing becoming entangled in moving parts
- Fires due to build up of woodchips, saw dust, etc.
- Health hazards due to dusts, resins from certain woods or fumes from adhesives
- Insufficient/incorrect lighting
- Noise
- Other persons passing near machinery in use

6.12 Step-Ladders, Trestles and Stagings

All stepladders, trestles and stagings will be provided and used in accordance with **The Work at Height Regulations 2005**.

**Standards
Required**

Only equipment constructed in accordance with **BS 1129 (Wood) Industrial Class 1**, **BS 2037 (Aluminium) Class 1** or **BS EN 131 (Steel, Aluminium, Wood or Fibreglass)** shall be used.

Further information on the requirements of the regulations and recommendations of Guidance Notes is available from Safety Services (UK) Ltd, as required.

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

**Planning
Procedure**

Where possible consideration should be given to avoiding work at height or minimising the duration of the activity.

Suitable work equipment should then be selected that considers the activity, duration, hazards and risks, so that the work can be undertaken safely.

The Contracts Manager will ensure that the required numbers and types of equipment will be provided, taking into account the work to be carried out and the above standards.

Training provided to Site Managers and operatives will include the hazards and precautions relating to this equipment and its use.

All equipment will be checked by a competent person before use to ensure that there are no defects and will be checked, at least weekly, while on site.

Supervision

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately. Any repairs will be carried out by competent persons only.

The Site Manager will check that the equipment is being used correctly and not being used where a safer method should be provided.

The Site Manager will ensure that proper storage is provided for stepladders, trestles or stages, undercover where possible.

The main hazards associated with stepladders, trestles and stagings are:-

**Safe System
of Work**

- Unsuitable bases, e.g. unlevelled equipment, inadequate packing pieces, loose material etc.
- Unsafe use of equipment (on scaffold platforms, roof etc, where special precautions are not taken)
- Overloading and overreaching
- Use of equipment where safer method should be provided
- Overhanging of boards or staging at support ("Trap Ends")
- Using defective equipment
- Excessive span of scaffold boards when used with trestles (must not exceed 1.2m where 38mm boards used)
- The use of a trestle and staging without edge protection where there is risk of injury as a result of a person falling. Regardless of fall height.

6.13 Ladders

All ladders must be provided and used in accordance with **The Work at Height Regulations 2005**.

**Standards
Required**

Only ladders constructed in accordance with **BS 1129 (Timber) Industrial Grade** and **BS 2037 (Aluminium)** or **BS EN 131 (Steel, Aluminium, Wood or Fibreglass)** will be used.

Further information on the requirements of the Regulations and recommendations of Guidance Notes is available from Safety Services (UK) Ltd as required.

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

**Planning
Procedure**

Where possible consideration should be given to avoiding work at height or minimising the duration of the activity.

The Contracts Manager will select correct access for the type of work and duration.

The Contracts Manager will arrange for the required number and type of ladders to be provided, taking into account the above standards and the work to be carried out.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to Site Managers and operatives will include the hazards and precautions relating to ladders and their use.

Ladders must be checked by the Site Manager before use, to ensure that there are no defects, and will be checked at least weekly while in use on site. Where a defect is noted, or a ladder damaged, it will be taken out of use immediately. The Site Manager will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout length.

Supervision

The Site Manager will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands etc.).

Methods of use, which will result in damage to the ladder, will not be permitted, e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp, etc.

The main hazards associated with ladders are: -

**Safe Systems
of Work**

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down etc.)
- Using ladder where safer method should be provided
- Using ladder with defect
- Unsuitable base to ladder
- Insufficient handhold at top of ladder, or at stepping off position
- Insufficient foothold at each rung
- Using ladder near overhead electrical cables, crane contacts etc.
- Ladder at unsuitable angle, swaying, springing etc. (recommend angle 1 in 4 or 70°).
- Insufficient overlap of extension ladders
- Undertaking two handed work operations

Ladders will be removed to storage, or made inaccessible by some means, at the end of each working day, to ensure that unauthorised access to scaffolds etc. by others, particularly children, is prevented.

7 Policy Statements

7.1 Statement of Policy on Health and Safety Training

The organisation recognises its duties under the Health and Safety at Work etc Act 1974 and regulations made hereunder to provide health and safety training for all employees.

Appropriate health and safety training will be provided for all employees in the following circumstances:

- (a) on recruitment (induction training);
- (b) on transfer of job;
- (c) on change of responsibilities eg promotion;
- (d) on the introduction of new work equipment or a change respecting equipment already in use;
- (e) on the introduction of new technology;
- (f) on the introduction of a new system of work or a change respecting an existing system of work;
- (g) in the correct and safe use of hazardous substances;
- (h) in correct manual handling techniques;
- (i) in the correct use of personal protective equipment; and
- (j) with respect to any other health and safety-related issue considered necessary by the organisation.

7.2 Statement of Policy on the Provision of Health and Safety Information

The organisation recognises its duties under the Health and Safety at Work etc Act 1974 and regulations made hereunder to provide comprehensible and relevant information to employees on the hazards that may arise during their work and the precautions necessary.

Health and safety information will be provided by the health and safety adviser to any employee seeking such information.

External sources of information include:

- (a) the Health and Safety Executive;
- (b) local Environmental Health Departments;
- (c) the Royal Society for the Prevention of Accidents;
- (d) the British Safety Council.

7.3 Statement of Policy on Sickness Absence

The organisation recognises its duties to protect the health of employees and that employees may be subject to periods of absence as a result of ill-health or injury.

Sickness absence may take the form of certificated or uncertificated leave, which may be of a short-term or long-term nature.

Employees are advised that, under their Contract of Employment with the organisation, they are required to report all sickness absence and to produce a sickness certificate, signed by their general medical practitioner, where appropriate.

Where attendance records indicate: (a) failure to produce sickness certificates; (b) frequent and short unconnected periods of sickness absence; and/or (c) prolonged or continuous absence,

a manager will interview the employee with a view to ascertaining the cause of the sickness absence.

Where appropriate, employees may be required to attend a medical examination to assess future capacity to undertake the work for which they are employed.

7.4 Statement of Policy with respect to New or Expectant Mothers

The organisation recognises its duties to new or expectant mothers under the Health and Safety at Work etc Act 1974 and, in particular, the Management of Health and Safety at Work Regulations 1999.

Where any work is of a kind which could involve risk, by reason of her condition, to the health and safety of a new or expectant mother, or to that of her baby, from any process or working conditions, the risk assessment required by regulation 3(1) of the Management of Health and Safety at Work Regulations 1999 shall also include an assessment of such risk.

Where the risk assessment identifies risks to new or expectant mothers and these risks cannot be avoided by the preventive and protective measures taken by the organisation, the organisation will:

- (a) alter her working conditions or hours of work if it is reasonable to do so and would avoid the risks or, if these conditions cannot be met;
- (b) identify and offer her suitable alternative work that is available, and if that is not feasible;
- (c) suspend her from work on full pay.

Definition of 'new or expectant mother'

For the purpose of this policy, a new or expectant mother is defined as meaning an employee:

- (a) who is pregnant;
- (b) who has given birth within the previous six months; or
- (c) who is breastfeeding.

(Management of Health and Safety at Work Regulations 1999)

Duties of Employees

Employees must notify their manager as soon as they become aware that they are pregnant in order that the appropriate preventive and protective measures can be taken by the organisation.

7.5 Statement of Policy with respect to Young Persons at Work

The organisation recognises its duties towards young persons under the Health and Safety at Work etc Act 1974 and, in particular, the Management of Health and Safety at Work Regulations 1999.

The organisation hereby undertakes to ensure that young persons employed by them are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks, or the fact that young persons have not fully matured

The organisation will not employ a young person for work:

- (a) which is beyond his physical or psychological capacity; or
- (b) which involves the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training,

and in determining whether work will involve harm or risks, regard shall be had to the results of the risk assessment carried out under regulation 3(1) of the above regulations.

Nothing in the above paragraph shall prevent the employment of a young person for work:

- (a) where it is necessary for his training;
- (b) where the young person will be supervised by a competent person; and
- (c) where any risk will be reduced to the lowest level that is reasonably practicable.

For the purposes of this Statement of Policy, a young person means any person who has not attained the age of eighteen years.

(Management of Health and Safety at Work Regulations 1999)

7.6 Statement of Policy With Respect to Lone Workers

With any Lone Worker situation, the common sense approach should be taken relative to the inherent risks involved. Consideration should be given to the suitability of the person in relation to medical condition and emergency procedures and facilities.

A system of regular phone calls is one way of reducing the risks to Lone Workers and all employees who find themselves in such a situation should comply with the company regulations as detailed.

When working alone no employee may not:

- Operate machinery – other than normal office equipment (photocopiers, computers, printers etc)
- Use steps or ladders
- Use hazardous substances
- Lift any object greater than 5kg
- Put themselves in any potentially dangerous situation

They should make sure that the phone system is in working order.

7.7 Statement of Policy on Smoking at Work

The organisation recognises its duties under the Health & Safety at Work etc Act 1974 and in particular that:

- (a) it has a duty to protect, so far as is reasonably practicable, the health of employees and to provide a safe and healthy working environment; and
- (b) smoking is a risk to the health of smokers and non-smokers alike.

To this extent, smoking is not permitted in the organisation's premises except in the following areas but is currently allowed in the following outside areas (further consideration is being made on a complete ban on smoking in all areas)

1. Area outside stores
2. Area between main building and workshop

To assist smokers in giving up the habit, the organisation will provide the following:

- (a) free attendance at a smoking cessation course;
- (b) free nicotine patches and other aids to giving up smoking; and
- (c) free counselling and hypnotherapy in specific cases.

Managers are responsible for enforcing this policy and all employees are responsible for complying with same. Job applicants must be informed at interview stage of the requirements of this policy.

Employees are advised that disciplinary action may be taken against employees contravening this policy.

7.8 Statement of Policy for Employees using Display Screen Equipment

The organisation recognises that employees using display screen equipment may be subject to visual fatigue.

The organisation further recognises its duties under the Health and Safety (Display Screen Equipment) Regulations 1992 to ensure the provision of eye and eyesight tests for employees designated as 'users' under the regulations, namely 'employees who use display screen equipment habitually as a significant part of their normal work'.

Eye and eyesight tests

The organisation undertakes to ensure designated users of display screen equipment are provided with an appropriate eye and eyesight test to be carried out by a competent person:

- (a) on commencement of their employment;
- (b) at their request, at regular intervals; and
- (c) where the employee experiences visual difficulties which may reasonably be considered to be caused by work on display screen equipment.

Special corrective appliances

In accordance with the above regulations the organisation hereby undertakes to meet any reasonable costs incurred in the provision of special corrective appliances (spectacles) prescribed for designated users of display screen equipment to correct vision defects at the viewing distance or distances used specifically for the display screen work concerned.

7.9 Statement of Policy on Violence at Work

The organisation recognises that, from time to time, employees may be subject to both violence and aggression at work. Violence may take the form of bullying, physical contact, harassment, insulting behaviour, racist and sexist behaviour and other forms of behaviour which may cause stress to employees.

The organisation undertakes to take all necessary measures to prevent risk of physical injury and stress to employees arising from violence at work. All instances of violence must be reported forthwith to the safety director. Disciplinary action, including dismissal, will be taken in proven cases of violence or aggressive behaviour by one employee towards another employee.

In cases where employees, visitors, members of the public and other persons attending the premises have a past record of violence or aggressive behaviour, employees must always be accompanied by another employee when attending to or dealing with such persons.

The organisation reserves the right to deny access to their premises of persons with a past record of violence or aggressive behaviour

7.10 Statement of Policy on Consultation with Employees

The organisation recognises its duties to consult with both trade union-elected safety representatives and/or non-trade union representatives in regard to Health and Safety matters relating to work under:

- (a) the Health and Safety at Work etc Act 1974;
- (b) the Safety Representatives and Safety Committees Regulations 1977; and
- (c) the Health and Safety (Consultation with Employees) Regulations 1996;

with a view to the making and maintenance of arrangements which will enable the organisation and its employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees, and in checking the effectiveness of such measures.