

# The Entryphone Co Ltd Health and Safety Policy

**January 2018**

Prepared in association with:  
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# Introduction to Your Safety Policy

The safety policy is designed as a living document and should always reflect how your business operates.

It comprises three parts:

## 1. Policy Statement

This summarises the business commitment to health and safety, details general responsibilities and gives information relating to arrangements for implementing the policy and ensuring that it is kept current.

The Policy Statement should be signed by the Managing Director and be displayed prominently, or made available at all sites and workplaces.

## 2. The Organisation

This describes the structure of the business in terms of health and safety responsibilities. There should be a section relevant for everyone in the business. This section will summarise how external health and safety assistance will fit into the business structure.

All operatives need information from this section in so far as it relates to them.

## 3. The Arrangements Section

This details and provides guidance on the specific day to day arrangements and responsibilities for controlling or eliminating the types of hazards to health and safety that may arise as part of the business activity.

All operatives need information in this section in as far as it relates to them and this should be included in;

- Induction training
- Health and safety booklets
- Site rules
- Tool box talks
- Refresher training etc.

If you have any queries or problems please contact Safety Services (UK) Ltd at;

### Head Office

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**Safety House**

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# Contents

Introduction to Your Safety Policy.....	4
<b>Section 1 Company Health and Safety Policy Statement.....</b>	<b>7</b>
The Entryphone Co Ltd Health and Safety Policy Statement.....	8
The Entryphone Co Ltd Equal Opportunity Policy Statement.....	9
The Entryphone Co Ltd Environmental Policy Statement.....	11
The Entryphone Co Ltd Grievance Policy Statement.....	13
The Entryphone Co Ltd Disciplinary Policy Statement.....	16
<b>Section 2 Organisation.....</b>	<b>18</b>
Organisation.....	19
Managing Director.....	19
Directors.....	20
Safety Director.....	21
Retained Health and Safety Consultants.....	22
Employees and Labour only Contractors.....	23
Field Engineers/Fitters.....	24
Office Staff.....	25
Workshop Operatives.....	26
<b>Section 3 General Arrangements.....</b>	<b>27</b>
Work Safe (Right to refuse work).....	28
Management of Asbestos.....	30
General Arrangements.....	31
Management of Health and Safety at Work.....	33
Workplace Health, Safety and Welfare.....	36
Construction Health, Safety and Welfare.....	37
Construction Design and Management.....	38
Control of Substances Hazardous to Health.....	42
Health Hazards.....	44
Protective Clothing and Equipment.....	45
Safety Helmets.....	46
Dust in the Workplace.....	47
Tight Fitting Respiratory Protection (Dust masks).....	49
Manual Handling and Lifting.....	51
Consultation with Employees.....	52
Working Time.....	53
Welfare and First Aid.....	55
Occupational Health and Health Promotion.....	56
Health Surveillance.....	58
Stress in the Workplace.....	59
Fire Precautions.....	60
Bomb Threat/Emergency.....	62
Company Offices.....	63
Communal Areas.....	64
Display Screen Equipment.....	65
Work Equipment.....	66
Noise.....	68
Site Tidiness.....	69
Accident Reporting.....	70
Workshop Machinery.....	72
Entry into Confined Spaces.....	73
Working Underfloor and in Restricted Spaces.....	74
Hand-Arm/Whole Body Vibration.....	75
Asbestos.....	80
Use of Solder.....	82
Hot Work.....	84
Work at Height in Construction.....	90
Scaffolding.....	92
Step-Ladders, Trestles and Stagings.....	94
Ladders.....	95
Electricity in Offices.....	96
Electrical Power Tools.....	97

Woodworking Machines on Site.....	99
Abrasive Wheels .....	100
Pressure Systems .....	101
Homeworking .....	102
Driving .....	103
Mobile Telephones and In-Car Technology.....	105
Waste Removal.....	106
Alcohol, Drugs and Medication .....	109
Smoking .....	110
Lone Workers.....	113
Mobile Elevated Work Platforms (MEWP) .....	114
Leptospirosis .....	115
Protection of the Public .....	116
Working in Occupied Dwellings .....	116
Working in Occupied Premises.....	116
Violence in the Workplace .....	117
Working Outdoors .....	118

Section 1  
Company Health and Safety Policy Statement

## The Entryphone Co Ltd Health and Safety Policy Statement

The Company recognises its responsibilities under the **Health and Safety at Work etc. Act 1974** and other relevant safety legislation with regards to its employees and others who may be affected. The Company also recognises that Health and Safety should be considered equally with quality and performance when work is being considered or undertaken.

The Company will provide such information, training, supervision, plant and equipment as necessary, to identify, eliminate or control hazards and risks at the workplace. Adequate resources will be provided for this purpose. The overall objective is to achieve as far as reasonably possible a safe and healthy workplace for all employees and those affected by its activities.

Any Company employee who supervises or manages the use of work equipment shall have received adequate training for the purposes of health and safety, including training in the methods that may be adopted when using the work equipment, any risks that such use may entail and precautions to be taken.

All employees and sub-contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The Board of Directors has appointed Giles Ashbee as having particular responsibility for Health, Safety and Welfare and is to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The Management and staff of the Company will monitor the operation of this Policy to encourage and strive for continual improvements in health and safety performance as an ongoing action. To assist in this respect, the Company has appointed Safety Services (UK) Ltd as Safety Advisers to give advice on the requirements of the relevant statutory provisions and safety matters and, on request, to visit sites and workplaces to ensure compliance.

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

In addition, the Organisation and Arrangements for implementing the Policy will also be available at each site and workplace. A full copy of the Policy is held at, **23 Granville Road, London, SW18 5SD**, for reference by any employee as required. A copy is also available, at all times, on the company website [www.entryphone.co.uk](http://www.entryphone.co.uk).

This Policy will be reviewed on an annual basis to reflect any changes in legislation.



Signed:

MANAGING DIRECTOR

Date: January 2018



# The Entryphone Co Ltd Equal Opportunity Policy Statement

The aims of this policy are to ensure that:

- The Entryphone Co Ltd is committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society, and where people feel they are respected and valued, and can achieve their potential regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age.
- The Entryphone Co Ltd will follow the Equality Act 2010 and recommendations of the Statutory Codes of Practice of both the Commission for Racial Equality and the Equal Opportunities Commission, and the Disability Rights Commission's Code of Practice in Employment and Occupation, in all their employment policies, procedures and practices.
- No-one receives less favourable treatment, on grounds of race, colour, nationality, ethnic or national origins, gender, sexual orientation, religion or belief, disability or age; or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds, or victimised for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds.
- The organisation is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, or humiliating environment.
- Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief.
- Selection for employment, promotion, transfer, training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights. We will take the following steps to put the policy into practice and make sure that it is achieving its aims:

1. The policy will be a priority for the organisation.
2. Giles Ashbee - Director will be responsible for the day to day operation of the policy.
3. The policy will be communicated to all workers and job applicants,
4. Workers will be consulted regularly about the policy, and about related action plans and strategies.
5. All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation.
6. Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some groups, and the importance of being able to justify decisions to apply them.
7. Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.
8. Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability or age, religion or belief.
9. All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation.
10. Selection criteria will be entirely related to the job or training opportunity.

11. We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our services.
12. We will take a flexible approach to working arrangements. We will consider requests for changes carefully and objectively, and will accommodate them unless it would cause significant difficulties to the business or the employee.
13. Information on the ethnic and racial background, gender, disability, and age of each worker and applicant for employment, promotion and training will be collected and analysed, to monitor each stage of the recruitment process. The information will be held in strictest confidence and will only be used to promote equality of opportunity. Information about the religion/belief and sexual orientation of employees may also be monitored.
14. If the data shows that people from particular groups are under-represented in particular areas of work, lawful positive action training and encouragement will be considered for workers and others from that group, to improve their chances of applying successfully for vacancies in these areas.
15. Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored by gender, racial group, age, disability, religion/belief and sexual orientation.
16. Requirements, conditions, provisions, criteria, and practices will be reviewed regularly, in the light of the monitoring results, and revised if they are found to, or might, unlawfully discriminate on any of the above grounds.
17. The effectiveness of the policy will be monitored regularly. A report on progress will be produced each year, and published via the intranet, the website, the staff newsletter, notice boards, and the annual report.
18. Customers and clients will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability or age.
19. The company will draw up an Action Plan detailing how this policy will be implemented in practice.

This policy has been endorsed by Giles Ashbee and has the full support of the management / board.

The policy was approved on 01/12/2017 following consultation with senior managers and workers.

Overall responsibility for the effectiveness of the policy lies with Giles Ashbee. For more information, please contact: [giles@entryphone.co.uk](mailto:giles@entryphone.co.uk)



Signed:  
Managing Director

Date: January 2018

## The Entryphone Co Ltd Environmental Policy Statement

The Entryphone Co Ltd as a specialist Company having recognised responsibility for environmental matters, place a particularly high priority on environmental affairs with regard to Company operations and the range of services offered to customers. The Company operates a policy of effecting continual improvement and change in accordance with developing knowledge and changing environmental requirements.

The Entryphone Co Ltd staff are aware of the environmental sensitivity of the business sector in which the Company operates, and seek to continually develop the Company environmental compliance. Due to the need for continual improvement, it can never be possible to detail fully the Company environmental activities, but the following specific objectives form the basis of the Company Policy.

All Company operations must be carried out with due regard to all appropriate and relevant Environmental legislation and regulatory considerations.

The Company will continue to make available resources to ensure that suppliers and customers are made fully aware of their environmental, legislative responsibilities and related activities.

The company will take whatever measures may be necessary to ensure that the segregation of waste, collection, transportation, storage, recycling, reclamation and disposal of waste does not become hazardous to public health or the environment and that all waste transactions are recorded and records retained.

Controlled waste (IE general and hazardous waste) must not be stockpiled or treated (including bonfires) at company sites or premises without the appropriate Waste Management Permit from the Environment Agency (Waste Management Regulations Section 33).

The company recognises that Waste Management Duty of Care Regulations gives them responsibility for all of their waste until its final disposal site. This requires the prevention of uncontrolled releases of material (e.g. use of covered skips).

Any hazardous waste as classified must be disposed of according to the Hazardous Waste Regulations 2005 and the consignment note procedure followed.

Considerate Contractors guidelines will be followed on site as applicable in order to minimise disturbance to the local environment.

The Company will only use disposal facilities that hold an appropriate permit where the level of operational control and environmental compliance is deemed to be of a suitable level, and represents responsible Waste Management. The Company operates a continual training programme to ensure that staff keep up-to-date on the safe handling and disposal of all types of waste.

The company is committed to the prevention of pollution to air, land or water, including the uncontrolled releases of material (e.g. prevent leaks of diesel from tanks using bunds).

The Company will ensure that all transportation and the disposal of waste is covered by the appropriate documentation to ensure that the Duty of Care (Section 34) of **The Environmental Protection Act 1990** is fully complied with, regarding Waste Transfer Notes and waste descriptions. The Company will ensure that every effort is made to police the compliance of third parties within this Legislation.

The Company co-operates with, and assists to the best of its ability, officers of the Waste Regulatory Authorities in the exercise of their duties.

The Company has a policy of compliance with the Codes of Practice and Guidance published by The National Association of Waste Disposal Contractors (NAWDC) in the promotion of high environmental standards for the waste industry.

The Company requires its staff to advise senior management of any concerns they may have regarding poor practice by a Waste Disposal contractor, whether a NAWDC member or a non-member, or about any acts by a NAWDC member which might be detrimental to the environment.

The company constantly updates its knowledge and ability to satisfy the increasing need to obtain positive benefits from the volumes of material which come under the Company's control, which means that the issue of recycling, waste minimisation, waste to energy and the most environmentally appropriate disposal options are continually assessed and reviewed.

The Company will ensure that vehicles and equipment used are well maintained, clean and are always operated within legal limits, taking advantage wherever possible of engineering modifications to reduce pollution and emissions, and to save unnecessary consumption of energy.

The Environmental Policy of The Entryphone Co Ltd is one of continual review, and is subject therefore to frequent review and development. The Company's continued environmental responsibility is judged by its ever widening customer base and the Public in general, while being driven enthusiastically by the Managing Director through the management structure.



Signed:

MANAGING DIRECTOR

Date: January 2018

# The Entryphone Co Ltd Grievance Policy Statement

The aims of this policy are to ensure that:

- The Entryphone Co Ltd is committed to building an organisation where everyone is treated fairly and there is a procedure to informally and formally raise a grievance

The policy will be a priority for the organisation.

Giles Ashbee - Director will be responsible for the day to day operation of the policy.

The policy will be communicated to all workers and job applicants.

Workers and their representatives and trade unions will be consulted regularly about the policy, and about related action plans and strategies.

All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties.

## **Raising a Grievance at Work**

Grievances are concerns, problems or complaints raised by a staff member. Any worker may at some time have problems or concerns with their work, working conditions or relationships with colleagues that they wish to raise with management.

Issues that may cause grievances include:

- Terms and conditions of employment
- Health and safety
- Work relations
- Bullying and harassment
- New working practices/organisational changes
- Discrimination.

The following principles will apply to the application of this procedure: -

Wherever possible grievances should be resolved informally without recourse to formal procedures. It is expected that individuals will enter into the procedure in good faith, with the aim of resolving a particular issue. The grievance procedure should not be used as a substitute for normal day to day discussions.

It is recognised that there may be occasions when it is not possible for a grievance to be resolved informally. In such cases the procedure below at Stage 1 should be followed. All parties should be absolutely clear whether any meeting is being held under the informal or formal stage of the procedure.

Any steps taken under this procedure should be taken promptly, unless there is a good reason for delay.

At any stage in the procedure, subject to the agreement of all parties concerned, there may be a suspension in proceedings to facilitate mediation fact-finding or other non-adversarial discussions with the aim of promoting resolution of the case.

At any stage in the procedure, the manager dealing with the grievance may, at his/her discretion, defer consideration of the grievance if other activities which are relevant to the grievance are pending or in progress. In such cases the parties will be advised of the reason for deferment.

If, on investigation, the grievance is found to be vexatious or trivial the manager may dismiss it without further consideration. The employee will be advised accordingly.

The company may, with the agreement of the employee, vary this procedure as appropriate to a particular case. In the event that it becomes impracticable to continue with the procedure, it may be discontinued. In such the aggrieved parties will be informed of the outcome of their grievance in writing.

## **Right to be accompanied**

All employees who are the subject of this procedure will have the right to be accompanied at any formal meetings held under this procedure by a trade union representative or work colleague.

## **Equality and Diversity**

To ensure fair treatment and, where appropriate, provision of support in the application of this procedure, employees should be invited to provide information about any equality or diversity issues which may be relevant.

## **Confidentiality**

All parties involved in these procedures must ensure that they maintain, as appropriate, the confidentiality of the process within and outside the company.

## **Timescales**

Whilst every effort will be made to comply with timescales, due to the complexity and or specific circumstances of a case, timescales may be extended. In such circumstances the individuals concerned will be advised of the reasons for any delay.

## **Mediation**

At any stage in this procedure, the parties to the grievance may request that the matter be referred for mediation. Mediation is likely to be most appropriate in cases involving interpersonal relationships. There may, however, be circumstances in which alternative non-adversarial discussions may be undertaken with the aim of promoting a speedy resolution.

Mediation is voluntary and will take place only if all parties agree. It is, however, hoped that employees will recognise the benefits of seeking to resolve issues via mediation and will be amenable to and cooperate with this approach.

## **Informal Procedure**

Grievances can often be resolved quickly and informally through discussion with managers and there is an expectation that every effort will be made to resolve matters informally. Employees are therefore expected to raise any concerns or issues informally with their immediate manager/head of section (the manager). Managers will discuss an employee's concerns in confidence with him/her, make discreet investigations, as appropriate, and attempt to address his/her concerns fairly and promptly.

It is the manager's responsibility to seek to resolve the grievance informally and to notify the individual of the outcome. This would normally take the form of a summary note of the discussion and its outcome.

It is expected that an employee will seek to resolve his/her grievance informally in the first instance and will only progress to a formal grievance if the issue cannot be resolved by informal means. Where this has been unsuccessful, or circumstances make this route inappropriate, the matter should be raised formally through the grievance procedure.

If the grievance is against the employee's manager it should be raised with that person's manager who will seek to resolve the matter informally as appropriate

## **Formal Procedure**

### **Stage One - Formal Resolution**

If it is not possible to resolve a grievance informally, the employee should raise the matter formally, and without unreasonable delay, by putting his/her grievance in writing.

The manager will write to the employee acknowledging receipt of the grievance, normally within five working days.

The manager will invite the employee to attend a formal grievance meeting in order to discuss the grievance. This meeting will normally take place within ten working days of the written acknowledgement. As a result of the initial grievance meeting, the manager may determine that it is necessary to make further enquiries and/or may appoint an investigating officer to conduct an impartial and thorough investigation into the background facts or into any allegations made by the employee.

## Investigation

If an investigation is deemed appropriate, the manager will appoint an investigating officer. Where the grievance relates to other employees, the individuals involved will be informed in writing of the nature of the complaint and will be given the opportunity to submit a response.

The results of the investigation will be provided to the manager in the form of an investigation report. This report will also be made available to the employee raising the grievance and any employee(s) named in the grievance.

Following the investigation, the manager may deem it appropriate to hold a further grievance meeting with the employee raising the grievance. The purpose of this meeting is to seek clarification on any further issues that might have arisen and to allow the employee to comment on the findings of the investigation.

In some cases, it might be appropriate to hold a grievance hearing with the aggrieved individual and the person(s) against whom the grievance lies.

## Outcome

The manager will determine the outcome of the grievance. S/he may reject the grievance, or may uphold the complaint and indicate what steps have been/should be taken to resolve it.

The manager will inform the individual, in writing, of the decision and the right of appeal normally within ten working days of receiving the investigation report or of the final grievance meeting/hearing. The employee will be given an explanation if this is not possible and will be advised when a response can be expected.

Any employee(s) named in the grievance will also be advised, in writing, of the decision.

## Stage Two - Appeal

If an employee remains aggrieved, s/he may write to a Director within ten working days of the date of the decision under Stage 1, exercising his/her right of appeal.

Appeals will be considered by a more senior manager; he/she will have had no prior involvement in the case. Here the appeal involves other employees, the person(s) named in the grievance will be informed of the appeal and the outcome.

This procedure may, in the interest of natural justice, and following consultation with relevant parties, be varied and altered by the senior manager who will detail the reasons for the variation.

The decision may be given verbally at the appeal hearing and will in any event be conveyed or confirmed in writing within ten working days of the hearing. Any recommendations for further action will be clearly stated in the letter.

The decision following the appeal is final and there will be no further internal right of appeal. This procedure will be reviewed periodically to ensure compliance with changes in employment law and equality and diversity legislation.



Signed:

Managing Director

Date: January 2018

# The Entryphone Co Ltd Disciplinary Policy Statement

The aims of this policy are to ensure that:

The Entryphone Co Ltd is committed to building an organisation where everyone is treated fairly but where warranted discipline will be used as a last resort

Giles Ashbee - Director will be responsible for the day to day operation of the policy.

The policy will be communicated to all workers and job applicants,

All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties.

The Entryphone Co Ltd's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when the company rules are broken and provides a fair, effective and consistent method of dealing with disciplinary matters.

The purpose should remind people that the procedure is designed not as a dismissal procedure but as a means of encouraging employees to conform to acceptable standards.

## Principles

- Employees are expected to know the standard of conduct or work expected of them.
- Employees will be provided with details of the allegations and any evidence prior to the meeting and they will be given the opportunity to state their case
- An employee is entitled to be accompanied by a trade union representative or work colleague at the meeting
- No employee will be dismissed for a first breach of discipline, except in cases of gross misconduct
- Employees have the right to appeal against any disciplinary action taken

## Procedure

### 1. Informal discussions

Before taking formal disciplinary action, the manager or supervisor will make every effort to resolve the matter by informal discussion with you. Only where this fails to bring about the desired improvement should the formal disciplinary procedure be implemented.

### 2. First or formal verbal warning

If conduct or performance is unsatisfactory, the employee will be given a written warning or performance note. Such warnings will be recorded but disregarded after three months of satisfactory service, providing there have been no subsequent disciplinary issues.

### 3. Written warning

If the conduct is regarded as more serious or the employees work or conduct are considered unsatisfactory after they have received a formal verbal warning, a disciplinary meeting may be called.

After a period of six months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire.

The disciplinary hearing is a formal process and will involve a senior manager – full records will be kept.

### 4. Final written warning

If the employee's work or conduct fails to improve, or where the allegation is particularly serious, the manager will follow the same procedure for a written warning. If proven, a final warning will be given to the employee warning that any further misconduct will result in a dismissal with appropriate notice. Employees will be paid for this notice period.

After a period of a year, if not further disciplinary action has been found necessary and the issue has been resolved, the warning will expire.



## 5. Gross misconduct

An employee can be dismissed without notice on grounds of gross misconduct. The employee will be suspended with pay while the circumstances of the alleged incident are investigated.

Examples of gross misconduct include - intoxication (whether from drink or drugs), fighting or other physical abuse, indecent behaviour, theft, dishonesty, sabotage, serious breaches of health and safety rules, offensive behaviour (such as discrimination, harassment, bullying, abuse and violence) and gross insubordination

A dismissal will be confirmed in writing within 10 working days of the date of the disciplinary interview.

## 6. The right to appeal

If the employee wishes to appeal against any disciplinary decision, they must appeal, in writing, within five working days of being notified of the decision.



Signed:  
Managing Director

Date: January 2018

Section 2  
Organisation

## Organisation

The effectiveness of this Policy is dependent on the people 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 Giles Ashbee but specific duties are delegated to others according to their function, experience and training.

Company Directors, both individually and collectively will ensure that this Policy is applied throughout the whole Company as well as within the departments for which they have direct responsibility.

Similarly, all Managers must ensure that the objectives set out in this Policy are undertaken in their area of responsibility as well as in other areas in which their work integrates.

Site Management will ensure that all operatives, Sub - Contractors and visitors to site adopt this Policy.

Each individual person has a duty of care to themselves as well as to all those they come into contact with during any part of the working day.

## Managing Director

Initiate the Company Policy for Health, Safety and Welfare to prevent injury, ill health, damage and wastage; set targets for the reduction of accidents.

Ensure that the Company Directors 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, etc.) are conveyed through all management levels down to site.

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

If contacted by a member of staff or by the HSE directly regarding any potential issue that may result in prosecution, prohibition or improvement ensure that the circumstances are investigated, either personally, by a member of senior management or by the company safety advisors to ensure that the situation is remedied and that the likelihood of a recurrence is reduced.

Set a personal example when visiting sites by wearing the appropriate clothing and/or protective equipment.

Monitor effectiveness and review periodically.

## Directors

Know the appropriate statutory requirements affecting the Company's operations. Know and promote the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of all employees. Ensure that appropriate training is given to all staff as necessary.

Administer the Policy throughout the Company with an individual Director nominated as being responsible for health and safety.

Insist that sound working practices are observed throughout the Company as laid down by Codes of Practice, and that work is planned and carried out in accordance with the statutory provisions.

Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, ill health, damage and wastage.

Promote liaison on health and safety matters between the Company and others working on the site.

Reprimand any member of staff failing to discharge satisfactorily their responsibilities for health and safety.

Support arrangements for funds and facilities to meet the requirements of the Company Policy.

Set a personal example when visiting sites by wearing appropriate clothing and/or protective equipment.

Arrange for regular meetings with the appropriate personnel to discuss Company accident prevention, performance, possible improvements etc.

## Safety Director

Monitor the effectiveness of the Company Policy for Health, Safety and Welfare against the safety performance of the Company. Initiate any changes, developments and amendments to the Policy as and when necessary. Receive information regarding new safety legislation or changes in existing legislation and liaise with the Company Director's and other relevant staff regarding the interpretation of such information and the actions required in order to meet the legislation.

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

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

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

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

- Obtaining copies of the legislation and any codes of practice for issue to senior management.
- Arrange training for all levels of employees.
- Obtain visual aids etc. to promote awareness of injury prevention and hazards to health.
- Ensure that regular site surveys are carried out to see that only safe and healthy methods of working are in operation and that all regulations are being observed.

Maintain contact with official and professional bodies e.g. the Health and Safety Executive (HSE), Local Authorities, Fire Authorities, Royal Society for the Prevention of Accidents (RoSPA), British Safety Council, Institution of Occupational Safety and Health etc.

Inform the Health and Safety Executive (HSE) of all notifiable accidents. Assist in the investigation of notifiable accidents or dangerous occurrences and recommend means of preventing re-occurrence. Supervise the recording and analysis of information on injuries and ill health, assess accident trends and review overall safety performance.

Set a personal example when visiting sites by wearing the appropriate protective clothing, including safety helmet and safety footwear if necessary.

## Retained Health and Safety Consultants

The Company's nominated safety consultants are Safety Services (UK) Ltd whose main responsibilities are to:-

### Consultancy

- Advise senior management and the Company Safety Officer of any new safety legislation or changes in existing legislation.
- Provide an interpretation of safety legislation so that the management fully understands the actions required in order to meet the legislation.
- Assist with initial implementation of the changes in safety legislation.
- Suggest, and provide if required, suitable training for all levels of employees, suggest the use of visual aids etc. to increase awareness of accident prevention and hazards to health.
- Recommend to senior management ways to improve working conditions.
- Investigate notifiable accidents or dangerous occurrences and submit to the company a written confidential report.
- Carry out pre-arranged site audit visits.

It is the Company's responsibility to ensure that Safety Services (UK) Ltd is notified of any sites requiring audit visits.

### Notification of Sites

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 sites irrespective of the time factor.

Safety Services (UK) Ltd may ensure that regular systematic inspections are carried out of all sites, which have been notified.

### Inspection of Sites

Safety Services (UK) Ltd will ensure that a copy of the electronic report is left on site at the time of each visit and that further copies are forwarded to the Company.

The site or factory foremen, or his delegate, when making his inspections shall wherever possible, accompany the visiting Safety Adviser.

The Safety Adviser will analyse site inspection reports and concentrate on weaknesses that may become evident from such reports.

The Safety Adviser will stop a job if, in his opinion, the place, condition or method of work is dangerous.

Safety Services (UK) Ltd expects senior management to give full backing to the Safety Adviser in all matters appertaining to safety.

## Employees and Labour only Contractors

The attention of all employees is drawn to their responsibilities under **The Health and Safety at Work Act 1974** and any other legislation. This means that:-

- 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, 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 Law for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means, employees shall: -

- Read and understand the Company Policy for Health, Safety and Welfare and carry out work in accordance with its requirements.
- Use the correct tools and equipment for the job.
- Keep tools in good condition.
- Correctly wear specified PPE at all times. The PPE provided shall be suitable and sufficient for the tasks being undertaken.
- Work in a safe manner at all times. Do not take unnecessary risks that could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- 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 that results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working.

If any employee, labour only contractor or contractor has any concerns over the health or safety of any task, location or activity he/she should immediately stop the particular task or activity or not enter the location. Make immediate contact with their supervisor, advise them of the concerns and seek advice and guidance. Work should not recommence until the concerns have been satisfactorily resolved. In the event of dispute or ongoing concerns the company will seek independent advice and guidance from an appropriate specialist or a member of senior management who has sufficient competence to address the matter.

## Field Engineers/Fitters

The attention of all field engineers is drawn to their responsibilities under **The Health and Safety at Work Act 1974, The Workplace (Health, Safety and Welfare) Regulations 1992** and other legislation. This means that:-

- 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 act 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, 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 Law for certain breaches to be actioned by the Health and Safety Executive (HSE).

In simple terms this means, field engineers shall: -

- Read and understand the Company Policy for Health, Safety and Welfare and carry out your 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.
- Work in a safe manner at all times; do not take unnecessary risks that could endanger yourself or others. If possible, remove hazards yourself.
- Do not use machinery for work for which it was not intended, or if you are not trained or experienced to use it.
- Report immediately to your Manager/Supervisor any defects in machinery.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Report any injury to yourself that results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working where appropriate
- Adopt safe driving techniques at all times and report defects to transport
- Liaise closely with clients or their representatives and at all times exhibit professional competent behaviour
- Ensure that you have all necessary paperwork including CSCS cards; RAMS and Job order prior to setting out for tasks
- Always make your presence known to the site manager or client before starting work and complete all necessary inductions
- Obey all local site rules as per induction or as explained
- Remember you are representing the company and show the company in the best light at all times



## Office Staff

Read and understand the Company Policy for Health, Safety and Welfare 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.

Find out from your Supervisor the position of the First Aid Box and who is responsible for it. Ensure that you know the procedure in the event of a fire.

Report any accident or damage, however minor, to your Supervisor. Ensure that corridors, office floors, doorways, etc. 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 properly designed hop-up; do not improvise or climb.

Suggest ways of eliminating hazards and improving working methods. Warn new employees, particularly young people, of known hazards.

## Workshop Operatives

The attention of all workshop operatives is drawn to their responsibilities under **The Health and Safety at Work Act 1974, The Workplace (Health, Safety and Welfare) Regulations 1992** and other legislation. This means that:-

- 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 act 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, 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 Law for certain breaches to be actioned by the Health and Safety Executive (HSE).

In simple terms this means, employees shall: -

- Read and understand the Company Policy for Health, Safety and Welfare and carry out your 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, footwear, etc.
- Work in a safe manner at all times; do not take unnecessary risks that could endanger yourself or others. If possible, remove hazards yourself.
- Do not use machinery for work for which it was not intended, or if you are not trained or experienced to use it.
- Report immediately to your Supervisor any defects in machinery.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Do not play dangerous practical jokes or "horseplay" in the workshop.
- Report to your Supervisor any person seen abusing welfare facilities provided.
- Report any injury to yourself that results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working.

Section 3  
General Arrangements

## Work Safe (Right to refuse work)

### Definition

Any employee has the right to refuse to work if they have concerns with ANY health and safety issues relating to their work or workplace.

### Standards required

General obligations are covered by the **Health and Safety at Work Act 1974**.

**Reference should be made to the following flow chart**

### Information

The employee must report the issue immediately to their line Manager or in their absence a Director.

No employee shall continue to work until the working Environment is made safe.

### PREVENTION OF ACCIDENTS IN THE WORKPLACE

All employees are responsible for ensuring that any act or condition identified as unsafe, or any situation that introduces imminent danger into the workplace, is dealt with in the correct manner.

### IMMINENT DANGER

Other categories of imminent danger may include:

- Development of a fault condition in machinery
- Situations where machinery is likely to begin operating without warning to passers-by.

There are two direct causes of accidents – unsafe acts and unsafe conditions

Unsafe acts may include:

- Using defective equipment.
- Using equipment incorrectly.
- Failing to use or incorrectly using personal protective equipment (PPE).
- Leaving equipment in a dangerous state.

Upon identifying an unsafe act it is the duty of every employee to stop the work being carried out, warn anyone who may be affected by the unsafe act and report the circumstances of the unsafe act to their immediate superior for action.

Unsafe conditions include:

- Poor underfoot conditions.
- Exposure to biological contaminants
- Defective equipment.
- Excessive noise.
- Exposure to radiation or other pollutants.
- Fire hazards.
- Inadequate fire warning systems.
- Lack of or inadequate guarding
- Poor housekeeping
- Poor lighting or ventilation

These lists are not exhaustive.

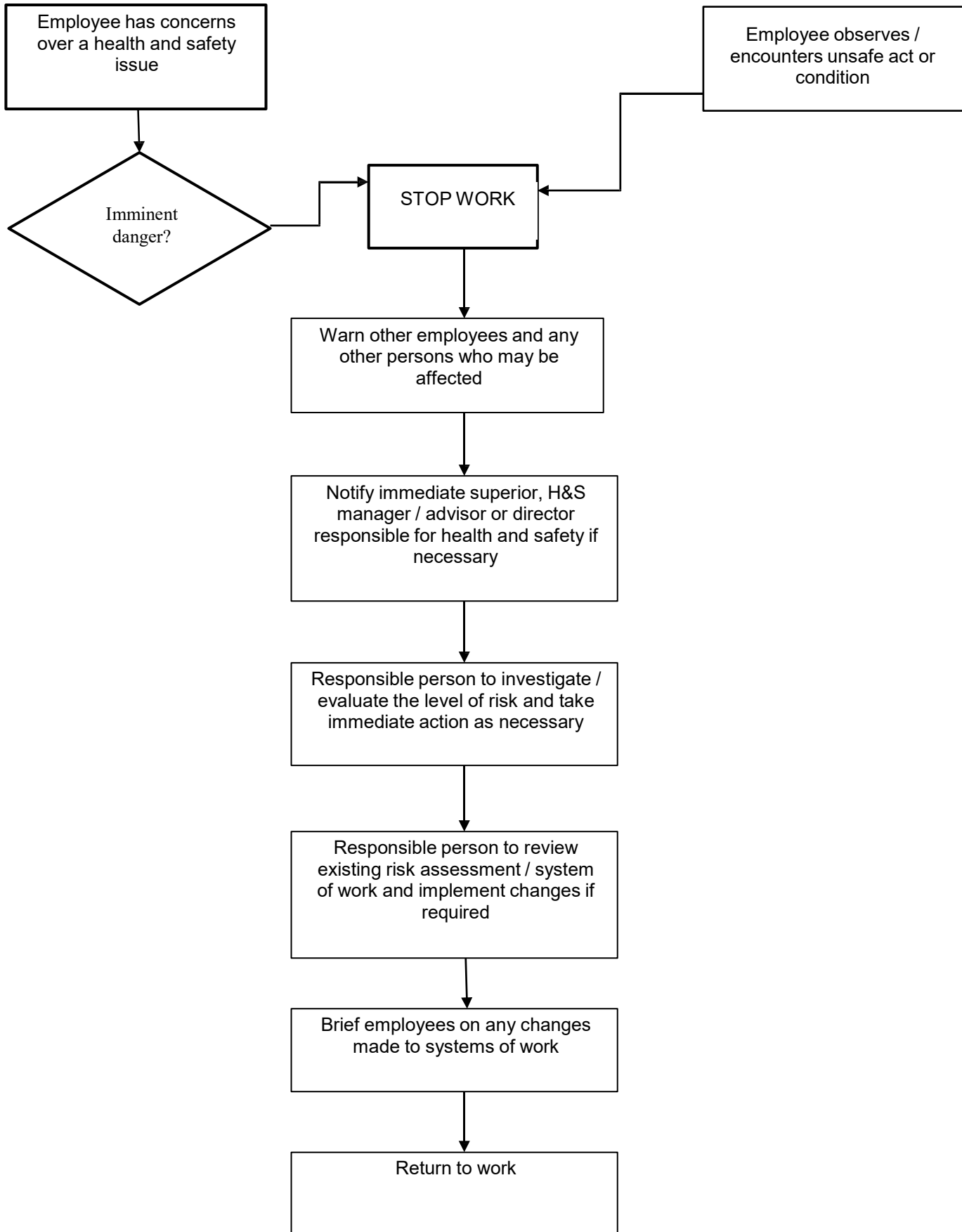
Safety in the office requires that each person co-operates and that common sense prevails.

The main categories of serious injury to office workers are:

- Falls from a height, e.g. down a staircase or from overreaching.
- Contact with electricity, e.g. from damaged cables or badly wired repairs.
- Being struck by falling objects, e.g. goods from a shelf.
- Repetitive injuries.
- Contact with moving parts of office machinery, e.g. shredders, guillotines.

IF IN DOUBT – REQUEST THE TASK IS RISK ASSESSED

## Procedure for Concerns over Health and Safety Issues



# Management of Asbestos

## Definition

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 2012 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".

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 2012

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

#### **L143 (2nd) Managing & Working with Asbestos (second edition)**

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 2012**. 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.

## General Arrangements

At the planning stage of a project the requirements of this Company Policy must be taken into account, along with any information contained in the pre-construction information.

### Tendering and Planning

Any aspects of work not covered by this Policy must be identified and planned by the Contracts Manager and written procedures defined. 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.

All Sub - Contractors will receive a copy of the Company Health and Safety Policy Statement, any relevant health and safety plans and a list of Safety Rules and Requirements. The following paragraph will be inserted in all contracts to Sub - Contractors.

### Contractors

**"Please see a copy of our Company Policy Statement for Health, Safety and Welfare and a list of Safety Rules and Requirements 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".**

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

### Suppliers

**"In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the 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 Site Manager for implementation or reference on site.

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.

### Training

Where operatives are required to carry out key tasks (e.g. forklift truck operation, supporting excavations, scaffolding, abrasive wheel mounting, etc.) they will be provided with the necessary training. Sub - 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.

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The Contracts Manager will make any necessary notifications to the Fire Service, Ambulance Authority. The Health and Safety Executive (HSE) will be notified of construction works not already notified during the design phase of the project.

**Notifications**

Any alterations to premises that may breach the requirements of an existing Fire risk assessment will be notified to the appropriate fire authority prior to the commencement of such work.

The Contracts Manager will notify relevant authorities as required by specific Policy sections, e.g. underground and overhead services, explosives, demolition, etc.

The Contracts Manager will satisfy himself that the Health and Safety Executive (HSE) has been informed of all new projects of 30 days planned duration or more by the Principal Designer. The Contracts Manager will ensure that details of the Client, the Principal Designer and the Principal Contractor are displayed as required by The Construction (Design & Management) Regulations 2015 (CDM 2015).

The Contracts Manager will notify Safety Services (UK) Ltd of all new sites using notification Form SS3, giving as much notice as possible. This also applies to new offices.

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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** and particularly, the recommendations contained in the Health and Safety Executive (HSE) Guidance Note; **HSG151 Protecting the Public - Your next move.**

**Protection of Public**

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

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

**Documentation**

All necessary Statutory Notices, Regulations, Registers and Accident Report Forms will be issued to site and, where necessary with the assistance of Safety Services (UK) Ltd following the Safety Adviser's initial visit.

The Site 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. The Construction Director is responsible for ensuring that this documentation is maintained at the office in a safe place for a minimum of three months.

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In accordance with **The Consultation with Employees Regulations 1996** and **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 ensure adequate consultation of employees.

**Joint Consultation**

Procedures on sites or at workplaces regarding the functions of safety representatives and committees shall be in accordance with the law and 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.

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Employees are encouraged to bring to the attention of their Supervisor areas that in their opinion this policy appears inadequate. All such comments will be passed to the Directors for their consideration and review.

**Monitoring Policy**

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.



# Management of Health and Safety at Work

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**The Management of Health and Safety at Work Regulations 1999 (with minor amendments 2003)** covers the outline requirements for the management of health and safety.

**Standards  
Required**

Reference should also be made to the Health and Safety Executive (HSE) publication:  
**L21 Management of Health and Safety at Work**  
**HSG 65 Successful Health and Safety Management**

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

**Planning  
Procedures**

Assess the risks to the health and safety of each employee and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented. See Planning Procedure on following page.

Safety Services (UK) Ltd may, on request, assist in the preparation of assessments required under this legislation.

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. Where it is identified as being necessary, additional training or information will be provided for any employee.

Review meetings at all levels of management will be held to consider Health and Safety issues

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The Site Manager will bring to the attention of the workforce all the necessary precautions detailed in the written risk assessment.

**Supervision**

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

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

**Safe system  
of work**

The Safe System of Work will usually be in the form of a Method Statement that will summarise the task, the sequence of operation, supervision and control of significant risks.

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 Sub - Contractors sharing the workplace 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.

Typical contents of Method Statements are given on the following page:

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In the event that a situation occurs that could present serious or imminent danger to any person whether they are an employee or not the following procedure will apply:

**Serious &  
Imminent  
Danger**

Planned work that could be affected will cease; the supervisor will instruct the workforce on necessary immediate action to be taken to reduce the danger if possible; if this is not possible the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe. Advice will be sought by the supervisor from senior management and/or other relevant external sources as necessary.

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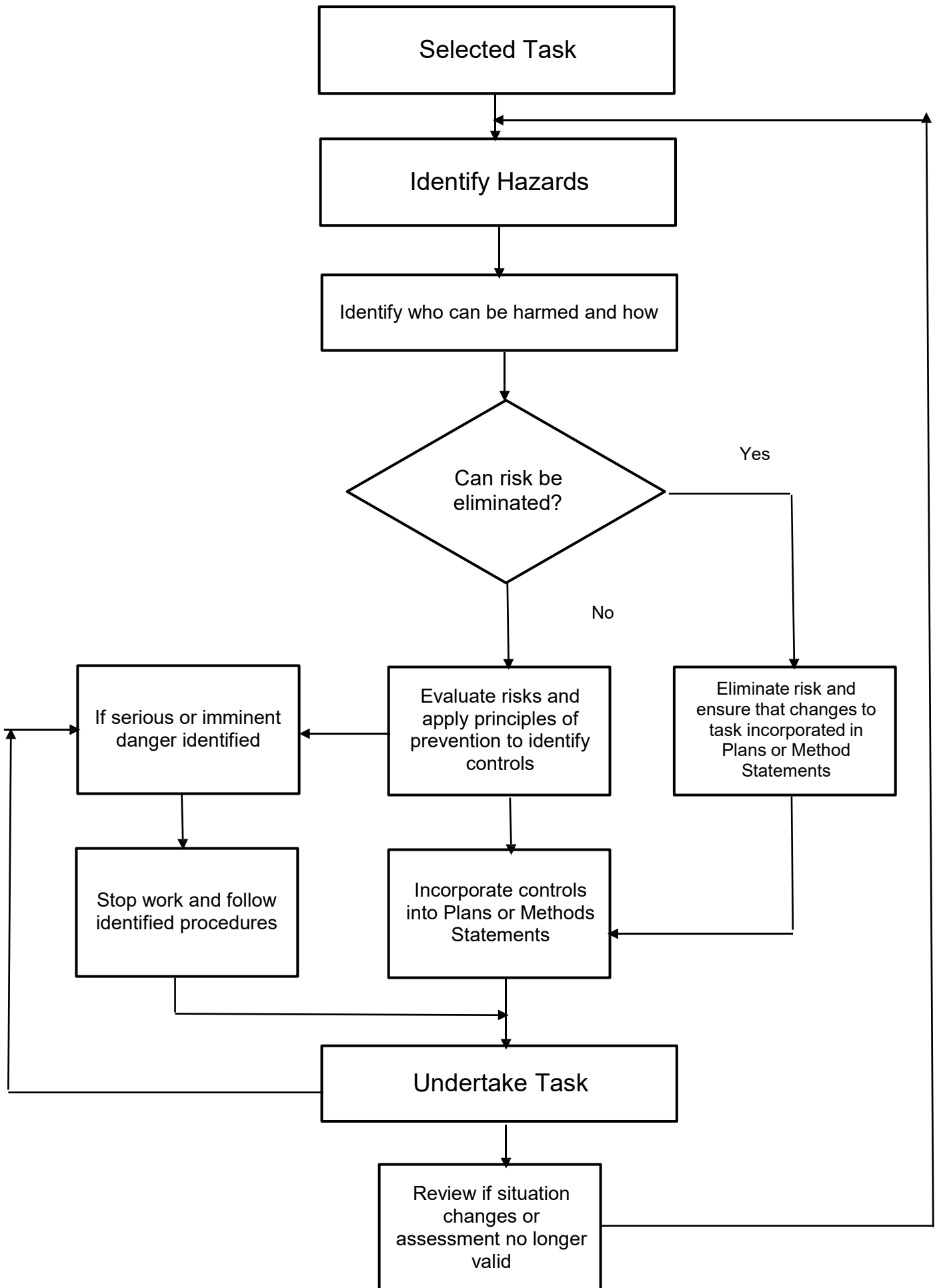
The contents of a Method statement should include the following, where relevant to the task being undertaken:

**Method  
Statement  
Contents**

1. Description of the work being undertaken
2. Sequence of operation
3. Risks Identified, Minimised or Addressed
4. Controls to safeguard third parties and the public
5. Controls relevant to the work
6. Safe access, egress and work location
7. COSHH Assessments for the work including controls & PPE requirements
8. Manual handling Assessments relevant to the work
9. Noise assessments relevant to the work
10. Vibration assessments relevant to the work
11. Permit to work requirements
12. Lifting Plan requirements
13. Temporary Works considered and designed
14. Supervisors name and competency
15. Other competency requirements and evidence
16. Schedule of plant & equipment to be used (including certificates)
17. Minimum PPE requirements
18. Emergency procedures (including first aid) and what action to take in event of a problem
19. Method of induction of operatives into Method Statement and Risk Assessments

Method Statements should be developed to cover the activity in question and should be relevant to the nature of the task and the risks associated. Where tasks are of a complex nature more than one Method Statement may be required to avoid the document becoming too large and unwieldy.

# Risk Management Flowchart (Based on HSG 65)



## Workplace Health, Safety and Welfare

**The Workplace (Health, Safety and Welfare) Regulations 1992** DO NOT apply to construction sites, reference should be made to **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** already referred to within this Policy. They do however apply to all other work places.

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

**Standards  
Required**

Work at height in the workplace is now covered by **The Work at Height Regulations 2005 (Amended 2007)**

The Company's nominated Safety Consultants will provide advice on the requirements as requested.

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

**Planning  
Procedures**

The Office Manager, or person responsible for the offices, will ensure that the welfare and first aid requirements are provided.

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

**Supervision**

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

**Safe System  
of Work**

### Temperature

- All offices will be maintained at a minimum temperature of 16°C.
- Workshops will be maintained at a minimum temperature of 13°C.
- The temperature in all work places should be reasonable at all times.

### 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 etc.
- Wherever possible, files, boxes etc. 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.

### Workplaces

- Consideration will be given to avoiding work at height, where it is necessary arrangements will be implemented to reduce and control the hazards and risks. See Work at Height sections.

## Construction Health, Safety and Welfare

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The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4 set out the principles of protection in relation to excavations, traffic routes, welfare facilities, emergency procedures and protecting the public etc.

**Standards  
Required**

The above Regulations also now require that arrangements for dealing with foreseeable emergencies on construction sites include identification of people to implement the arrangements especially with regard to contacts with rescue workers and the fire brigade.

The arrangements for dealing with the various risk areas are contained in the relevant sections of this policy.

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The Project/Contract Manager will take into account all the relevant matters contained in these Regulations when formulating his plan of works for each project.

**Planning  
Procedures**

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The Site Manager will ensure that prior to work starting or before a new person starts work on the site, that they receive an induction training session outlining the site specific hazards and control mechanisms relating to their area of working.

**Supervision**

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Project/Contract Management will monitor, with the assistance of Safety Consultants when necessary, the level of compliance to these requirements by both directly employed persons and any Sub - Contractors appointed to the project.

**Monitoring**

# Construction Design and Management

When acting as Client; Principal Contractors or Contractors the Company will conform to The Construction (Design & Management) Regulations 2015 (CDM 2015) **from 06 April 2015** – for projects already in progress under CDM 2007 there is a transition period until 06 October 2015

**Standards  
Required**

Reference should also be made to the Health and Safety Executive (HSE) publication;  
[L144 Managing Health & Safety in Construction – Approved Code of Practice \(until Oct 15\)](#)

Plus

[L153 Construction \(Design and Management\) Regulations 2015. Guidance on Regulations](#)

Plus

CITB Guidance CDM 2015/1 Guidance for Clients

Or

CITB Guidance CDM 2015/5 Guidance for Principal Contractors

Or

CITB Guidance CDM 2015/3 Guidance for Contractors

**Note** – The revised Approved Code of Practice will not be issued until autumn 2015 at the earliest

**Note** – CDM 2015 duties extend to domestic projects

**Planning  
Procedure**

The CDM Regulations place responsibility for managing the health and safety of a construction project on three main duty holders. The **client** has overall responsibility for the successful management of the project and is supported by the **principal designer** and **principal contractor** in different phases of the project. For the successful delivery of a project, good working relationships between the duty holders are essential from the start.

- **The client** ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.
- **The principal designer** manages health and safety in the pre-construction phase of a project. The role extends to the construction phase through the principal designer's duties to liaise with the principal contractor and on-going design work
- **The principal contractor** manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project, including during the pre-construction phase.

Depending upon the nature of the project, the principal designer and principal contractor may be supported by designers, contractors and workers.

There are three important phases of a project: before, during and after construction or building work.

- **pre-construction phase:** the inception, design and planning stage of a project (before the construction or building work starts),
- **construction phase:** the start-to-finish stage of the construction or building work
- **post-construction phase:** the practical completion of the construction or building work, including handover.

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

When acting as **Client** the Company will

**Client duties**

Prepare a **client brief** to explain to others what the project is about and the requirements before, during and after the build.

**Make suitable arrangements for managing the project** - to ensure that, throughout the planning, design and construction of a project, adequate consideration is given to the health, safety and welfare of all those affected and involved in the construction work.

**Select the project team and formally appoint duty holders** - If more than one contractor will be working on the project then the company will appoint a principal designer and a principal contractor in writing. If this is not done then The Company will take on these roles and associated legal duties.

Appointees must :

- have the necessary capabilities and resources
- have the right blend of skills, knowledge, training and experience
- understand their roles and responsibilities when carrying out the work

**Provide information to help with design and construction planning** - Prepare and pass on **pre-construction information** at the earliest opportunity to designers and contractors, to inform them of any risks that may have an impact on the design of the building or structure, as well as on its construction and future use.

**Notify the project to the enforcing authorities**, where required if the project is expected to last longer than 30 working days, and have more than 20 workers working on the project at any one time or exceed 500 person days, the project is notified to the HSE on the Form F10.

**Check** that the principal designer is carrying out their duties

If the Company has any involvement with any design element on the project, then the Duties on the Designer under the above Regulations will also apply

### ***During the construction phase***

Ensure the construction phase plan is in place

Ensure welfare facilities are in place

Ensure the management arrangements are working – clients are required to ensure that the arrangements made for managing health and safety during construction are working successfully and be satisfied that the principal contractor is complying with their duties.

### ***Post Construction***

Check completion and handover arrangements

Check that the health and safety file has been prepared - at the end of the project, ensure that the principal designer provides the company with the health and safety file.

**Note-** On projects where the principal designer's role has finished before the end of the project, the Principal contractor will have taken on responsibility for the file.

**Maintain and make available the health and safety file** - Once the project is completed, the client or the owner of the building must keep the health and safety file, this can be in an electronic format, on paper, on film or in any other durable form.

### ***When The Company is acting as the principal contractor***

The principal contractor is the contractor in overall charge of the construction phase; appointed by the client

**Note** - there should only be one principal contractor for a project at any one time.

**Principal  
Contractor  
duties**

**Liaise** with the other duty holders the company will work with the client and principal designer throughout the project.

**Manage the construction phase** - Planning is an essential part of managing a construction site and should start as early as possible to identify health and safety risks, control measures and resources needed to reduce or eliminate them.

**Prepare the construction phase plan** – the company will draw up a plan which describes how health and safety will be managed during the construction phase using all pre-construction information received and taking account of any client requirements

The construction phase plan should be:

- proportionate to the size and nature of the work, and the risks involved
- workable and realistic
- sufficiently developed to allow work to start on site
- regularly reviewed and added to as new trades start.

Ensure **welfare** facilities are provided that are suitable and sufficient for the size and nature of the site.

**Provide site induction** to every site worker. The induction should be site specific and be relevant to the size and scope of the work, and level of risk involved.

**Secure the site** – the company will take reasonable steps to prevent unauthorised access to the site

**Appoint contractors and workers** that have the necessary skills, knowledge, training and experience for the work they are carrying out

**Provide the right management and supervision** with the right blend of skills, knowledge, training and experience and that there is an adequate number of supervisors.

**Engage contractors and workers** and share key information on health and safety risks including relevant parts of the construction phase plan

**Monitor the risks on site** to ensure health and safety standards and control measures to ensure that they are adequate and remain effective.

**Contribute to the health and safety file** - The principal designer is responsible for preparing the health and safety file and the company will pass on any relevant health and safety information.

If the Company has any involvement with any design element on the project, then the Duties on the Designer under the above Regulations will also apply

### ***The Company acting as contractor***

<b>Contractor duties</b>
--------------------------

The main duty of a contractor is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety.

- Manage the work to address the client's requirements, any preconstruction information provided by the principal designer and relevant parts of the construction phase plan and any other requirements provided by the principal contractor when planning
- ensure those carrying out your work have the right skills, knowledge, training, experience and supervision
- ensure those carrying out your work have the right plant, tools, equipment, materials and personal protective equipment
- pass on relevant information and instructions to workers e.g. by briefing workers and, for higher risk tasks, using a safety method statement
- ensure that workers comply with the site rules
- Co-ordinate your work with those of other contractors and the principal contractor
- agree with the principal contractor the arrangements for exchanging information to allow the company and other contractors to manage health and safety
- ensure your workers receive a site induction
- allow workers sufficient time to prepare and carry out the work
- inform the principal contractor of any intention to sub-contract elements of your work.

Co-operate with the other duty holders

Consult with employees to help to manage health and safety in a practical way by:

- helping you to spot workplace risks
- making sure health and safety controls are practical
- increasing the level of commitment to working in a safe and healthy way

**Prepare the construction phase plan** - On a project with more than one contractor, developing the construction phase plan will be the responsibility of the principal contractor, and they should provide the information relevant to the work. (If the company is only contractor on the project then we are responsible for drawing up a plan which describes how health and safety will be managed during the construction work)

**Ensure welfare facilities** are provided – that are suitable and sufficient for the size and nature of the project. They must be available as soon as the work starts on site and remain until the end of the project. (On projects with more than one contractor welfare facilities will be the responsibility of the principal contractor)

**Ensure a site induction is provided** – when working as only contractor on site then the company will ensure a suitable site induction is provided to every site worker.

**Ensure the site is secure** – take reasonable and proportionate steps to prevent unauthorised access to the site or work area to ensure work will not put the public or others at risk.



**Appoint contractors and workers** that have the necessary skills, knowledge, training and experience for the work they are carrying out

Provide the right supervision – that has the right blend of skills, knowledge, training and experience and that there is an adequate number of supervisors

**Note** - If the Company has any involvement with any design element on the project, then the Duties on the Designer under the above Regulations will also apply.

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

**Safe System  
of work**

Support will be given to the Site Manager to ensure that any necessary additions to the Health and Safety Plan and information for the Health and Safety File are passed to the principal designer.

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, principal designer, principal contractor etc. These details will be highlighted in a notice prominently displayed on site.

# Control of Substances Hazardous to Health

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (with amendments 2003 & 2004)**.

**Standards  
Required**

General guidelines to be applied are covered in the Health and Safety Executive (HSE) Guidance Notes of which there are a great variety published. Those more specific to the construction industry, include:-

<b>L5</b>	<b>Control of Substances Hazardous to Health Regulations 2002: ACOP &amp; Guidance</b>
<b>EH44</b>	<b>Dust: general principles of protection</b>
<b>EH54</b>	<b>Assessment of exposure to fumes from welding and allied processes</b>
<b>L101</b>	<b>Safe work in confined spaces</b>
<b>GS46</b>	<b>In-situ timber treatment using timber preservatives</b>
<b>IND(G) 297</b>	<b>Safety in gas welding cutting and similar processes</b>
<b>IND(G) 233</b>	<b>Preventing Dermatitis at Work: advice for Employers and Employees</b>

No assessment should be carried out without reference to:

## **EH40 Occupational Exposure Limits**

Additional information is contained in Construction Summary/Information Sheets (Health and Safety Executive (HSE)).

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

**Planning  
Procedures**

The Company will provide written assessments for all those products that have been assessed as hazardous to health. Where necessary the Company will request Safety Services (UK) Ltd to assist them in making the necessary assessments.

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

The Site Manager will ensure that, before operatives are set to work, they are 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.

**Supervision**

Managing hazardous substances, and complying with **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)**, requires the Company to take the following steps to comply with the Regulations:-

**Safe System  
of Work**

- Identify the problem.
- Assess it, measure it, get some idea of the scale.
- Consider:
  - The hazardous properties of the substance
  - Health affects as identified by the supplier
  - The level, type and duration of the exposure
  - The circumstances of the work and amount of substance involved
  - Limits on exposure from statutory guidance
- Decide on the method of solving the problem, preferably by minimising exposure but considering:
  - The effect of preventative and control measures
  - The results of any health surveillance
  - The results of monitoring the exposure
  - Any other information relevant
- Implement the chosen method of solving the problem
- Check that the method is being implemented properly and monitor the outcome
- If necessary develop procedures, provide information and establish warning systems to deal with emergencies involving hazardous substances

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**Marking of containers**

In addition, any containers or pipes for substances hazardous to health used at work should be clearly marked with the nature of the contents and any associated hazards.

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.

**Keeping of Records**

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.

# Health Hazards

A number of Regulations impose requirements for the safe handling and use of substances which are known to be a risk to health, these include for example:

**Standards  
Required**

**The Control of Asbestos Regulations 2012**

**The Control of Lead at Work Regulations 2002**

**The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4**

**The Personal Protective Equipment at Work Regulations 1992**

**The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)**

**The Work Place (Health, Safety and Welfare) Regulations 1992**

**The Health and Safety (Display Screen Equipment) Regulations 1992**

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

<b>EH40:2005</b>	<b>Workplace Exposure Limits</b>
<b>EH43</b>	<b>Carbon Monoxide (Revision)</b>
<b>EH44</b>	<b>Dust: General Principles of Protection</b>
<b>EH46</b>	<b>Man Made Mineral Fibres (Revision)</b>
<b>HSG(88)</b>	<b>Hand-arm Vibration</b>
<b>HSG174</b>	<b>Anthrax: Safe working and the prevention of infection</b>
<b>HSG70</b>	<b>The Prevention or Control of Legionellosis (including Legionnaires' disease) (3<sup>rd</sup> edition)</b>
<b>INDG84</b>	<b>Leptospirosis: Are you at risk?</b>

Further information on the requirements of the Regulations, is also covered elsewhere in this Policy and is available from Safety Services (UK) Ltd.

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

**Planning  
Procedure**

The Contracts Manager 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 training, protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc., must be planned before work commences.

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

The supervisor will ensure that:

**Supervision**

- Protective clothing and equipment will be issued to operatives.
- The hygiene measures provided are maintained, and procedures planned to handle or use any hazardous substance are implemented.
- Measures necessary to protect other workers and the general public from such substances or procedures are provided and maintained.

Approved people, or organisations, will carry out any necessary air sampling, medical examinations, testing etc. as required, and records will be kept on site during the operations.

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

**Safe System  
of Work**

- External contact - corrosive, skin absorption, dermatitis etc. (e.g. cement, acids, epoxy resins etc.)
- Inhalation - gases, fumes, dusts, vapours.
- Ingestion - swallowing.
- Injection – needlestick, high pressure air

This section covers health hazards generally, other sections of the Policy deal with specific health hazards.

## Protective Clothing and Equipment

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

**Standards  
Required**

**The Personal Protective Equipment at Work (PPE) Regulations 1992**  
**The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4**  
**The Control of Asbestos Regulations 2012**  
**The Control of Lead at Work Regulations 2002**  
**The Control of Noise at Work Regulations 2005**  
**The Confined Spaces Regulations 1997**  
**The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)**

Other Regulations may also apply and are referred to in other sections of this Policy. All safety equipment purchased for use on Company sites will be in accordance with the appropriate British Standard.

Information on provision, maintenance and use of protective clothing or equipment, in accordance with the Regulations, Health and Safety Executive (HSE) recommendations and current good working practices, is available from Safety Services (UK) Ltd.

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

**Planning  
Procedures**

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

The Contracts Manager will ensure that adequate supplies of all necessary protective clothing, or equipment, are available on site for issue, as required and that, when issued to employees, a record is kept.

**Supervision**

The Supervisor will ensure that employees have been provided with any necessary protective clothing.

Any employee or sub-contractor working under the Company's control observed carrying out any process which requires the use of protective clothing, or equipment, 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. Information and advice on the correct equipment to be issued will be provided by Safety Services (UK) Ltd, as required.

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

All employees are required to wear suitable footwear while at work.

**Safe System  
of Work**

All Personal Protective Equipment shall be:

- Properly stored in a well-defined place
- Checked at suitable intervals
- Repaired or replaced if found to be defective
- If contaminated, removed on leaving the work area and kept apart from uncontaminated clothing and equipment
- Equipment that is contaminated must be either decontaminated and cleaned or, if necessary, destroyed.

All persons issued with protective clothing, or equipment, must immediately report to their Supervisor any loss or defect in the equipment.

## Safety Helmets

**The Construction (Head Protection) Regulations 1989 are now withdrawn as its still covered by Risk Assessment under The Personal Protective Equipment at Work (PPE) Regulations 1992 therefore it** requires the provision and use of head protection on sites where there is a risk of injury. Employers must provide safety helmets where a risk of head injury other than by falling exists. 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 the only exemption from these Regulations.

**Standards  
Required**

Safety helmets provided must be to **BS EN 397:2012**

Bump Caps provided must be to **BS EN 812: 1998** (although these are not usually suitable for use on site)

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

**Planning  
Procedure**

The Contracts Manager will ensure that Site Managers and Sub - Contractors are aware of Company Policy and the requirements of **The Personal Protective Equipment at Work (PPE) Regulations 1992** of 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 points to working areas and can be supplied to site by Safety Services (UK) Ltd, as required by Site Managers.

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

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The Site Manager will ensure that signs and helmets for visitors are available and that Sub-Contractors are aware of Company Policy. The Site Manager will ensure that other company staff visiting sites will wear a safety helmet at all times on site.

**Supervision**

The Contracts Manager will ensure that it is a condition of the Sub Contract Agreement that all contractors will provide safety helmets to all their employees and that they are instructed in the requirements of this Company Policy.

The Site Manager will report any disregard of this policy by Sub-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 that are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting must be replaced. The generally recommended lifespan for most safety helmets is three years. Certain helmets have an indefinite life span and need not be replaced in this period.

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Safety helmets will be worn by all staff, Sub-Contractors, employees, visitors, purchasers etc. at all times and in all areas of the site.

**Safe System  
of Work**

However, helmets need not be worn in the following areas if construction operations are not taking place in the following areas:-

- Site office and welfare facilities
- Sales area
- Areas where houses are occupied
- Inside buildings after second fix complete

All persons working in such "exempt areas" will however, be required to always have their safety helmets with them so that they can wear them immediately they exit such areas.

# Dust in the Workplace

Dust is not just a nuisance; it can seriously damage health and some types can eventually even kill. Regularly breathing dust over a long time can therefore cause life-changing lung diseases. Dust is covered by **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (with amendments 2003 & 2004)**.

**Standards  
Required**

General guidelines to be applied are covered in the Health and Safety Executive (HSE) Guidance Notes of which there are a great variety published. Those more specific to the subject include:-

**L5 Control of Substances Hazardous to Health Regulations 2002: ACOP & Guidance**  
**EH44 Dust: general principles of protection**  
**CIS 36 Construction Dust**  
**INDG463 Control of exposure to silica dust**

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

**Planning  
Procedures**

The Company will provide written assessments for all those tasks that produce dust. Where necessary the Company will request Safety Services (UK) Ltd to assist them in making the necessary assessments.

Before work starts, the Contracts Manager will ensure that any precautions such special protective clothing, or equipment, required is available for use on site.

The Site Manager will ensure that, before operatives are set to work, they have a safe system of work for activity that may create dust; all equipment required and if a dust mask is needed that it is FFP3 as a minimum and that operative has been face fit tested.

**Supervision**

Dust is a broad term but typical dusts are

- Silica dust – created when working on silica containing materials like concrete, mortar and sandstone (also known as respirable crystalline silica or RCS);
- Wood dust – created when working on softwood, hardwood and wood-based products
- Lower toxicity dusts – created by materials containing very little or no silica eg gypsum

**Safe System  
of Work**

There are three key things you need to do:

- Assess the risk from dust
- Control the dust risks
- Review the controls to check they are working

## Assess the risk from dust

Assess the risks linked to the work and materials. High dust levels are caused by one or more of the following:

- Task – the more energy the work involves, the bigger the risk. High-energy tools produce a lot of dust in a very short time;
- Work area – the more enclosed a space, the more the dust will build up. Dust levels may also be high outdoors with high energy tools
- Time – the longer the work takes the more dust there will be;
- Frequency – regularly doing the same work day after day increases the risks.

## **Control the dust risks**

Control measures must be effective in keeping exposure below the Workplace Exposure Limit (WEL) (0.1 mg/m<sup>3</sup>) respirable dust, averaged over 8 hours) – in real terms this is a tiny amount

Use the following measures to control the risk.

### ***Stop or reduce the dust***

Use different materials, less powerful tools or other work methods.

### ***Control the dust***

The most important action is to stop the dust getting into the air. There are two main ways of doing this:

- Water – water damps down dust clouds. Enough water needs to be supplied at the right level all the time work is being done
- On-tool extraction – removes dust as it is being produced. It is a type of local exhaust ventilation (LEV) system that fits directly onto the tool.

### ***Respiratory protective equipment (RPE)***

Water or on-tool extraction may not always be appropriate or they might not reduce exposure enough. Often respiratory protection (RPE) has to be provided as well.

Ensure the RPE is:

- adequate for the amount and type of dust – FFP3 marked masks will normally offer adequate protection and is the recommended mask to be used
- Suitable for the work – disposable masks or half masks can become uncomfortable to wear for long periods. Powered RPE helps minimise this - consider it when people are working for more than an hour without a break;
- Compatible with other items of protective equipment;
- Fits the user. Face fit testing is needed for tightfitting masks;
- Worn correctly. Anyone using tight-fitting masks also needs to be clean shaven.

RPE is the last line of protection, so if you are just relying on RPE you must be able to justify your reasons for this.

### ***Other controls***

Depending upon the work you are doing you may have to combine these measures with other controls. These can include

- Limiting the number of people near the work;
- Rotating those doing the task;
- Enclosing the work to stop dust escaping.
- General mechanical ventilation to remove dusty air
- Selecting work clothes that do not keep hold of the dust.
- Training of operatives
  - About dust risks and how this can harm their health;
  - How to use the dust controls and check that they are working;
  - How to maintain and clean equipment;
  - How to use and look after RPE and other personal protective equipment (PPE);
  - What to do if something goes wrong

### ***Review the controls***

Check the controls work by:

- Having procedures to ensure that work is done in the right way;
- Checking controls are effective.
- Involving operatives to help identify problems and find solutions;
- Maintaining equipment:
- Supervision
- You may have to put a health surveillance programme in place.



## Tight Fitting Respiratory Protection (Dust masks)

The following Regulations have specific requirements for the provision, maintenance and use of tight fitting respiratory protective equipment:

**Standards  
Required**

General guidelines to be applied are covered in the Health and Safety Executive (HSE) Guidance Notes of which there are a great variety published. Those more specific to the subject include

**The Personal Protective Equipment at Work (PPE) Regulations 1992**

**The Control of Asbestos Regulations 2012**

**The Control of Lead at Work Regulations 2002**

**The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)**

**EH44 Dust: general principles of protection**

**CIS 36 Construction Dust**

**INDG463 Control of exposure to silica dust**

Other Regulations may also apply and are referred to in other sections of this Policy. All safety equipment purchased for use on Company sites will be in accordance with the appropriate British Standard.

Information on provision, maintenance and use of RPE, in accordance with the Regulations, Health and Safety Executive (HSE) recommendations and current good working practices, is available from Safety Services (UK) Ltd.

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

**Planning  
Procedures**

The Company will ensure that where RPE is required then appropriate RPE will be selected and tested. Where necessary the Company will request Safety Services (UK) Ltd to assist them in making the necessary assessments.

Before work starts, the Contracts Manager will ensure that any precautions such special protective clothing, or equipment, required is available for use on site.

The Site Manager will ensure that, before operatives are set to work, they have a dust mask that it is FFP3 as a minimum and that operative has been face fit tested and provides a Face Fit Certificate. No work is to be undertaken wearing RPE unless a Face Fit Test is confirmed.

**Supervision**

Where respiratory protective equipment (RPE) is used as a control measure it is vital that selected RPE is adequate and suitable.

**Safe System  
of Work**

To ensure that the selected RPE has the potential to provide adequate protection for individual wearers, the ACoPs supporting COSHH, CAR and CLAW stipulate that tight fitting RPE must be fit tested as part of the selection process to help ensure that inadequately fitting face masks are not selected for use that create leakages of airborne contaminants and afford the wearer little or no protection.

All persons who wears a tight fitting respirator must have a Face Fit Certificate. This certificate is product specific and means if the operator wears more than one type of mask he will need separate face fit tests. The requirements for the correct use of RPE are stated below:

**Face Fit Procedure**

The following procedure must be followed where there is a possibility of dust exposure:

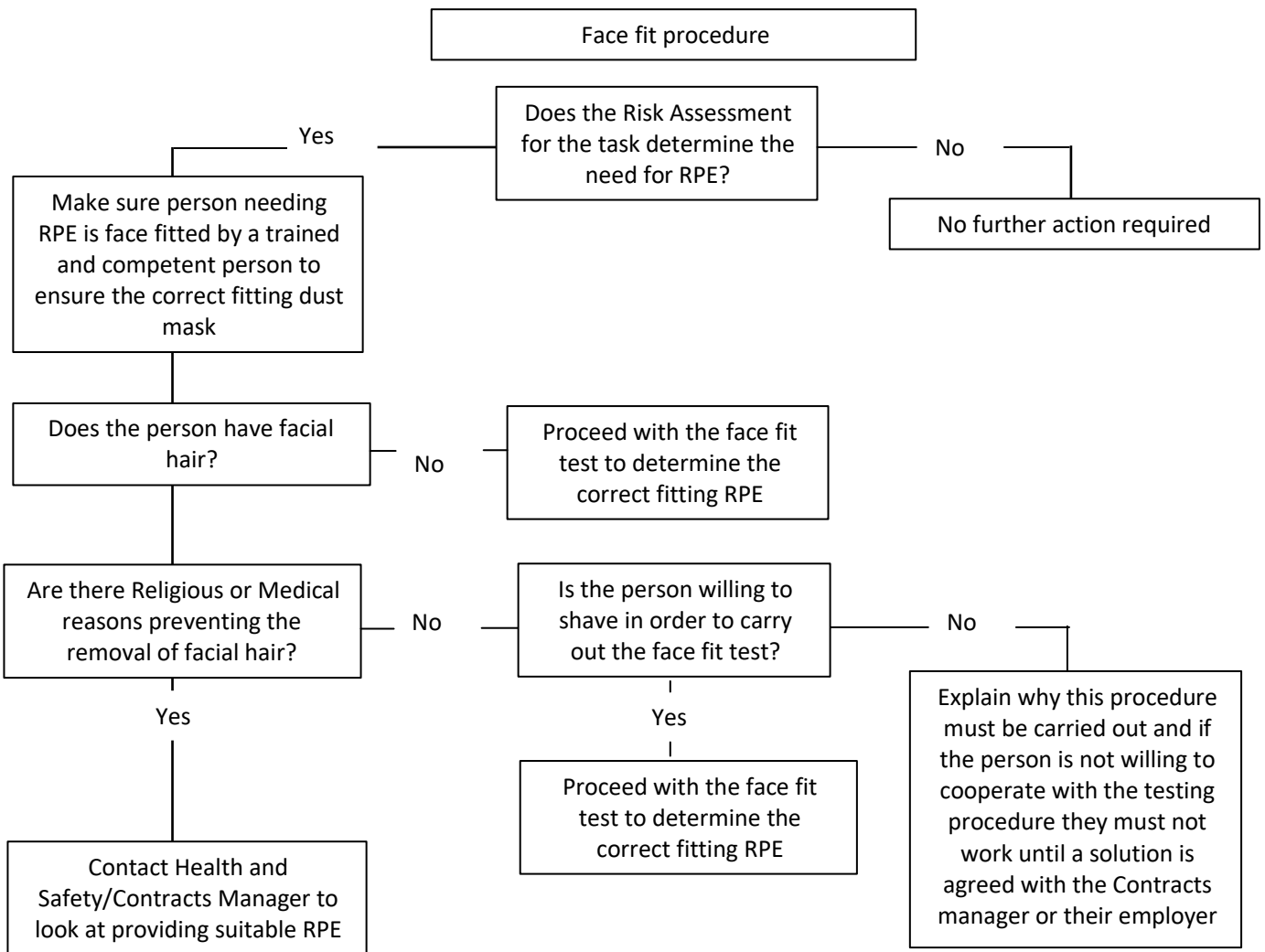
Check - does the specific Risk Assessment for the task determine the need for RPE?

If **YES**: make sure persons needing the RPE are Face Fitted by a trained and competent person and provided with the correct RPE.

If the Person is NOT willing to remove any facial hair to undertake the Face Fit Test, then they cannot be allowed to work and discussions should be held with the Contracts Manager.

Under special circumstances; if an employee cannot be clean shaven for religious or medical reasons for example then other powered RPE will be looked at and provided by the company

Failure to follow any of these procedures may lead to disciplinary action.



The following Regulations apply to the manual handling or lifting of materials:-

**Standards  
Required**

**The Manual Handling Operations Regulations 1992  
The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4**

The current Regulations require the following three steps: -

- 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 forklift truck
- 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, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record will be needed
- 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.

Where necessary, specific additional training will be provided by the Company. Advice and recommendations contained in advisory literature can be provided by Safety Services (UK) Ltd.

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

**Supervision**

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

The Company will ensure that all persons on site wear safety footwear and the Site Manager will caution any Sub - Contractors employee wearing unsuitable footwear.

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

The main injuries associated with manual handling and lifting are:-

**Safe System  
of Work**

- Back strain, slipped disc
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis
- 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, physical build etc. 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.

## Consultation with Employees

**The Health and Safety (Consultation with Employees) Regulation 1996** apply to all employers and employees who are not represented by an appointed Trade Union Safety Representative under **The Safety Representatives and Safety Committees Regulations 1977**, the aim being to ensure that they are consulted by their employers on matters relating to their health and safety at work.

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

### Procedure

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 and 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.

Employees will be encouraged to attend update meetings held by the company, additionally during toolbox talks and job inductions the opportunity for comment and discussion will be available.

Employees will be encouraged to provide feedback and comment on any health and safety related issue, where appropriate the outcome of such discussions will be communicated to all other employees.

## Working Time

**The Working Time Regulations 1998 (as amended)** DO NOT apply if you are self-employed, running your own business and are free to work for different clients and customers.

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The **Working Time Regulations 1998 (as amended)** place limits on the hours that workers can be required to work unless they have opted out. The limits on young workers cannot be opted out from although there are circumstances where they may work longer hours.

**Standards  
Required**

Details can be obtained from a DTI guidance document: DTI/Pub 6792/25k/07/03/NP also available from the DTI website: [www.dti.gov.uk](http://www.dti.gov.uk)

The Company's nominated Safety Consultants will provide advice on the requirements as required.

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

**Planning  
Procedures**

The Manager responsible for the workers will plan work so that, as far as reasonably practicable, the average number of hours worked per week is no more than 48 for adult workers and 8 hours a day or 40 hours a week for young workers. (Note: There are certain permitted exceptions for young workers)

Working Time includes travelling, where it is part of the job, working lunches and job-related training.

Working Time does not include travelling between home and work, lunch breaks, evening classes or day-release courses. Also, Working Time limits do not apply if workers can decide how long they work.

Working time should be averaged over a 17-week period (or less if the period is lower) although 52-week periods can be used if mutually agreed.

If an individual worker agrees to work more than 48 hours a week he or she should sign an opt-out agreement, which they can cancel at any time. Giving a minimum of 7-days' notice unless otherwise agreed. Records of workers opting out will be kept and updated as necessary.

### Night Work

A night worker is someone who normally works at least three hours at night; night-time is normally between 11pm and 6am. Night workers should not work more than an average 8 hours daily. There is no opt out for night work. The period for averaging is 17 weeks as before. A worker who works for more than one third of his time is a night worker. Occasional, or ad hoc, work does not make a worker a night worker.

As an employer, non-compulsory, free health assessments will be offered to night workers before they start working nights. This will take the form of a questionnaire and a medical examination. The latter is only necessary if there is any doubt about the worker's fitness for night work.

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The Manager, or person responsible, will ensure that working time is arranged so that workers can take the time off they are entitled to. They will also ensure check whether any exceptions or flexibilities apply and ensure the different provisions for young workers are included.

**Supervision**

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The Company will ensure the following working arrangements are implemented:-

**Safe System  
of Work**

#### Daily rest breaks

- Where a worker is required to work for more than 6 hours at a stretch, he or she is entitled to a rest break of 20 minutes.

#### Daily Rest

- Each worker is entitled to a rest period of 11 uninterrupted hours between each working day.

#### Weekly Rest

- A worker is entitled to one whole day off a week.

Days off can be averaged over a two-week period, meaning workers can take two days off a fortnight. Days off are in addition to paid annual leave.

### **Young worker daily rest breaks**

- If a young worker is required to work for more than four and a half hours at a stretch, he or she is entitled to a rest break of 30 minutes.

### **Young worker daily rest**

- A young worker is entitled to 12 hours uninterrupted rest in each 24-hour period of work.

### **Young worker weekly rest**

- Young workers are entitled to two days off each week. This cannot be averaged over a two-week period and should normally be two consecutive days.
- There are exceptions to this that should follow the DTI guidance.

### **Paid Annual Leave**

- Every worker – whether part-time or full-time covered by these Regulations is entitled to four week's paid annual leave. Increasing to 24 days from 1 October 2007 and 28 days from 1 April 2009 (for workers that work a 5 day week, pro-rata for part time workers)
- A week's leave should allow workers to be away from work for a week. It should be the same amount of time as the working week.
- This leave entitlement is not additional to bank holidays.
- Workers must give their employer notice that they want to take leave, employers can set times that workers take their leave.

## Welfare and First Aid

**The Construction (Design & Management) Regulations 2015 (CDM 2015) Schedule 2** specifies minimum requirements for welfare facilities on sites. **The Workplace (Health, Safety and Welfare) Regulations 1992** specify minimum standards for offices.

**Standards  
Required**

Reference should also be made to the Health and Safety Executive (HSE) publications;  
**HSG150 Health and Safety in Construction**  
**CIS59 Provision of Welfare Facilities on Fixed Construction Sites**

**The Health and Safety (First Aid) Regulations 1981**, together with Approved Code of Practice and Guidance Note, specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

Reference should also be made to the Health and Safety Executive (HSE) publications;  
**L74 First Aid at Work**  
**INDG214REV1 First Aid at Work - Your Questions Answered**

**The BSi (British Standard Institute)**  
**BS-8599 British Standard Workplace First Aid Kits**

Safety Services (UK) Ltd may provide advice on the requirements on request.

All work will be planned to take into account the requirements of the above Regulations.

**Planning  
Procedure**

The Contracts Manager will ensure that the welfare and first aid requirements are established before work starts.

All necessary first aid equipment can be supplied by Safety Services (UK) Ltd, and be delivered to site as required.

The Site Manager will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

**Supervision**

The following will be achieved as a minimum standard provision for First Aid; and advisory notices will be placed in suitable locations:

Category	Number employed at location	First Aid kit provision BSi 8599-1	No of First Aid Personnel
<b>Lower Hazard</b> E.g. Offices, shops, etc.	less than 25	Small kit	At least one appointed person
	25 - 50	Medium size kit	At least one trained Emergency first aid at Work (EFAW)
	More than 50	1 Large per 100 employees	At least one first-aider trained in FAW for every 100 employed (or part thereof)
<b>Higher hazard</b> e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	Small kit	At least one appointed person
	5-50	5-25 employees = Medium size kit  Over 25 = 1 Large kit per 25 employees	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	As above	At least one first-aider trained in FAW for every 50 employed (or part thereof)

Occupational Health is a broad topic covered by **The Management of Health and Safety at Work Regulations 1999, The Control of Substances Hazardous to Health Regulations 2002, The Control of Lead at Work Regulations 2002, The Control of Asbestos Regulations 2012, The Control of Noise at Work Regulations 2005, The Control of Vibration at Work Regulations 2005 and The Health and Safety (Display Screen Equipment) Regulations 1992**, with their approved Code of Practice aim to protect people at work exposed to danger by controlling that exposure.

**Standards  
required**

The objective of OH is to actively protect and prevent harm to the health of employees from any hazards they may encounter whilst at work.

**Planning  
Procedures**

Hazards can be:

- Physical - noise, chemicals, machinery
- Psychological – stress / anxiety, bullying
- Social – pattern of work, lone / team working

Priority areas should include

- respiratory diseases e.g. asthma and chronic obstructive pulmonary disease
- skin diseases – e.g. dermatitis
- asbestos-related disease
- cancers
- noise induced hearing damage
- hand-arm vibration syndrome
- musculoskeletal disease
- stress

The effects of hazards on an individual's health can vary from minimal and short term to severe and long term.

The benefits of OH can be summarised as follows:

- Reduced sickness and absence costs
- Decreased staff turnover
- Reduced work related illness and injuries
- Increased compliance with Employment practice legislation
- Increased compliance with legislation
- Reduced medical and insurance claims
- Decreased long term disability
- Decreased ill-health retirement
- Reduction in overall employee risks costs and liabilities

The key to successful OH management is to ensure that each employee is suited physically and psychologically to the tasks he/she has been employed for and that a safe and healthy environment is provided to carry out those tasks

Pre-employment health screening is an important and integral part of the employee recruitment and selection process. The purpose of pre-employment screening is to ensure that the applicant is assessed prior to employment. This will assist in ensuring that the applicant is fit for the position he /she is applying for and is placed in an appropriate job and working environment.

Generally an applicant will complete a health questionnaire, The Manager or OH team (if required) will make a decision based on the information contained in the questionnaire, the job applied for and legal compliance. If required further testing or referral will be carried out.

The pre-employment health screening process must be strictly confidential. If the outcome of the screening is negative the appointed person should not be given any other information without the applicant's written permission.

If it is necessary to obtain further information from an applicant's doctor written permission must be obtained and the applicant informed of his/her rights of access under any legislation relating to medical reports.



## Record Keeping

The maintenance of appropriate records relating to the health of employees is an important feature of occupational health management and practice. The purpose of maintaining these records is to:

- Provide effective health surveillance
- Identify general health and safety problems and trends amongst employees, problem areas and specific risks
- Establish, maintain and keep up to date written information relating to people, hazards and current monitoring activities

Review of sickness absence and health screening data can help to identify specific health issues.

## Health promotion

OH can 'add value' to the business by actively promoting the general health of employees through on-going campaigns and raising awareness of health issues.

Generally it is more effective to plan annual health promotion programmes and measure and review the impact where possible. A balanced programme would combine national general health issues with work related issues and may include for example:

- Cardiovascular disease
- Cancer – lung, bowel, breast
- Smoking
- Alcohol/drugs
- Back pain
- Dermatitis
- Stress

## Supervision

To protect and promote employee health the manager should:

- Identify potential hazards
- Assess risk to employees
- Implement control measures
- Monitor the control effects

In addition the manager must

- Maintain sickness absence records
- Ensure pre – employment and other medicals are conducted
- Promote good health amongst the workforce

# Health Surveillance

Health Surveillance may be required for harm caused by working with certain substances or process. **The Management of Health and Safety at Work Regulations 1999, The Control of Substances Hazardous to Health Regulations 2002, The Control of Lead at Work Regulations 2002, The Control of Asbestos Regulations 2012, The Control of Noise at Work Regulations 2005, The Control of Vibration at Work Regulations 2005 and The Health and Safety (Display Screen Equipment) Regulations 1992**, with their approved Code of Practice aim to protect people at work exposed to danger by controlling that exposure.

**Standards  
required**

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

**HS(G)61 Health Surveillance at Work**  
**MS24 Health Surveillance of Occupational Skin Disease**

Health Surveillance is required where there is the possibility of exposure causing harm.

**Planning  
Procedures**

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

Unless there is no doubt that the exposure would not cause harm all exposures will be treated as requiring Health Surveillance.

In the event of Health Surveillance being required, the following procedures and who can carry them out will be applied:

- Self-Checks: those exposed to hazards are properly trained in how to look for easily recognisable signs and symptoms of disease
- A responsible person making basic checks for signs of disease: Anyone trained to identify straightforward signs and symptoms caused by working with certain substances or process
- Enquires about symptoms, inspection and examination: Usually an Occupational Health Nurse
- Clinical Examinations: carried out or supervised by a doctor
- Biological Monitoring and Biological Effect Monitoring: carried out or supervised by a doctor

The Company accepts that some medical surveillance has to be undertaken by HSE medical inspectors, or doctors appointed by the HSE

Health Surveillance will continue for at least as long as the individual is exposed to the risk or as prescribed in the relevant Regulations.

The company will carry out Health Surveillance e.g. those Regulations governing certain chemicals, lead or work in compressed air which expressly state the interval between examinations.

The company will comply with Regulations i.e. **The Control of Asbestos Regulations 2012** that require employers to continue surveillance of people while still employed by them after exposure to the risk has stopped, to detect long-term disease, such as cancer, at an early stage

In the event that Health Surveillance shows the employee's health being affected by their work appropriate action will be taken in the form of the following steps:

- Prevent further harm by reducing or removing them from exposure to the hazard
- If required refer the individual for examination or treatment by a doctor
- Re-examine the company risk assessment
- Improve control measures

Employees exposed above stated levels will undergo medical surveillance, the health record of any such employee will be maintained and the record or copy kept in a suitable form for at least 40 years from the last entry made in it.

The Health Surveillance will be supervised by a competent person who will be aware of the hazards, risks and means of control. If this is by a specialist contractor they will be required to keep the company representative informed at all times about the surveillance and how it is progressing.

**Supervision**

Where operatives are liable to receive significant exposure the employer is obliged under specific Regulations to keep records for stated times i.e. of any air monitoring carried out for a period of at least 5 years for working with lead.

## 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**

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

**Planning  
Procedures**

- 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**

# Fire Precautions

Fire safety arrangements should be implemented in accordance with the Regulatory Reform (Fire Safety) Order 2005. These Regulations revoke all previous fire safety legislation and require that duty holders assess the risks to the premises and personnel from fire and implement adequate controls.

**Standards  
Required**

The Regulations do not apply on construction sites but the principles can be applied to site offices.

The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4 require duty holders to make adequate arrangements to protect workers from the risk of fire on a construction site,

Reference should also be made to the Health and Safety Executive (HSE) publications;  
**HSG 168 Fire Safety in Construction Work**

And a range of Home Office Guides have been published for existing premises.

Fire risk assessments will no longer be issued, Fire Risk Assessments should now be developed for all premises to ensure that significant risks are identified and removed or adequately controlled.

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Fire Risk Assessments must be undertaken to identify significant risks and necessary controls.

**Planning  
Procedures**

Fire extinguishers should 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.

Further fire protection systems should be considered depending on the risks both to the occupants and also to business continuity and the effects on others.

The Company will enter into a contract service 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.

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## **Office**

**Safe System  
of Work**

The Office Manager (or alternatively a person nominated by the company) 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 to be checked daily
- Check fire alarms weekly and record the results
- Ensure access and egress route are kept free of obstruction
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

## **Site**

The Site 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 of all buildings on site in the event of an 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

At all locations a means of warning of fire must be established. Handbells, 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. A manual of automatic fire alarm may be more appropriate in some circumstances

Written emergency Procedures must be displayed in prominent locations and brought to the attention of all persons at the location. 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 and buildings 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 of dry riser inlets and fire extinguishers.

Identified personnel, e.g. security guards, must be briefed to unlock gates, doors, etc. in the event of an alarm.

# Bomb Threat/Emergency

Standards  
Required

The requirements of **The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999, The Workplace (Health, Safety and Welfare) Regulations 1992 and Regulatory Reform Order (Fire Safety) Order 2005** should be applied.

Bomb Threat  
Procedures

An Emergency Plan is in place and the identified controls and procedures will be compared with the results of Risk Assessments and amendments made as necessary.

## **Bomb Threats and Discovered Devices:**

Bomb threats over the telephone: - when this happens, the procedure for recording the threat will be put in place, immediately calling the Police, and assisting in the investigation will be put in place.

Letter bombs: - if a letter bomb is suspected, laid down procedure should be followed immediately.

If a device is suspected: - laid down procedures should be followed immediately.

## **Procedure:**

When a bomb threat is made by telephone, all pertinent information is to be recorded. Do not hang up the telephone (this is extremely important in conducting an investigation, or locating an actual device).

If a letter bomb is suspected, laid down procedures situated in the emergency plan will be followed.

Suspect objects are not to be moved or touched.

The directions of the senior police officer present must be complied with.

## **THE POLICE WILL ALWAYS BE CALLED. (NEVER ASSUME THE CALL IS A HOAX)**

Risk Assessments must be undertaken to identify significant risks and necessary controls. The Emergency Plan in place has identified controls and are compared with the result of the Risk Assessments and amendments made as necessary.

Emergency  
Procedures

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

Clear access/egress from buildings 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 of dry riser inlets and fire extinguishers.

Identified personnel, e.g. security guards, must be briefed to unlock gates, doors, etc. in the event of an alarm.

## **Evacuation:**

Evacuation should be in accordance with pre-planned procedures and details of incidents should be carefully recorded.

Methods of communication between management and businesses in the immediate vicinity, in the event of emergencies, are agreed and confirmed amongst the parties at a local level.

Detailed attention is given to the routing of evacuations away from danger and to the maintenance of access for emergency vehicles.

Advice about the spread of blast and glass damage has been taken when identifying holding and assembly areas.

The building will not be reoccupied unless told to do so by the fire department or police.

## Company Offices

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

See section on Fire Precautions.

The Office Manager (or alternatively a nominated person) 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 firefighting equipment. Fire drills will be organised at six monthly intervals, date of drill and comments to be recorded. All fire extinguishers will be provided in accordance with the latest British 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. The nominated person will check all fire exits at the start of each day.

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

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

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

## Communal Areas

Where work has to be undertaken in communal areas, such as hallways, passageways and staircases, provision will be made to ensure the safe access and egress of all users and will take due care in accordance with the requirements of the pre-construction information.

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

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

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

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

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

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



## Display Screen Equipment

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

**Standards  
Required.**

Reference should also be made to the Health and Safety Executive (HSE) publication;  
**L26 Display Screen Equipment at Work**

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Plan display screen equipment work so that there are breaks or changes of activity.

**Planning  
procedures**

Assess all display equipment workstations and reduce risks that are discovered.

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

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

**Supervision**

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

**Safe System  
of Work**

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

# Work Equipment

The following Regulations specifically cover the use of work equipment **The Provision and use of Work Equipment Regulations 1998**

**Standards required**

These regulations cover the use of all kinds of work equipment from a hand tool to complete plant and specifically include mobile work equipment. 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. 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
- Protection against explosion.

These requirements 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
- Warnings and markings.

The 1998 regulations replace the previous regulations and also introduce the following requirement:

The requirements imposed by these regulations on employers shall also apply to a person who has control to any extent of work equipment at work and includes managers and supervisors.

Also;

Where the safety of work equipment depends on the installation conditions or where it is exposed to conditions causing deterioration that is liable to result in dangerous situations:

- The inspection of specified equipment in specified circumstances by a competent person.
- The recording and keeping of the result; and
- If the equipment is brought in from another undertaking e.g. hire company, it will not be used until there is physical evidence that the equipment has been inspected and is in good condition.

And make provision for mobile work equipment in relation to:

- Its suitability for carrying persons and its safety features.
- Means to minimise the risk to health and safety from its rolling over.
- The safety of self-propelled work equipment.
- The drive shafts of mobile work equipment.

The 1998 regulations repeal the remaining sections of the Abrasive Wheels Regulations and the Power Presses Regulations and include specific requirements on the examination and testing of power presses.

The Company will make sure that equipment is suitable for the use that will be made of it and will take into account the working conditions and hazards in the workplace when selecting the equipment.

**Planning Procedures**

The Company will provide adequate information, instruction and training for all operators, supervisors and managers and will provide equipment that conforms to EC product safety directives.

**Supervision**

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

**Safe System of Work**



## 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 - Contractors 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 - Contractors 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](http://www.hse.gov.uk/noise) gives guidance and calculators for noise assessments and protection requirements.

## Site Tidiness

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: -

**Standards  
Required**

**The Workplace (Health, Safety and Welfare) Regulations 1992**  
**The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4**  
**The Electricity at Work Regulations 1989**

**The Dangerous Substances and Explosive Atmospheres Regulations 2002** require that cylinders and containers be properly stored and removed from work places, when not in use, to storage.

**The Health and Safety at Work etc., 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. Employers have a duty to ensure that their work does not affect others, so far as is reasonably practicable. 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.

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.

Information on the requirements of the regulations and advice on current good working practices is available from Safety Services (UK) Ltd.

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

**Planning  
Procedure**

The Contracts Manager will ensure that, before the site commences, access and emergency routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and Sub-Contractors are made aware of the Company requirements with regard to storage, clearing up, tidiness etc.

The Site Manager will ensure that all Sub-Contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.

**Supervision**

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, Sub-Contractors operatives and occasional visitors to site will be disciplined by the Site 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.

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.

**Safe System  
of Work**

Particular emphasis is to be placed on instructions to all employees and Sub-Contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to site.

The Site Manager will ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site.

The Site Manager 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 in floors must be securely covered or be clearly marked to show that there is an opening below.

Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided, or other suitable safe method used.

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

## Accident Reporting

All injuries resulting from accidents on site or in other workplaces, however minor, will be reported by the Supervisor (or Office Manager as appropriate) on the Accident Report form. This applies to injuries received by members of the public, visitors etc. as well as Company employees. Safety Services (UK) Limited should be advised of any accident involving hospitalisation or resulting in more than three days off work.

In the event of a fatal or specified injury to any person, certain occupational diseases, where these are likely to have been caused or made worse by their work, or dangerous occurrence as defined by **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** the Health & Safety Executive must be notified by telephone immediately by the Contracts Manager (or Office Manager). Safety Services (UK) Ltd may also be notified as soon as possible.

The accident must be reported to the Health & Safety Executive immediately Call the Incident Contact Centre on 0845 300 9923.

### **Over-seven-day injuries**

From 6 April 2012, the law will introduce the over-seven-day injury category. This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

### **Over-three-day injuries**

From 6 April 2012, you do not have report over-three-day injuries but you must keep a record of them (see 2012 change). If you are an employer, who has to keep an accident book, the record you make in this will be enough.

### **Online**

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records

### **Telephone**

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

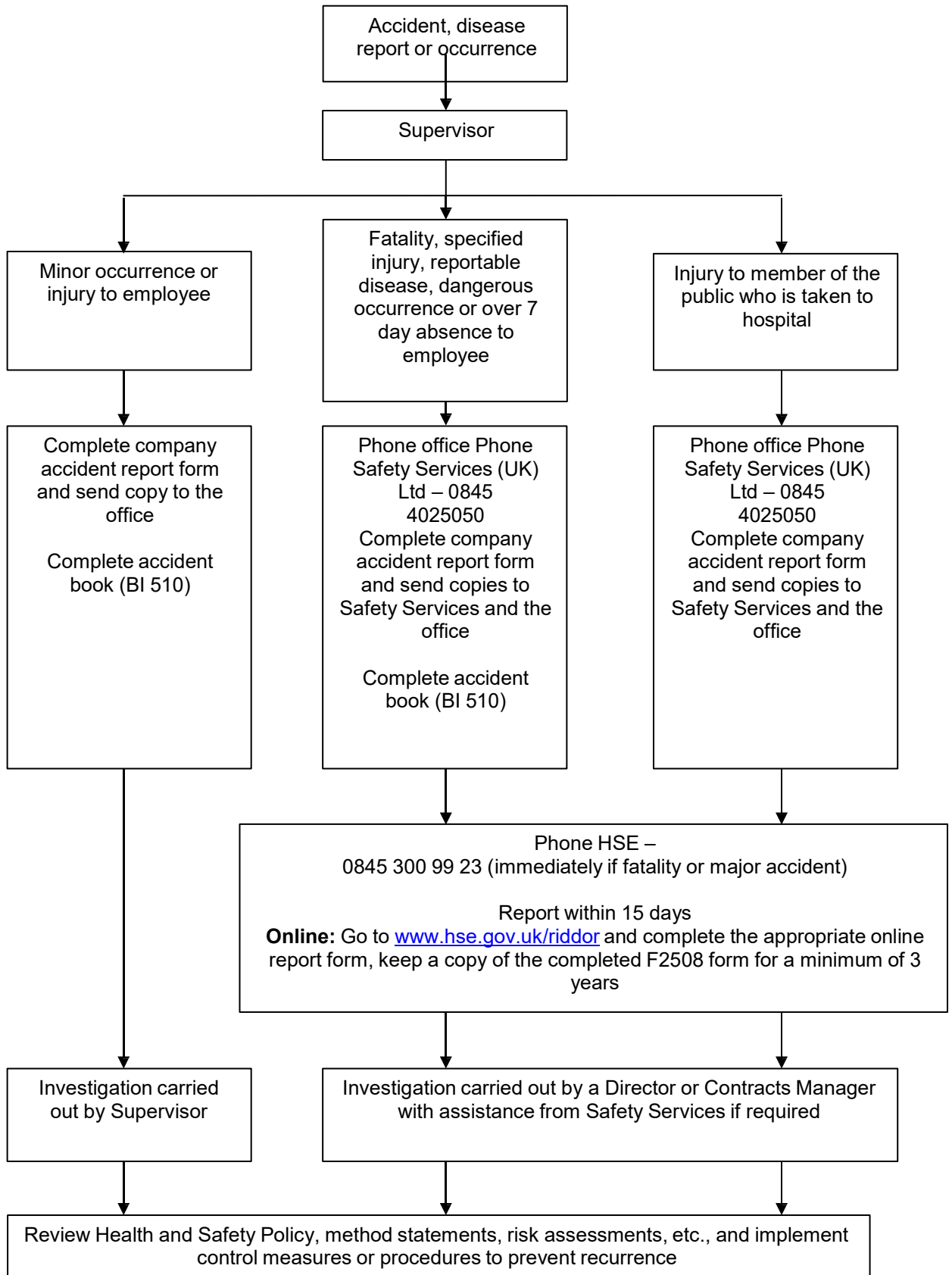
For an over 7 day injury there is no requirement to phone the HSE immediately but it must be reported within 15 days.

Accident Book BI510 or equivalent will be available at each site and office to ensure any injured employee can record details of his/her accident. All sections of appropriate pages must be fully completed.

Any claim made for Industrial Injuries Benefit by an employee will result in Form B176 being received by the Company from the Department of Work & Pensions. This will be completed by the Company Secretary and returned to the Department of Work & Pensions as required.

Copies of all used notification forms will be kept for at least three years from the date of notification. The Company Secretary or Safety Director will keep these records. Safety Services (UK) Ltd may investigate all reportable accidents and forward a copy of the Investigation Report to the Company with any photographs, statements or other relevant material for use by Company Insurers or legal advisers. This investigation report is privileged information and must not be issued to any other person without permission of Company Insurers or legal advisers.

## Accident Reporting and Investigation Flowchart



## Workshop Machinery

### The Provision and Use of Work Equipment Regulations 1998

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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

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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.

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

#### Safe System 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



# Entry into Confined Spaces

The **Confined Spaces Regulations 1997** are applicable for entry into confined spaces.

**Standards  
Required**

Reference should also be made to the Health and Safety Executive (HSE) publication;  
**L101 Safe Work in Confined Spaces**

provides information on the hazards involved, precautions and procedures required.

Information and advice on the legal requirements, recommendations of the Approved Code of Practice and any other aspect of work in confined spaces is available from Safety Services (UK) Ltd.

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

**Planning  
Procedure**

Before work commences, the Contracts Manager must establish if work in confined spaces is to be carried out and, if so, must arrange for any necessary equipment, working procedures, training etc. to have been provided, taking into account the hazards likely to be encountered.

All personnel required to carry out testing and monitoring of atmospheres must have been suitably trained as well as operatives required to use breathing apparatus, reviving apparatus, rescue and permit procedures etc.

Method statements must be prepared before any work in confined spaces can commence.

The Site Manager will ensure that all operatives have the necessary equipment available on site, in accordance with the planned procedures, before entering a confined space.

**Supervision**

The Site Manager will ensure that the contractor follows the planned procedures, including any permit to work system, and that only authorised persons are permitted to enter the confined space.

Any changes in working methods or conditions, which were not included in the planning procedure, must be referred to the Contracts Manager before work recommences.

All safety equipment must be regularly checked and maintained. Any defects in equipment must be attended to immediately.

The main hazards associated with confined spaces are:-

**Safe System  
of Work**

- Asphyxiation due to oxygen depletion
- Poisoning by toxic substance or fumes
- Explosions due to gases, fumes, dusts
- Fire due to flammable liquids, oxygen enrichment etc.
- Electrocutation from unsuitable equipment
- Difficulties of rescuing injured personnel
- Drowning
- Fumes from plant or processes entering confined spaces

When conditions make it necessary, Safety Services (UK) Ltd may provide safe systems of work, permit to work systems etc., as requested and provide information on ventilation equipment, breathing apparatus, rescue apparatus, ropes, harnesses, monitoring equipment etc. as requested.

## Working Underfloor and in Restricted Spaces

**This covers where installations and works extend into restricted spaces including underfloor**

**This should be read in conjunction with the section on Confined Spaces**

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This activity should be highlighted in the work package and contract. Plans will be drawn up for entry procedures; the area and task risk assessed and a safe working procedure developed. For low risk situations this may be a verbal brief but for more complex situations a written method statement will be appropriate. Where possible a survey will be conducted in advance and as built drawings consulted.

**Procedure**

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The senior person on site will liaise with the site manager of client representative and develop and agree a safe system of work that may include permit and isolations.

**Supervision**

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There should always be a safe means of access and egress

**Safe System  
of work**

Take care around other services including lagged pipes and cables and alert client representative of damaged services that could affect safety

Lighting should be provided with back up in case of power failure

Check for fragile surfaces and ensure the route is designed for safe access and will support weight

Check for vermin and detritus that could affect health – if present liaise with client on how to progress

High temperatures may be encountered – where temperatures are above 28°C then additional ventilation should be provided – above 30°C then a full heat stress risk assessment should be undertaken.

Review the asbestos survey prior to entry as fire stopping is frequently underfloor.

PPE should include overalls and bump caps with knee protectors and gloves available should crawling be necessary.

Ensure all firestopping is reinstated before closing up.

Ensure communication is set up and it is prudent to have a top man/sentry present to raise the alarm

On no account should this be undertaken as a lone working practice.

# 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 dependent 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<sup>2</sup> or the total daily dose of 5.0 m/s<sup>2</sup> (A8) (Average over an 8 hour day)
- Ensuring equipment is maintained in accordance with the manufacturer's 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

A table of nominal values are appended to this policy.

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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.

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The Site Manager will ensure that all plant and equipment provided is properly serviced and maintained in accordance with the manufacturer's 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 <sup>2</sup> )	Time to reach EAV 2.5m/s <sup>2</sup> Minutes	Time to reach ELV 5.0m/s <sup>2</sup> 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
As above with anti-vibration	8	47	188	98
Medium duty demolition hammer (7kg)	9	37	148	98
As above with anti-vibration	7	61	245	98
Light duty demolition hammer	14	15	61	103
As above with anti-vibration	6	83	333	97
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
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

Tool description	Hand Vibration Value (m/s <sup>2</sup> )	Time to reach EAV 2.5m/s <sup>2</sup> Minutes	Time to reach ELV 5.0m/s <sup>2</sup> Minutes	Notional noise output dB(A) at 1 metre range.
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
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
Bench Threading Machine REMS - Magnum	2.5	480	>24 hr	83
Bench Threading Machine REMS – Tornado	3	333	>22 hr	83
Bench Threading Machine REMS – Gigant	3	333	>22 hr	83

Note: This table is only a guide. Action must be taken to protect persons from HAV risks where daily exposure exceeds 2.5m/s<sup>2</sup>

Also refer to OPERC website for additional vibration magnitude measurements

**Vibration Risk Assessment**

**Contract**

**Assessment Number**

**Operation:**

Activity	Vibration (Ave) (m/s <sup>2</sup> ) L <sub>1</sub>	(L <sub>1</sub> ) <sup>2</sup>	Duration of exposure (hours) t	Partial Dose d <sub>1</sub> =(L <sub>1</sub> ) <sup>2</sup> x t
Sum of partial doses = $\sum d_1 =$				
Daily dose A(8) = $\text{SQRT}(\sum d_1/8) =$				m/s <sup>2</sup>

**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/s<sup>2</sup> 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/s<sup>2</sup> 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

# Asbestos

## Definition

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 2012 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".

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 2012 SI 2012 No. 632**

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

<b>L143 (2<sup>nd</sup>)</b>	<b>Managing &amp; Working with Asbestos (second edition)</b>
<b>HSG210 (3<sup>rd</sup>)</b>	<b>Asbestos Essentials Task Manual (Third edition)</b>
<b>HSG 227</b>	<b>Managing Asbestos in premises</b>
<b>HSG 247</b>	<b>Asbestos: The licensed contractors' guide</b>
<b>HSG248</b>	<b>Asbestos: The analyst's guide for sampling, analysis and clearance procedures</b>
<b>INDG223</b>	<b>Managing Asbestos in workplace buildings</b>

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 2012**. 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 2012 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 review and, if necessary, amend the method statement and risk assessments as appropriate.

All operatives will be informed that asbestos exists on site and will be given specific instructions by the Supervisor 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 Supervisor immediately.

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.

## Supervision

The Supervisor will control 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 Supervisor will designate "No Go Areas". Only employees of a specialist contractor, or persons authorised by that contractor will be allowed access to the designated areas.

If the presence of asbestos is unexpectedly "discovered" during normal working activity, the Supervisor must be informed immediately and the procedures outlined in 'Planning' above will be put into effect. The Supervisor 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 been 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, however there are some circumstances where this does not apply, which 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.

## Use of Solder

Exposure to solder fume from resin-based fluxes containing colophony (or rosin) can give rise to respiratory irritation and in some people it may also cause respiratory sensitisation.

**Standards  
required**

The company where reasonably practicable, will use a flux that does not contain colophony or is rosin-reduced.

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

- **The Health and Safety At Work etc. Act 1974**
- **Management of Health and Safety at work Regulations 1999.**
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**
- **HSE leaflet IND(G)249L - Controlling health risks from rosin (colophony) based solder fluxes**
- **HSE leaflet IND(G) 248L - Solder fume and you**

Resin-based fluxes containing colophony (or rosin) can give rise to respiratory irritation and in some people it may also cause respiratory sensitisation. Sensitisation means that after an initial period of exposure, breathing problems such as asthma may occur which are triggered by very low levels of colophony or its degradation products produced during heating or soldering. Exposure of skin to colophony can also result in the development of allergic contact dermatitis. Therefore:

**Planning  
Procedures**

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

Alternatives to soldering including mechanical jointing, conductive adhesives or processes using new technical developments will be used where reasonably practicable will be considered:-

### **Controls**

Fume Control, achieved by means of effective local exhaust ventilation (LEV) will be used where required. Various types of exhaust ventilation system may be used including:

- exhaust nozzle fitted to the iron
- captor hood
- individual fume control units
- exhaust ventilated benches

Personal protective equipment – will be used only as an additional measure when prevention or adequate control by other means is not reasonably practicable. Respiratory protective equipment issued will be suitable for the purpose, capable of controlling adequately the exposure to colophony fumes and be of a type approved by HSE or conform to a standard approved by HSE.

Other precautions - washing facilities, prohibition of smoking, eating or drinking in the working area will be initiated.

Maintenance of exhaust systems and respiratory protective equipment will be formalised and suitable records kept.

The work will be supervised by a competent person who will be aware of the hazards, risks and means of control.

**Supervision**

Where there is a likelihood of symptoms occurring in the individual workplace, a health surveillance programme will be established in consultation with an occupational health physician.

**Health  
Surveillance**

Hazards associated with working with solder are: -

**Safe System  
of Work**

- Inhalation of fumes

Suitably trained operatives will be employed.

Local Exhaust ventilation will be used where reasonably practicable

Operatives will still be required to work in accordance with the agreed method of working and must be competent to do so.

Personnel Protective Equipment will be worn. The requirements for monitoring and health surveillance will apply.

Operatives will not be allowed to eat, drink or smoke whilst in the area of soldering taking place.

The Company will supply all the washing facilities outlined in the Code of Practice to ensure cleanliness with minimum of delay.

## Hot Work

Every year fire kills and seriously injures workers, clients, members of the public and destroys millions of pounds worth of property and equipment, not all of which is covered by insurance. Many of such fires are preventable with forethought. The effects of fire include heat and smoke damage and possible collapse of premises and is not confined to the building being worked on but also can affect equipment and site facilities.

Fire safety is particularly relevant during renovations when walls, floors, ceilings, roofs and some supporting parts of the structure are removed allowing the rapid spread of smoke and heat/flames throughout the premises and the collapse of structures.

The principle legislation that requires the Company to ensure site fire safety includes:

**The Regulatory Reform (Fire Safety) Order 2005, The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4, The Health & Safety (Safety Signs & Signals) Regulations 1996, The Management of Health and Safety at Work Regulations 1999 and generally the Health and Safety at Work etc. Act 1974.**

In construction a major cause of fire is “Hot Work” which includes welding (gas and electric), cutting, brazing, grinding, soldering, paint stripping with blow lamps etc. sealing plastics by hot gun, pitch/tar work (roofs and roads) so attention to fire safety is a site/trade wide responsibility.

To ensure site fire safety “Hot Work” must be undertaken by competent persons in controlled working environments ensuring all fire safety precautions have been met. This is usually confirmed by a Permit to Work (Hot Work Permit) system.

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

**HSG 150 Health and safety in construction.**

**HSG 168 Fire Safety in construction work.**

**Fire Prevention on Construction Sites** (The Joint Code of Practice on the Protection from Fire of Construction)  
**GS29/3 Health and Safety in Demolition Works part 3: Techniques**

The Site Manager is responsible for fire safety on site and will take the above legislation and guidance into account during planning and operation of the site. The Site Manager is particularly responsible for:

**Planning  
Procedure**

- Assessing the degree of fire risk in relation to the envisaged site activities.
- The review of the risk assessment as the site develops or activities change
- Ensuring that a fire safety plan is formulated and produced
- The regular updating of the fire safety plan as and when this becomes necessary either by the marking up of controlled site drawings or by the appending of relevant information to the fire safety plan
- The control of the Permit to Work (Hot Work Permit) system

The Site Manager may appoint a Site Fire Safety Controller (SFSC) to manage site fire safety on his behalf.

The Site Manager/SFSC may appoint a suitable number of fire wardens to ensure prompt and safe evacuation of the site in the event of an emergency.

The Hot Work Permit, attached at Appendix A:

- Is the controlling document to confirm suitable checks have been completed and adequate fire safety precautions are in place prior to Hot Work starting
- Will be for a specified time period limited so as to control adequately the risk from hot working
- To ensure that all equipment, apparatus and materials are in a safe condition prior to works, during the works and at close of business each night

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The Site Manager/SFSC will:

**Supervision**

- Ensure all employees, contractors and visitors to the site are trained in the requirements of the site safety plan.
- Monitor and ensure that employees, contractors and visitors put the fire safety plan into practice
- Undertake daily checks on all fire escape routes, signage, firefighting equipment and alarm devices - See also checklist Appendix C to this policy
- Ensure site security personnel, especially those employed during silent or non-working hours are familiar with site fire procedures as described in the fire safety plan
- Ensure that during an alarm or fire related incident that there is a safe evacuation of site to the specified muster point and to identify from a nominal roll that all persons known to be on site are identified as having vacated the premises

When issuing a Permit to Work the Site Manager/SFSC will ensure they personally undertake a check on all fire escape routes, signage, firefighting equipment and alarm devices pertaining to the area where the hot work is to take place and complete the Safety Checklist appended to this policy at Appendix B.

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The Site Manager/SFSC is responsible for the issue of the permit to carry out hot works on site. Prior to issue of the permit, the Site Manager/SFSC will:

**Safe System of Work**

- Ensure that if hot work is to be completed in a premise covered by a fire sprinkler system that it suitably protected against accidental discharge.
- Ensure all persons undertaking hot work are competent to do so
- Ensure that the area of the proposed works will be as clear as is reasonably practicable of any and all combustible materials
- All fabric, fixtures and fittings, which by their nature cannot be removed, are adequately protected against the risks from combustion by the use of sheathing, shrouding or other adequate, suitable means
- All equipment to be used has been checked and is serviceable
- Suitable fire appliances are readily available for use
- If required, adequate barriers and signage are in place to prevent unauthorised persons entering the area
- If required, a suitable number of fire marshals are available to watch for fires in hidden locations i.e. through walls, in voids etc.
- That hot work ceases at least 1 hour before the end of normal work
- That any fire safety devices that have been covered, disconnected or turned off are uncovered reconnected or turned on
- That a personal fire safety check is completed before signing back the permit from the worker

- Appendix A

### HOT WORK PERMIT

ISSUING COMPANY: \_\_\_\_\_

Site: \_\_\_\_\_

PERMIT NO \_\_\_\_\_

**B PROPOSAL** (To be completed by the person responsible for carrying out the work)

BUILDING: \_\_\_\_\_

EXACT LOCATION OF PROPOSED WORK: \_\_\_\_\_

NATURE OF HOT WORK TO BE UNDERTAKEN: \_\_\_\_\_

The above location has been examined and the precautions listed on the reverse side of this form have been complied with as indicated.

COMPETENT PERSON SIGNED: \_\_\_\_\_

NAME (BLOCK CAPITALS): \_\_\_\_\_

DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_

**B AGREEMENT** (To be completed by the company Fire Safety Officer or other nominated person) This Hot Work Permit is issued subject to the following conditions:

TIME OF ISSUE OF PERMIT: \_\_\_\_\_

TIME OF EXPIRY OF PERMIT\*: \_\_\_\_\_

A FINAL FIRE CHECK OF THE WORK AREA SHALL BE MADE, NOT BEFORE: \_\_\_\_\_

ADDITIONAL CONDITIONS REQUIRED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED: \_\_\_\_\_

NAME (BLOCK CAPITALS)

DATE:

POSITION:

**C FIRE WATCH** (To be completed by Site Manager/SFSC in conjunction with the person responsible for the work before returning permit to the issuer)

The work area and all adjacent areas to which sparks and heat might have spread (such as floors below and above, and areas on other side of walls) have been inspected and found to be free of fire following completion of work.

TIME INSPECTION COMPLETED: \_\_\_\_\_ (This must be at least 1 hour after work was completed)

SIGNED: \_\_\_\_\_

NAME (BLOCK CAPITALS): \_\_\_\_\_

DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_

\* It is not desirable to issue permits for protracted periods. Fresh permits should be issued, for example, where work extends from morning to afternoon.

**NB:** Where work is being carried out by a contractor, the issuer of the permit should ensure that the contractor has complied with the requirements prior to work being carried out, and should be satisfied that the area is free of fire when work is completed.

**HOT WORK PERMIT CHECKLIST****FIRE PROTECTION**

1. Where sprinklers are installed they have been isolated (in work area only).
2. Where fire detection systems are installed, they have been isolated (in work areas only).
3. A trained person not directly involved with the work will provide a continuous fire watch during the period of hot work and for at least one hour after it ceases, in the work area and those adjoining areas to which sparks and heat may spread.
4. At least two suitable extinguishers or a hose reel are immediately available. Both the personnel undertaking the work and providing the fire watch are trained in their use.
5. Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm/calling the fire brigade.

**PRECAUTIONS WITHIN 10 METRES (MINIMUM) OF THE WORK**

6. Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non-combustible or purpose made blankets, drapes or screens.
7. Flammable liquids have been removed from the areas.
8. Floors have been swept clean.
9. Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered.
10. Protection (non-combustible or purpose-made blankets, drapes or screen) has been provided for:
  - Walls, partitions and ceilings of combustible construction or surface finish
  - All holes and other openings in walls, partitions and ceilings through which sparks could pass
11. Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.
12. Enclosed equipment (tanks, containers, dust collectors etc.) has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust.

**EQUIPMENT**

13. Equipment for hot work has been checked and found in good repair.
14. Gas cylinders have been properly secured.   
(The person carrying out this check should tick the appropriate boxes)



**SITE FIRE SAFETY INSPECTION CHECKLIST**

**SITE:**.....

.....

**CHECKED BY: (Name):**.....

**DATE:**..... **SIGNED:**.....

✓ As applicable

- 1] Fire Escape Routes Clear, Clean and Unobstructed:
- 2] Fire Alarms in working order:
- 3] Fire Extinguishers in position:
- 4] Fire Extinguishers in date and charged:
- 5] Fire Orders Displayed:
- 6] All routes to Fire Escapes unobstructed:
- 7] All persons on site induction trained:
- 8] Main site access and egress unobstructed:
- 9] Fire Service Inspections up to date:
- 10] Hot Work Permit system operating:

**COMMENTS:**.....

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# Work at Height in Construction

The Work at Height Regulations 2005 (Amended 2007) 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 and applying the principles of Prevention, with the overriding principle of preventing personal injury from falls.

**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 provide 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.

# Scaffolding

All scaffolds erected on Company sites, or used by employees, will be erected in accordance with **The Work at Height Regulations 2005 (Amended 2007)**

**Standards  
Required**

Reference should also be made to British Standards publications:

**BS EN 12811-1: 2003 Scaffolds – Performance Requirements and General Design.**  
**BS EN 12811-2: 2004 Temporary Works Equipment – Part 2: Information on materials.**  
**BS EN 12811-3: 2002 Temporary Works Equipment - Part 3: Load testing**  
**BS 2482:2009 Specification for Timber Scaffold Boards**

Reference should also be made to the NASC publication SG4:10 “Preventing Falls in Scaffolding and Falsework” altering and dismantling scaffolding” and TG20:13 “Guide on tube and fitting scaffolds” has certain pre-designed arrangements of safe heights for Basic scaffolds as unclad, sheeted and with debris netting

Information on the requirements of the Regulations and the British Standards Code of Practice is available from The Stationery Office and the British Standards Institute.

All work involving the erection and use of scaffolding will be planned to take the above standards into account.

**Planning  
Procedure**

The Contracts Manager will arrange for full details of the use and loading of the scaffold to be erected, to be provided to the scaffolding contractor.

Supervisors required to inspect scaffolding and operatives erecting, altering or dismantling scaffolding must be adequately trained.

Before accepting a scaffold erected by a competent scaffolding contractor for use by the Company employees, the Site Manager will obtain a handing over certificate from the scaffolding contractor.

**Supervision**

In addition, all scaffolds from which a person could fall 2 metres or more **MUST** be inspected by the users in accordance with the following schedule:

- Before being taken into use for the first time; and
- After any substantial addition, dismantling or other alteration; and
- After any event likely to have affected its strength or stability; and
- At regular intervals not exceeding 7 days since the last inspection.

A report of the above inspection and any action taken should be made within 24 hours of the inspection, for any platform where a person could fall two metres or more, and recorded in the Scaffold Report of Inspection. For platforms where the fall is less than 2 metres then the inspection must still be undertaken but there is no requirement for a written report to be made.

If requested Safety Services (UK) Ltd may undertake the inspection and provide the report.

All materials used for scaffolding will be provided in accordance with the relevant British Standards and will be checked before use by a scaffolder. All materials will be properly stored and maintained on site.

No person, other than a competent scaffolder will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on Company sites or for use by Company employees.

The Site Manager will ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.

Scaffolders working on company sites should hold Construction Industry Scaffolders Registration Scheme (CISRS) cards and be supervised by a competent CISRS card holder. All scaffolds must be tied or otherwise supported in accordance with the Code of Practice requirements. Where the provision of ties is impracticable, then the method of ensuring that the scaffold is adequately supported must be clearly specified and recorded.

**Safe System  
of Work**

Scaffolders will be expected to follow their Method Statements and guidance from relevant industry standards throughout the process of working on a scaffold. If the scaffold to be erected is over 4m in height, the requirements of the Guidance SG4:10 will apply and safety harnesses should be worn and used in accordance with the guidance.

Any scaffold being erected, altered or dismantled, or otherwise not suitable for use, must have a notice erected warning that it is not suitable to be used.

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

## Step-Ladders, Trestles and Stagings

All stepladders, trestles and stagings will be provided and used in accordance with **The Work at Height Regulations 2005 (Amended 2007)**.

**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.

# Ladders

All ladders must be provided and used in accordance with **The Work at Height Regulations 2005 (Amended 2007)**.

**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.

## Electricity in Offices

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 etc. Act 1974** specific responsibilities for electrical safety are covered by the **Electricity at Work Regulations 1989**.

**Standards  
required**

Further information is available from Health and Safety Executive (HSE) Guidance Notes:

<b>HSG107</b>	<b>Maintaining Portable and Transportable Electrical Equipment</b>
<b>HSG85</b>	<b>Electricity at Work - Safe Working Practices</b>
<b>GS38</b>	<b>Electrical Test Equipment for Use by Electricians</b>
<b>HSR25</b>	<b>Memorandum of Guidance on Electricity at Work Regs 1989</b>
<b>INDG236</b>	<b>Maintaining portable electrical equipment in offices and other low-risk environments The Low Voltage Electrical Equipment Regulations 1989</b>

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

**Planning  
Procedures**

All electrical work will be planned and carried out by qualified electricians.

All Electrical Equipment will be PAT Tested at the recommended frequency as per **INDG236 Maintaining portable electrical equipment in offices and other low-risk environments The Low Voltage Electrical Equipment Regulations 1989**

The Office Manager will ensure that only bona-fide electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

The employed specialist contractor will strictly carry out the supervision of all electrical work only. This contractor will keep the Office Manager informed at all times about the work and how it is progressing.

**Supervision**

The Office Manager will discipline any unauthorised employee caught tampering with mains electricity supplies.

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

**Safe System  
of Work**

All electrical equipment used in the offices will be inspected and tested as appropriate for the location and use in accordance with published guidelines. Records of inspections will be kept and maintained on site.

Any employee who suspects that any equipment is faulty should remove it from use and ensure that it is marked up accordingly until repairs can be carried out.



## 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 2015 (CDM 2015) 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 - Contractors 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.

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

**Safe System  
of Work**

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.

## Woodworking Machines on Site

Woodworking machines on site will be provided, installed, maintained and used in accordance with **The Provision and Use of Working Equipment Regulations 1998**.

**Standards  
Required**

Information on the precautions and safe use of woodworking machines is provided in a series of Health and Safety Executive (HSE) Guidance. The following Health and Safety Executive (HSE) Guidance Notes applies to the provision and use of equipment on site:-

**L114 Safe Use of Woodworking Machinery**  
**PM 17 Pneumatic Nailing and Stapling Tools**

Other guidance is also available of a more general nature.

The Contracts Manager will ensure that all machines provided, or purchased, for use on site, comply fully with the above standards. He will ensure, in conjunction with the appropriate Sub - Contractors, that the following arrangements are planned: -

**Planning  
Procedure**

- Barriers and covering for machines are provided to prevent unauthorised access to the machine and weather protection for operator
- Suitable level base providing good footing is available in working area of machine
- If appropriate, extraction facilities are provided
- Training is provided for operators

The Site 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

**Supervision**

The Site Manager will not permit any unauthorised person or young person under 18 years of age, to operate any woodworking machine.

The Site Manager will ensure that the working area around any woodworking machine is kept clean, tidy and with sufficient space for working maintained. Any defects in machines, floors, barriers, lighting arrangements etc., noted or reported, must be attended to immediately and work stopped if the defect could affect safety. All cutters will be sharpened, as required, and check that guards, push-sticks are correctly adjusted or used.

The Site Manager will not permit any machine to be used for work for which it is not designed, or which is prohibited by regulations.

Chain saws may only be operated by fully qualified persons e.g., tree surgeons.

The main hazards associated with woodworking machines on site are: -

**Safe System  
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 chips, sawdust etc.
- Health hazards due to dusts, resins from certain woods or fumes from adhesives
- Insufficient lighting
- Noise

# Abrasive Wheels

The following regulations cover the provision and use of Abrasive Wheels:-

**Standards  
Required**

**The Provision and Use of Work Equipment Regulations 1998**  
**The Personal Protective Equipment at Work (PPE) Regulations 1992**

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

**HSG17            Safety in the Use of Abrasive Wheels**  
**EN166            Industrial Eye Protection**

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

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

**Planning  
Procedure**

The Contracts Manager 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 Regulations 1998, which have repealed the Abrasive Wheels Regulations. Although there is no longer a specific requirement for operatives to undergo a certificated course of training in the mounting of abrasive wheels and discs, it is strongly recommended that the original standard of training under the Abrasive Wheel Regulations be applied.

There is also a requirement under the Provision and Use of Work Equipment Regulations 1998 for operatives to be trained in the safe use of abrasive wheel equipment.

The Site 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.

**Supervision**

The Site Manager will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantity of suitable eye protection, and other protective equipment, is available and issued when required.

The Site 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.

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

The main hazards associated with abrasive wheels are: -

**Safe Systems  
of Work**

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

Any doubt as to the precautions required, or where unusual circumstances are to be encountered, Safety Services (UK) Ltd may be consulted at an early stage.

# Pressure Systems

The **Pressure Systems Safety Regulations 2000** are applicable to most systems that operate at a pressure of 0.5 bar above atmospheric pressure or where steam is present under any pressure.

**Standards  
Required**

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

**L122 Safety of Pressure Systems Approved Code of Practice**

**GS4 Safety in Pressure Testing**

**HSE8 Take Care with Oxygen**

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

**Planning  
Procedure**

Consideration to all aspects of safety must be given during design, manufacture, importing, supply and installation of any system.

Examination and test procedures must be planned in advance and the relevant information provided. If the CDM regulations apply these must be included in the Health and Safety Plan and File.

All work must be supervised by a competent person who is familiar with work on these systems and the hazards associated with the system and the contents.

**Supervision**

Risk assessments must be produced prior to work commencing; significant risks will be controlled by either standard safe system of work or site specific method statements dependent on the nature of the work being undertaken.

**Safe Systems  
of Work**

## Homeworking

The **Health and Safety at Work etc. Act 1974** and the **Management of Health and Safety at Work Regulations 1999** places duties on employers even if the employee is involved in homeworking. Homeworkers are those people employed to work at home for an employer (usually on a regular basis)

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**The Health and Safety at Work etc. Act 1974**  
**The Management of Health and Safety at Work Regulations 1999**  
**The Display Screen Equipment Regulations**  
**The Manual Handling Operations Regulations**  
**The Control of Substances Hazardous to Health Regulations**  
**The Provision and Use of Work Equipment Regulations**

**Standards  
Required**

May apply to homeworkers either in full or in part - the requirement to assess the risk and ensure that adequate controls are in place still applies even though the homeworker is not working in an employer's premises.

For guidance see HSE publication "Homeworkers –Guidance for employers and employees" INDG226

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Risk assessments should be carried out of the work activities carried out by homeworkers to decide whether enough steps have been taken to prevent harm to them or anyone else who may be affected by their work.

**Planning  
Procedures**

If the risk assessment does not identify any significant hazards or the risks identified are low then further action may not be necessary unless the circumstances change.

Assessments should include all equipment and materials that are provided by the employer, the homeworker is responsible for any equipment that is their own and also for electrical supplies and sockets etc. that are part of their home.

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Homeworkers will by their nature tend to work alone and with minimal supervision if any - employers should ensure that they have arrangements in place to check that the homeworkers are safe and that any issues identified are addressed.

**Supervision**

Supervision could include contact by telephone or other remote means and will not necessarily mean visiting the homeworker

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

**Safe system  
of work**

Allowance may need to be made for the provision of:

- extra training and supervision
- first aid information
- the provision of information to employees
- the provision of additional equipment to assist with handling or using any item of employer supplied equipment.

Homeworkers should also be made aware of the need to report any accidents that occur while homeworking and of the requirements to report any accident, disease or dangerous occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

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**

**Crime and Courts Act 2013 inserted S 5A in the Road Traffic Act 1988 - drug-driving offence**

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.

Drivers must always obey general road safety legislation and must never drive whilst impaired by fatigue, alcohol or drugs.

Whilst driving on company business short journeys are encouraged but if longer trips are necessary then drivers are encouraged to take a break every 2 hours and not to drive when tired.

## Drugs and Alcohol

It is illegal to drive if either:

- You have over the alcohol limit for drivers of 80 milligrams of alcohol/100millilitres of blood, 35 microgram/100 millilitres of breath or 107milligrams/100 millilitres of urine (England and Wales) or 50 milligrams of alcohol in every 100 millilitres of blood or 22 micrograms of alcohol per 100 millilitres of breath (Scotland).
- you're unfit to do so because you're on legal or illegal drugs
- you have certain levels of illegal drugs in your blood (even if they haven't affected your driving)

Legal drugs are prescription or over-the-counter medicines. If you're taking them and not sure if you should drive, talk to your doctor, pharmacist or healthcare professional.

It's illegal in England and Wales to drive with legal drugs in your blood if it impairs your driving.

It's an offence to drive if you have over the specified limits of certain drugs in your blood and you haven't been prescribed them.

Talk to your doctor and refer outcomes to your line manager about whether you should drive if you've been prescribed any of the following drugs:

- clonazepam
- diazepam
- flunitrazepam
- lorazepam
- methadone
- morphine or opiate and opioid-based drugs
- oxazepam
- temazepam

You can only drive after taking these drugs if:

- you've been prescribed them and follow advice on how to take them by a healthcare professional
- they aren't causing you to be unfit to drive even if you're above the specified limits

**Note** - You must inform your line manager if you are taking any of the prescription drugs listed above and must not drive on company business until formal approval is given following discussions and review of healthcare professional's notes



## 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.

### Standards Required

The following regulations cover waste removal:-

**The Hazardous Waste Regulations 2005**  
**The List of Wastes Regulations 2005**  
**The Environmental Protection Regulations 1991-1994**  
**The Waste Management Licensing Regulations 1994 (as amended)**  
**Waste (England and Wales) Regulations 2011**  
**Environmental Protection Act Section 34 Duty of Care Guidance Note**

All waste disposal must be via a "licensed waste contractor" approved by the Environment Agency.

All waste will only be disposed in a suitable specified waste disposal site.

All waste removal movements will be recorded on a recognised consignment note.

**The Control of Pollution Act; Duty of Care Regulations** gives you responsibility for all your waste until its final disposal site. This requires you to prevent uncontrolled releases of material (e.g. prevent leaks of diesel from tanks by using bunds or the spread of waste materials by high winds by netting over waste collection skips). As you have a responsibility to ensure your waste is handled by competent, responsible contractors it is important that you only use licensed contractors.

Any hazardous waste as defined by the List of Wastes Regulations 2005 must be disposed of in accordance with the Hazardous Waste Regulations 2005 and the consignment note procedure followed.

All Waste Disposal will be properly planned taking into account the type of waste that requires disposal.

### Planning Procedure

Any hazardous wastes activities will need careful planning to reduce the risks of exposure to an approved level.

Producers of hazardous wastes may need to be registered with the Environment Agency and allocated a registration number before consignments are collected. (Check this with your Waste Collection Contractor in advance)

Controlled waste (your general waste) must not be stockpiled or treated (including bonfires) on sites or at premises without the appropriate Waste Management License from the Environment Agency (Waste Management Regulations Section 33).

All hazardous waste will be assessed to ensure all safety precautions are taken and that the waste is only removed to a licensed disposal site.

The monitoring and supervision of all waste removal will be undertaken by a competent person only.

### Supervision

The competent person will ensure all resources are made available and all necessary steps are taken to ensure the waste is disposed of properly.

The competent person will ensure that the consignment note is properly used and passed on to all relevant persons/organisations.

The waste consignment note must describe the:-

- transferred waste
- state whether the waste is loose or contained
- state the quantity of waste being transferred
- state the name and address of the producer
- state the name and address of the carrier, his registration number and issuing authority
- state the place of transfer
- state the date and time of transfer
- contain signatures of both the producer and carrier

All transfers of hazardous waste will be undertaken in suitable enclosed containers.

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A safe method of work will be drawn up by a competent person for all waste removal operations. The safe method of work will contain the following information:-

**Safe Method  
of Work**

- Type of waste (Hazardous, non-hazardous etc.)
- Location of waste
- Location of suitable disposal site
- Competence of waste removal operatives
- Issue of waste consignment note
- Necessary special precautions (PPE, Wheel Scrubs etc.)
- Amount of waste requiring removal
- Notification to necessary authorities (if and when required)
- Who is likely to be exposed to any hazards/risks
- Control measures for reducing the hazards/risks

Further information on waste removal can be obtained from Safety Services (UK) Ltd.

## Alcohol, Drugs and Medication

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The following legislation relates to the use of Alcohol, drugs and medication at work

**Standards  
Required**

**The Misuse of Drugs Act 1971**  
**The Health and Safety at Work etc. Act 1974**  
**Road Traffic Act 1998**  
**Transport and Works Act 1992**  
**Management of Health and Safety at Work Regulations 1999**  
**Data Protection Act**

Reference should also be made to the following Health and Safety Executive (HSE) publication;  
**INDG240 Don't Mix it: A guide for Employers on Alcohol at Work**  
**INDG91 Drug Misuse at Work**

The risk posed by the use of alcohol and drugs affects, not only the safety of the individual, but also the safety of others, both employees and non-employees. The Company recognises its duty under the above legislation to ensure suitable controls are in place to manage the risks. The Company has adopted a zero tolerance attitude towards non-compliance. Individuals working whilst under the effects of intoxicating liquor or non-prescribed drugs/medication may be subject to instant dismissal. This policy is applicable to all company employees at all levels and will be enforced accordingly. The Company recognises that arranging support for the affected employee may be more appropriate, in certain circumstances, than dismissal and aims to take a responsible approach.

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The use of intoxicating liquor or non-prescribed drugs/medication is prohibited at all times whilst on site and during the working day. To this end possession of such items on site is also strictly forbidden. Any employee suspected of either taking or possessing intoxicating liquor or non-prescribed drugs/medication will be removed from site with immediate effect and, subject to an investigation, may be liable for dismissal. Furthermore anyone found in possession of, or dealing in drugs, will be reported to the Police.

**Planning  
Procedure**

Where the company has reason to suspect that an employee is under the influence of intoxicating liquor or non-prescribed drugs/medication at the commencement of work, the company shall make suitable arrangements to have that employee prevented from starting work. Where such circumstances arise the company shall request of the employee a program of suitable testing by a competent medical practitioner.

Where an employee approaches the Company and voluntarily admits to a dependency, the Company will take a responsible approach and refer the individual to a relevant body for professional help and guidance. Under these circumstances no disciplinary action will be taken, until a full assessment has been undertaken. The employee may be offered alternative work and subject to health surveillance before being allowed to return to full time work on completion of the assessment.

Where such surveillance is undertaken, information will be stored and communicated in accordance with relevant legislation and the Data Protection Act 1998.

Where an employee is prescribed medication which may affect their performance at work, they must notify their Supervisor immediately. An assessment of the risks will be undertaken, giving due regard for the type of work being undertaken and the potential risk to others within the area. A record will be kept of all such notifications.

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It is a responsibility of all employees to report those who they know, or suspect, are not complying with this company policy. Those in supervisory or managerial roles have a responsibility to take action as soon as an allegation is made.

**Supervision**

# Smoking

Smoking is now banned in almost all enclosed or substantially enclosed public places and workplaces.

There are specific exemptions that are covered later in this section

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The following legislation relates to Smoking (It should be noted that this legislation is not made under the Health and Safety at Work etc. Act 1974 and will be enforced by authorities other than the HSE)

**Standards  
Required**

**The Health Act 2006**

**The Smoke-free (Premises and Enforcement) Regulations 2006**

**The Smoke-free (Signs) Regulations 2007**

**The Smoke-free (Exemptions and Vehicles) Regulations 2007**

**The Smoke-free (Penalties and Discounted Amounts) Regulations 2007**

**The Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007**

**The Smoke-free Premises etc. (Wales) Regulations 2007**

**The Smoking (Northern Ireland) Order 2006**

**Smoking, Health and Social Care (Scotland) Act 2005**

**The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006**

A range of guidance documents, posters and information is being published by national bodies including:

'What you need to know about the new smoke-free law' – Wales

'From 1 July 2007 England will go Smoke-free' – England

'Clearing the air for a healthier Scotland'

See also the following websites:

England <http://www.smokefreeengland.co.uk/>

Wales <http://www.smokingbanwales.co.uk/english/>

Northern Ireland <http://www.spacetobreathe.org.uk/>

Scotland <http://www.clearingtheairscotland.com/>

These sites give details of the free guidance, information and signs that can be obtained free of charge.

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**Requirements  
and Penalties**

Under the ban it is an offence to smoke – or permit others to smoke – in enclosed public places or work premises. People will still be allowed to smoke outdoors and in private homes, as well as in certain residential premises such as care homes, army barracks and prisons.

It is the duty of any person who controls or is concerned in the management of smoke-free premises to cause a person smoking there to stop smoking.

Additionally, the ban includes all public transport and any vehicle used as a workplace by more than one person – regardless of whether they are in the vehicle at the same time – it will have to be smoke-free at all times. This applies even if all persons who use or travel in the vehicle smoke.

Employers or duty holders should display approved signs at each entrance to their premises that states "No Smoking. It is against the law to smoke in these premises" and includes the international no smoking symbol. Signs must be at least A5 in size.

Signs with the symbol only can be displayed if:

The premises are located in other smoke-free premises that carry the A5 sign and the entrance is not intended for public use; so long as at least one A5 sign with the required wording is displayed at one of the building's other entrances.

Vehicles will be required to display a 70mm diameter sign with the international no smoking symbol on it.

Companies that fail to prevent smoking can be fined up to £2500 individuals smoking in prohibited areas could be fined up to £200 (although there are also lower fixed penalty fines)

Failure to display a sign could result in an on-the-spot penalty of £200 which could rise to £1000 if the case goes to court.

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Employers should ensure that all employees are made aware of the requirements of the smoking ban and that it is a breach of company rules to smoke in premises and/or company vehicles.

**Supervision**

If members of the public, visitors or customers are likely to be present then company procedures should be established and communicated so that all staff understand what they should do. A suggested procedure is attached in the following flowchart.

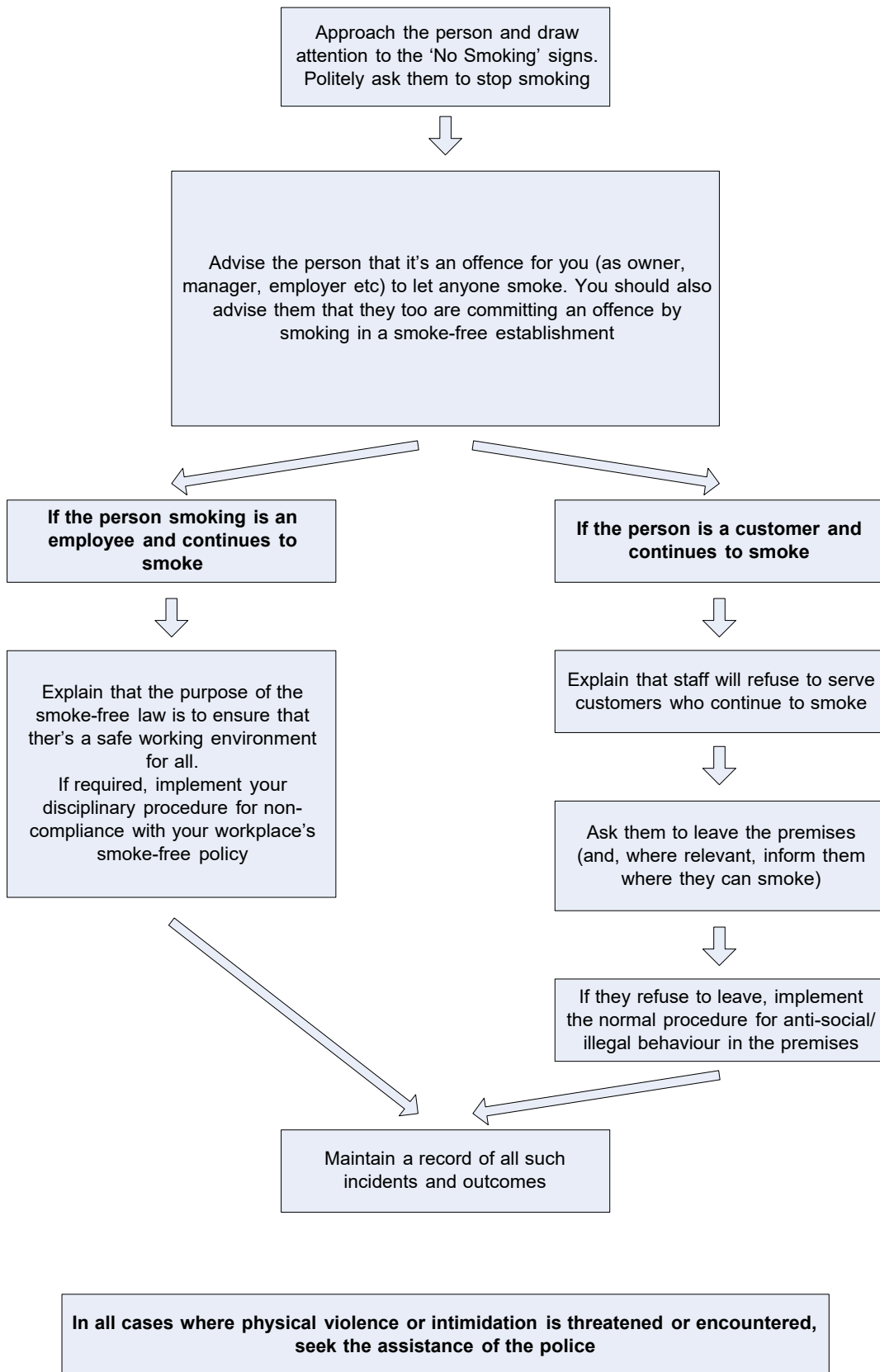
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Many people will use the new smoking law as an opportunity to stop or cut down on their smoking. Taking a positive and supporting role should be considered.

**Support**

There is no obligation to provide a smoking shelter however if a decision is made to provide one, employers should ensure that it is not enclosed or substantially enclosed (it cannot have walls that enclose more than 50% of the space; the roof does not count)

# Action to consider if someone ignores the smoking ban





## Lone Workers

There are some situations where there is a serious risk to a person if he is injured whilst working alone, because he/she is unable to summon help.

Under **The Health and Safety at Work etc. Act 1974**, there is a duty on every employer to ensure, so far as is reasonably practicable, the health safety and welfare at work of all his employees. This duty, therefore, applies to lone workers. It is necessary for the employer to consider in some depth the hazards and risks of the work involved and to take steps to minimise the hazards and so reduce those risks so far as is reasonably practicable.

With any lone worker situation, the common-sense approach should be taken relative to the inherent risks involved. A Risk Assessment should be developed to ensure that suitable and sufficient controls are implemented. If the risks cannot be adequately controlled then lone working should not be allowed or undertaken. Consideration should be given to the suitability of the person in relation to their medical condition and the availability of emergency procedures and facilities.

A system of regular telephone 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.

In addition to **The Health and Safety at Work etc. Act 1974** there are a number of specific legal provisions which specify systems of working which require more than one person. These include:

- Work in Compressed Air Regulations 1996;
- Diving at Work Regulations 1997;
- Control of Substances Hazardous to Health Regulations;
- Carriage of Explosives by Road Regulations 1996;
- Electricity at Work Regulations 1989

There are other provisions which require work to be done under “the immediate supervision of a competent person” or similar wording, which would suggest that the work, although carried out by one person, must be done in the presence of another.

Reference should be made to the HSE Books leaflet: **INDG 73 “Working alone in safety”**

## Mobile Elevated Work Platforms (MEWP)

The following legislation relates to the supply and use of MEWPs: -

**Standards  
Required**

**The Health and Safety at Work etc. Act 1974**  
**The Management of Health and Safety at Work Regulations 1999**  
**The Provision and Use of Work Equipment Regulations 1998**  
**The Personal Protective Equipment at Work Regulations 1992**  
**The Work at Height Regulations 2005 (Amended 2007)**

Reference should also be made to the following British Standards publications;

**BS 5323**      **Code of practice for Scissor Lifts**  
**BS 6289**      **Code of practice for Mobile Scissor Operated Work Platforms**  
**BS 7171**      **Specification for Mobile Elevated Work Platforms**  
**BS EN361**     **Safety Harnesses**

All work requiring the use of MEWPs should be planned, tendered and negotiated in accordance with the above.

**Planning  
Procedure**

Ensure a competent person plans all work activities to enable the provision of adequate resources for the duration of the works.

Ensure only competent persons are permitted to operate, maintain and examine MEWPs.

A competent person will ensure all work activities involving the use of MEWPs are carried out in accordance with the above. Any anomalies identified will be rectified without delay and the safe system of work will be revised.

**Supervision**

To enable the safe use of an MEWP the following issues will be dealt with in the safe system of work:

**Safe System  
of Work**

- Ensure there is a firm and level base
- Ensure the operator is competent
- Operator controls at platform level and an emergency override button at ground level
- Platform must be properly guarded with guardrails and toeboards and have a safe means of access
- Levelling device on chassis to ensure verticality in use
- Stability in use must be ensured
- Allowance must be made for wind speed and direction
- Ensure obstructions at ground and high level are avoided (overhead power lines)
- Ensure the operator has received specific training relating to the particular type of MEWP (in accordance with the suppliers/manufactures recommendations)
- Ensure the Safe Working Load (SWL) is clearly marked on the appliance and adhered to
- Use of wheel locks and outriggers must be in accordance with the manufacturers' instructions
- Ensure MEWP operators do not climb onto the guardrails or use the MEWP as a means of access from one level to another
- Ensure that when the MEWP is not in use it is secured and locked to prevent unauthorised use

In order to ensure the safe use of an MEWP it is imperative that the plant is maintained in accordance with the following:

**MEWP  
Inspection  
and  
Examination**

- Visual inspection daily before use
- Weekly Inspection (50 hours), by a competent/authorised person to enable a written report to be prepared on the appliance. Any identified faults should be corrected immediately or the MEWP removed from service
- Six monthly (1000 operational hours) or after an accident, major repair or modification. A competent person must examine and test all working parts of the MEWP, a certificate should then be prepared stating that the MEWP is safe to use

# Leptospirosis

Two types of Leptospirosis infection can affect workers in the UK.

**Weil's disease** - this is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

**The Hardjo form of Leptospirosis** - this is transmitted from cattle to humans.

The bacteria can get into the body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water, such as in sewers, ditches, ponds and slow-flowing rivers.

Reference should also be made to the following Health and Safety Executive (HSE) publication;  
**INDG84      Leptospirosis: Are you at risk?**

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The Contracts Manager will ensure that information is obtained and relayed to staff with regard to Leptospirosis.

**Planning  
Procedure**

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

The Site Manager must ensure that all operatives engaged in any process which may involve a risk of contracting Leptospirosis 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 work.

Any cases of Leptospirosis must be reported to the Health and Safety Executive (HSE).

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The Site Manager will ensure that protective clothing and equipment will be issued to operatives and that hygiene measures are provided and maintained.

**Supervision**

- 
- Get rid of rats. Don't touch them with unprotected hands
  - Cover all cuts and broken skin with waterproof dressings before and during work
  - Wear protective clothing (appropriate gloves etc.)
  - Wash your hands after handling any contaminated clothing or other materials, and always before eating, drinking or smoking

**Safe System  
of Work**

If you have taken part in any process, which may involve a risk of contracting Leptospirosis, and you consequently develop a fever, report this illness to your doctor. Tell the doctor about your work and show him a copy of **INDG84 Leptospirosis: Are you at risk?** If you have one.

Leptospirosis is much less severe if it is treated promptly. If your doctor decides you have Leptospirosis inform your employer.

## Protection of the Public

All resources will be made available at all times to prevent incidents/accidents when working adjacent to areas occupied or used by the public.

All employees working in these areas will be given adequate information and resources to carry out these works in a safe and effective manner.

All necessary signage and protective measures will be made available to ensure no harm comes to members of the public where at all possible.

If a member of the public is injured as a result of the Company's activities this should be reported to the local enforcing authority.

## Working in Occupied Dwellings

Where work undertaken by the company involves working in or on an occupied residential dwelling, then additional risk assessments will be undertaken to assess whether there is any risk to any employee from the occupants or others that may be in the vicinity.

Advice will be sought from the client if it identified that this is the case. If the risk is significant, work will only be undertaken when additional safety and security measures have been introduced.

If the risks are from drug abuse related products, the guidance elsewhere in this document will be referred to.

If an employee, at any time, feels that he or she is in an unsafe environment, work shall cease until the issue has been resolved.

## Working in Occupied Premises

Where work undertaken by the company involves working in or on occupied premises, then additional risk assessments will be undertaken to assess whether there is any risk to any employee from the occupants or others that may be in the vicinity.

Advice will be sought from the client if it identified that this is the case. If the risk is significant, work will only be undertaken when additional safety and security measures have been introduced.

If the risks are from drug abuse related products, the guidance elsewhere in this document will be referred to.

If an employee, at any time, feels that he or she is in an unsafe environment, work shall cease until the issue has been resolved.

# Violence in the Workplace

## **Section 2 of The Health and Safety at Work Act 1974**

### **Regulation 3 of The Management of Health and Safety at Work Regulations 1999**

The concept of workplace violence generally covers insults, threats or physical or psychological aggression exerted by people outside the organisation, including customers and clients, against a person at work that endangers their health, safety or well-being. There may be a racial or sexual dimension to the violence.

Aggressive or violent acts take the form of:

- Uncivil Behaviour – Lack of respect for others
- Physical or verbal aggression – intention to injure
- Assault – intention to harm the other person

The company's aim is to prevent violence through:

- Identifying hazards
- Assessing risks
- Taking preventative action
- Staff training and information

If an act of violence has occurred the company will support the person who has experienced the incident.

The incident will be fully investigated by the Manager responsible for Health and Safety. The facts recorded, including incidents of a psychological nature, and an assessment made of how the incident happened with the view of improving prevention measures.

**If at any time a member of staff feels threatened they are to inform the supervisor immediately.**

**Under no circumstances should a member of staff become involved in any altercation that may ensue.**

**If further action is required the police or security should be called.**

## Working Outdoors

**The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4**, in particular Regulation 43 applies to work outdoors and requires that consideration is given to ensuring that workers are protected, so far as is reasonably practicable, from adverse weather. This is generally assumed to be poor weather conditions, although these days consideration should also be given to hot weather conditions also.

**Standards  
Required**

In non-construction situations the generalities of the **Health and Safety at Work Act 1974** will apply.

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

**INDG337**                      **Sun Protection – Advice for employers of outdoor workers**  
**INDG147(rev1)**            **Keep your top on – Advice to outdoor workers**

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

**Planning  
Procedure**

This will include the provision of advice and guidance to those likely to be affected and will also include the following:

- Provision of plenty of drinking water for hot conditions
- Provision of protective clothing suitable for extremes of temperature, either hot or cold
- Suitable shelter for extreme conditions
- Adequate heating and a means to heat food and drinks in cold weather
- Advice on the use of sun screens and if appropriate the provision of the same

**Supervision**

The site manager will advise employees and operatives to take breaks from work in the shade, if possible, on hot sunny days.

All employees and operatives should be encouraged to check their skin regularly for unusual spots or moles that change shape, size or colour. Medical advice should be sought if they have any concerns.

Welfare facilities will be established that are suitable for the location. See section on Welfare.