






Health & Safety Policy

Document Control

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HSP 01	03	27.03.2019		F Kofler	Full review, no change

Date of next review : 27-03-2020

Health & Safety policy

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Section 1.0

The Statement of Intent

1.1 Policy Statement for Health, Safety and Welfare

Castlehouse Construction Ltd recognise the importance of maintaining excellent Health and Safety Management standards and the impact this has on the effectiveness and sustainability of the business.

We recognise and accept our responsibilities as an employer to manage our work in line with the Health & Safety at Work etc Act 1974, other Legal requirements, industry codes of practice and company standards that apply to our activities.

The overall aim of our policy is to ensure the Health, safety and welfare of all persons who may come into contact with our works; this includes employees, contractors, visitors and members of public.

The Managing Director, Board of Directors and all management generally, within the scope of their individual responsibilities shall ensure the policy is implemented throughout the business.

We shall undertake to discharge our statutory duties by:

- Carrying out obligations that are set out in the policy;
- Making available all necessary resources both financial and practical, to ensure the health and safety of all who may come into contact with our work;
- Co-operating with everyone who has an interest in Health & Safety;
- Identifying hazards in the workplace, assessing risks related to them and implementing appropriate protective measures;
- Providing and maintaining safe plant and equipment;
- Providing and maintaining a safe and healthy working environment;
- Providing and maintaining adequate welfare facilities;
- Ensuring safe handling and use of materials and substances;
- Providing and maintaining safe systems of work.
- Providing information, instruction and supervision for employees;
- Ensure all employees are competent to perform their task and provide them with adequate training;
- Consulting with our employees on all matters relating to health, safety and welfare and allowing all view points and recommendations to be discussed;
- Promoting awareness of health and safety and of good practice through effective communication of relevant information;
- Working with only approved sub-contractors and suppliers, which will help improve relationships and joint performances;
- Providing a safe working environment to our employees, so far as is reasonably practicable and for the safety of the general public and visitors (authorised and unauthorised) who may be affected by our activities;

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- Meeting performance standards, above what is recognised as industry standard; Ensuring our health and safety performance exceeds those of industry standards, and;
- Prevent injury and ill health through continuous improvement in Occupational Health and Safety Management and Performance; and
- Employing a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing employees of the correct procedures.

We expect our employees, subcontractors and suppliers to:

- Co-operate with us in carrying out this policy;
- Ensure that they carry out their work so far as is reasonably practicable, without putting themselves and others at risk; and
- Provide tools, materials and equipment which are safe and free from defects.

The Managing Director and the Board of Directors will shall annually review our policy to:

- Monitor its effectiveness;
- Continually improve our Occupational Health and Safety performance and management systems; and
- Meet changes in Regulations and the needs and circumstances of the business.

To help us manage health, safety and welfare, the company employs a dedicated health and safety professional, who shall audit our procedures and policies on an annual basis.

We shall dismiss anyone who is deliberately and consistently negligent in relation to our Health and Safety Policy.

Name: Frank Kofler

Signature:



Position: Managing Director

Date: 27th March 2019

Review Date: 27th March 2020

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1.2 Environmental Policy Statement

Specific Aims

The Company is committed to maintaining an effective Environmental Policy by ensuring that where reasonably practicable sufficient financial and human resources are made available for the management, control and development of Environmental Matters.

These resources will be used to ensure there are sufficient personnel to monitor and audit the Companies activities and where necessary, recommend changes to existing working practises or materials.

The Company will utilise any one or more of the following categories to achieve these aims.

- i. Reduce energy consumption by the utilisation of energy saving devices where possible;
- ii. The use of recyclable materials and packaging wherever possible;
- iii. The consideration for use of alternative products which are valued as more environmentally friendly than those currently in use;
- iv. The reduction or elimination through selection and subsequent preventative maintenance of pollutant releases, from plant or equipment;
- v. The selection of suppliers and subcontractors who themselves have a positive and pro-active Environmental Policy and supporting procedures;
- vi. The strict control of waste discharges and disposal;
- vii. A system of emergency procedures to deal with any reasonably foreseeable environmental emergency;
- viii. The licensing of any process undertaken by the Company that is required by Legislation;
- ix. The prompt reporting and respectful observance of archaeological finds;
- x. The limitation of noise; as part of direct service provision by the Company otherwise; for any process or activity under the Companies control;
- xi. Adherence to any requirements in respect of SSSI's, wildlife sanctuaries and other wildlife sites;
- xii. The strict control of any process that may have an adverse impact on the local flora and fauna;
- xiii. Monitoring information and actions of external environmental organisations and attending meetings or training where appropriate.

Administration Arrangements

The Managing Director will ensure that an adequate system of documentation exists for the management, supervision and implementation of this Environmental Policy and that the system is reviewed regularly and where necessary revisions or amendments incorporated into the Policy, to ensure the best ongoing environmental practise.

All employees will be made constantly vigilant of the environmental requirements of the Company, as well as other parties. Any concerns over any environmental issues felt by any employee must be brought to the immediate attention of their Line Manager or any other responsible person who may be involved in or around any Contract.

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The activities and materials used to deliver the Companies services will be continually monitored in the form of Supplier Audits and Quality Assurance Questionnaires. This is to enable new, safer and more environmentally friendly working practises to be developed and utilised. This is recognised as being ongoing and therefore a dynamic process.

Frequency

Environmental performance will be monitored firstly in the Site Inspection Regime, which is carried out by the Company Safety Advisors, Site Managers, Contracts Managers and Managing Director on the frequencies determined.

Training

The Company will ensure that any employee charged with the responsibility for managing, supervising or taking part in this process to any and all degrees, is adequately trained sufficient for and dependent upon their needs.

Financial Provision

The Company will ensure that reasonable, adequate financial provision is made available to fund the management, supervision and implementation of the Environmental issues laid down in this Policy.

SIGNED



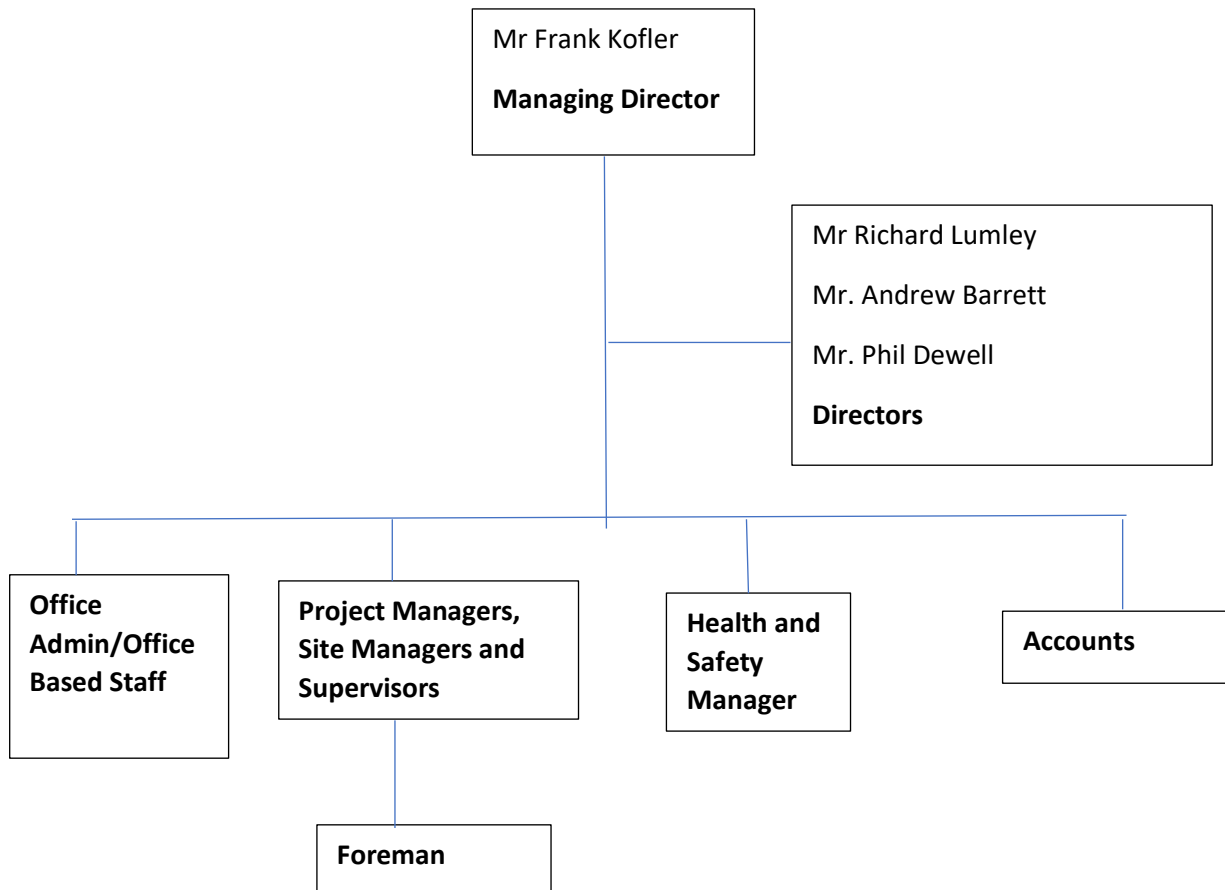
Frank Kofler
Managing Director

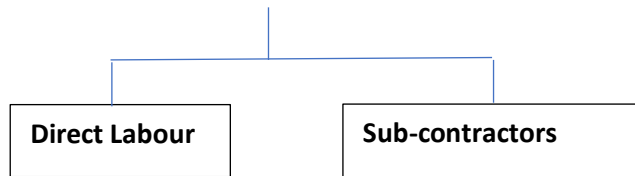
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27th March 2019

2.0 Organisation

2.1 Safety Management Structure





2.2 Individual Responsibilities

Section 2 of the Health and Safety at Work etc Act 1974 places a duty on employers to prepare a written health and safety policy which gives details of the responsibilities for ensuring the health, safety and welfare of employees and those affected by our work activities.

The following lists the duties and responsibilities has been collated to ensure compliance with legislation, ACOP's and guidance relating to our activities.

2.2.1 Managing Director

Managing Director is responsible for:

- Ensuring the principles set out in the Institute of Directors (IOD) guidance are embedded within the organisation;
- Having a good understanding of the main requirements of the Health and Safety at work etc Act 1974;
- Enforcement of the Health and Safety Policy together with company procedures;
- All levels of management within the company fully understand the arrangements for the implementation of the Health and Safety Policy and procedures;
- Sufficient funds are made available for the requirements of health, safety and welfare provisions;
- All managers and employees fully understand safe systems of work, rules and procedures and suitable records are kept;
- The organisational structure is appropriate in order to manage health and safety;
- Liaise directly with the Health and Safety Manager to ensure compliance with current legislation and best practice;
- Ensure all employees receive appropriate training to allow them to comply with the Health and Safety Policy, procedures and current Legislation;

- Understand and apply the Health and Safety Policy and ensure co-operation and co-ordination between employees and others concerned;
- Actively promote the company's commitment to health and safety by leading by example;
- Set health and safety objectives and targets on an annual basis with assistance from the Construction Director and Health and Safety Manager;
- Monitor health and safety performance throughout the companies activities and take appropriate action where performance is not to levels as defined by the Health and Safety Policy.
- Attend regular management review meetings; and
- Shall have the power to stop any work activity which in their opinion may cause a risk of injury or ill health to any person.

2.2.2 Directors

Directors are responsible for:

- Ensuring the principles set out in the Institute of Directors (IOD) guidance are embedded within the organisation;
- Having a good understanding of the main requirements of the Health and Safety at Work etc Act 1974;
- Enforcement of the Health and Safety Policy together with company procedures;
- All levels of management within the company fully understand the arrangements for the implementation of the Health and Safety Policy and procedures;
- Sufficient funds are made available for the requirements of health, safety and welfare provisions;
- All managers and employees fully understand safe systems of work, rules and procedures and suitable records are kept;
- Report all matters related to health, safety and welfare to the Managing Director and the Health and Safety Manager;
- Actively promote the company's commitment to health and safety by leading by example;
- Attend health and safety management review meetings;
- Liaise with the Health and Safety Manager with respect to any changes in policy and procedures;
- Construction Director is to undertake health and safety tours;
- Shall where appropriate, have the power to stop any work activity which in their opinion may cause a risk of injury or ill health to any person.

2.2.3 Health and Safety Manager

The Health and Safety Manager shall report all matters relating to health, safety and welfare to the Managing Director.

The Health and Safety Manager is responsible for:

Advising the directors, management and employees on aspects of the Health and Safety Policy, rules and procedures in a practical and proactive way.

In particular, the Health and Safety Manager will advise on:

- All relevant regulations, codes of practice, guidance documents and so on, and make recommendations on their application, including changes and amendments to legislation;
- Potential hazards to health and safety and the control measures that are needed;
- Safety training requirements; and
- Suitability of new and hired machinery and equipment, from a safety point of view.

The Health and Safety Managers duties shall include:

- Monitoring the Health and Safety Policy and providing information to the board of directors as to any updates or amendments they feel may be necessary;
- Carrying out workplace inspections and annual management system audits;
- Keep up to date with any relevant Health and Safety Legislation, Health and Safety Regulations, Approved Codes of Practice, Health and Safety Executive guidance notes and other forms of safety literature;
- Maintaining an efficient system of investigating, reporting and keeping records of accidents and dangerous occurrence incidents and near misses;
- By working with management, finding out the causes of any reportable injuries, diseases and dangerous occurrence incidents (RIDDOR) and advising on recommendations for preventing reoccurrences;
- Maintaining contact with the Health and Safety Executive and other authorities, as necessary;
- Attend health and safety management review meetings;
- Making sure there is a climate of continuous improvement towards health, safety, welfare and environmental issues;
- Reviewing and assist in the production of risk assessments, COSHH assessments and safety method statements;
- Review results of site inspections reports and audit reports;
- Setting good personal examples and promoting a safe conscious culture within the organisation;
- Advise on the competence of contractors and suppliers and their safety performance on site;
- Dissemination of information with respect to accidents, incidents and causations and taking appropriate action to prevent a re-occurrence;
- Provide advice on Health and Safety Files;
- Relay information on current and proposed regulations, guidance and ACOP's to those concerned;
- Shall where appropriate have the power to cease any work activity which in their opinion involves a risk of injury and ill health to persons;
- Ensure Construction Phase Plan and Pre-construction information is adequately developed and available on site prior to commencement;
- Ensure regular inspections of office premises, processes, plant and activities to determine whether the highest standard of health and safety, which are reasonably practicable to attain, are being achieved;
- Assist with training programmes and any on-site training;
- Ensure the F10 Notification is in place;
- Consult with the employees on health, safety and welfare matters;
- Chair quarterly worker engagement workshops on site;
- Carryout the duties and responsibilities as detailed in the CDM Regulations 2015 when appointed as Principal Designer on projects;
- Provide assistance to sites that are registered with the Considerate Constructor; and
- Attend client's Health and Safety meeting as required;

Performance Review

- At least annually, the Health and Safety Manager shall make an initial audit of the performance of the companies health and safety activity;
- Review of policy issues and the effectiveness of the arrangements; and
- Recommendations for improvements to the management system.

2.2.4 Contracts Manager

The Contracts Manager is the link between the Directors and direct site management, and are responsible for applying the Health and Safety Policy on their sites. They shall monitor each site to make sure company procedures and policies are followed.

Their main responsibilities are to:

- Make sure that all employees follow safe working practices at all times, in particular by referring to any relevant code of practice;
- Know and understand the requirements of the Health and Safety Policy, and to make sure everyone follows all the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant legislation;
- Make sure that all employees receive appropriate training;
- Co-ordinate safety activities with sub-contractors and suppliers who do work on their site;

- Make sure that tenders take account of safe working methods and provide correct welfare facilities;
- Ensure that the Construction Phase Plan is developed, maintained and provide relevant information and direction to sub-contractors;
- Check over working methods and precautions with site management before work starts;
- Make sure sub-contractors are assessed before they start work; for suitability and competence;
- Set a good personal example at all times and promote a safety conscious culture within the organisation;
- Advise the Health and Safety Manager of new activities and processes;
- Enforce site rules;
- Attend client and design team meetings;
- Attend pre-start meetings with sub-contractors;
- Undertake regular site visits and monitor site activities to ensure company policies and procedures are implemented;
- Shall where appropriate have the power to cease any work activity which in their opinion involves a risk of injury and ill health to persons; and
- Undertake monthly sub-contractor inspection and discuss any short falls in health, safety and welfare with site management and the sub-contractor.

2.2.5 Project Managers, Site Managers and Supervisors

Project managers, site managers and supervisors report direct to the Construction Director and Contracts Manager. They are responsible for making sure that the Company's Health and Safety Policy, rules and procedures are implemented and have the following duties and responsibilities;

- They have a good knowledge of the main requirements of the Health and Safety at Work etc Act 1974 and other legislation applicable to the site activities;
- Liaise with the Health and Safety Manager on all matters regarding health, safety and welfare;
- Understand the company Health and Safety Policy and ensure it is available to employees, sub-contractors and they are aware of its location;
- Carry out all work in line with company Health and Safety Policy and procedures and advice Health and Safety Manager about any improvements or additions which are necessary;
- Where necessary, produce and issue risk assessments, COSHH assessments and method statements setting out the method of work;
- Ensure all work activities are properly planned, managed and monitored;
- Make sure that sub-contractors are working in line with their agreed risk assessment, COSHH assessments and method statement, site rules, procedures and current legislation;
- Make sure that risk assessments have been carried out for all work activities and are available prior to commencement, and that appropriate control measures, training, instruction, protective clothing and so on have been provided. Sub-contractors documents are to be checked for adequacy prior to work activities commencing;
- Continue to develop and maintain the Construction Phase Plan as the project progresses and collate all relevant information for the Health & Safety File. The Construction Phase Plan should be reviewed on a monthly basis;
- Properly maintain statutory registers, records and reports, make sure they are kept in a safe place and make sure statutory notices are available and displayed where everyone can see them;
- Make sure that any accident on site that results in an injury to any person (not just employees) or damage to machinery or equipment is reported in line with the company procedure;
- Organise and maintain a tidy site so that work is carried out to the required standard with minimum risk to employees, contractors, members of the public, equipment or materials;
- Ensure weekly health, safety, welfare and environmental inspections are carried out and details of the inspection are recorded. Ensure non-conformances identified are promptly and effectively closed out;
- Implement the actions identified on the corrective action plan where non-conformances have been identified following an inspection and site audit completed by the Health and Safety Manager, and submit all supporting evidence requested in a timely manner;
- Appoint 'competent people' to inspect scaffolding, excavations, machinery, plant, equipment and so on (they must have sufficient knowledge, skills and experience to assess all aspects of safety relating to the item they are inspecting);
- Make sure that the correct protective clothing and equipment is available and used by all personnel and where the Company issues PPE/RPE a record of is kept;

- Make sure that an emergency procedure is in place, and that everyone on site is aware of it and the procedure for receiving first-aid treatment and calling an ambulance;
- Provide suitable facilities for health and welfare, and ensure they are appropriately maintained; this includes drying room, toilets and rest room;
- Ensure safe access and egress is provided onto and around site and vehicle and pedestrian routes are appropriately segregated;
- Make sure that all machinery and equipment on site, including power and hand tools, are fit for the purpose intended and maintained correctly, and faulty items are taken out of use immediately until they are repaired or replaced;
- Make sure management is made aware of any training requirements;
- Make sure that no dangerous materials or substances are allowed on site without the appropriate COSHH assessments, and that all materials are stored and used in line with COSHH guidelines;
- Ensure everyone who works on and visits site receives a site specific induction;
- Co-operate with the Health and Safety Manager and the Health and Safety Executive during site visits, and act on recommendations (if the inspector issues a notice (prohibition or improvement), contact the Health and Safety Manager immediately after meeting any requirements);
- Attend health and safety training and health and safety meetings;
- Set a good personal example by wearing appropriate protective clothing on site, commending those who follow the requirements and promoting a culture of health and safety within the organisation;
- Chair review meetings with sub-contractors;
- Liaise, co-operate and co-ordinate work activities with other contractors working in proximity of the site and those who may be affected by the site activities;
- Ensure the site Health and Safety notice board is up to date with all relevant information and statutory signs and notices are proximately displayed and maintained throughout site;
- Ensure young persons, foreign workers and pregnant women are known to the Health and Safety Manager;
- Advise the Health and Safety Manager, Construction Director and Contracts Manager of contractors who disregard health and safety;
- Arrangements for first aid are implemented and maintained;
- Ensure arrangements for fire safety are implemented and maintained and all relevant checks are carried out;
- Ensure joint consultation between management and employees takes place as described in the policy;
- All health, safety and welfare issues (suggestions, concerns, near misses) are recorded, investigated and affectively dealt with;
- Ensure permit to work systems are implemented for high risk activities and appropriate control measures and implemented and these work activities are monitored;
- Lead by example, wear appropriate protective clothing, commending those who follow the requirements and promote a culture of health and safety within the organisation;
- Ensure that all persons, including the general public, within the proximity of premises and operations under the control of the company are not exposed to risk of their health and safety;
- Ensure as a minimum two toolbox talks are carried out per month in line with the programme of works and details of toolbox talks are recorded;
- Report and investigate all accidents and incidents in line with company policy;
- When Site Management are absent from site, they are responsible for ensuring the site has appropriate cover;
- Undertake daily visual inspections of the site;
- Attend worker engagement workshops;
- Ensure co-operation and co-ordination between all parties (client, principal designer, designer, sub-contractors, employees);
- Review the Construction Phase Plan on a monthly basis to ensure it remains valid; and
- Shall where appropriate, have the power to stop any work activity which in their opinion may cause a risk to injury and ill health;

2.2.6 Foreman

The site foreman will:

- Ensure compliance with the Company's Health and Safety Policy and all relevant legal requirements;
- Ensure correct channels of communication when working on clients sites or in private dwellings;
- Ensure risk assessments, COSHH assessments and method statements are available for works carried out and appropriate control measures implemented;

- Ensure all persons in their charge are aware of the hazards and the means of reducing them;
- Ensure safe systems of work are properly planned, managed and monitored;
- Ensure co-operation between company employees, contractors and those persons likely to be affected by the work activities;
- Ensure high standards of housekeeping at all times;
- Ensure the promotion of safe and healthy working practices;
- Ensure all defective equipment is removed until repaired or replaced;
- Ensure statutory examinations and reports are completed for work equipment;
- Report and investigate all accidents and incidents in line with company policy;
- Ensure good standards of discipline at all times;
- Report and investigate all unsafe acts and conditions and ensure necessary action is taken to prevent a re-occurrence;
- Lead by example by wearing appropriate personal protective clothing, observing safety procedures and encouraging others to do the same.

2.2.7 Operatives

These employees report to project manager, site manager, site supervisor, and foreman, and their main responsibilities are to:

- Follow the Health and Safety Policy, company procedures, the construction phase plan and site rules knowing that failure to do so may lead to disciplinary action;
- Ensure everyone has a safe approach to all work, including using the correct tools and equipment, and correctly using safety equipment and protective clothing that is supplied;
- Work in accordance with risk assessments, COSHH assessments, safety method statement and permits to work;
- Ensure at all times that their work does not put themselves or others at risk;
- Report any health and safety problems to the project/site manager;
- Suggest and attend any training that is needed;
- Avoid improvisation and short cuts, which involve unnecessary risks;
- Suggest ways of removing dangers to the site manager;
- Warn others of known dangers;
- Report hazards and near misses;
- Keep the workplace safe and tidy;
- Stop people playing dangerous practical jokes and abusing welfare facilities;
- Stop work if you feel the activities you are carrying out is unsafe or you cannot adhere to the requirements of a safe system of work and inform site management immediately; and
- Know the procedures for fire and first aid.

2.2.8 Office-Based Staff

These people report to their manager and must:

- Follow the Health and Safety Policy and company procedures and relevant regulations that apply to their work and make sure that all employees, particularly new employees are aware of their location;
- Ensure the Office Manager and their manager is notified of relevant training that a new employee may need;
- Report any dangerous or unsafe conditions, materials or equipment to their manager, supervisor or Health and Safety Manager;
- Only use correct materials, equipment and methods of work, and avoid placing themselves or others at risk;
- Make sure materials and substances being used are not hazardous to health and safety and, where necessary, make sure COSHH assessments are available and control measures are followed;
- Make sure office facilities under their direct control are clean and tidy;
- Know and adhere to the office emergency, fire and first aid procedures;
- Suggest to the manager, supervisor or Health and Safety Manager any improvements to health and safety in the workplace; and
- Follow safety procedures in the office to comply with office rules.

2.2.9 Buyers/Surveyors

- Shall ensure any persons who supplies the company with articles and substances for use at work provides relevant information so they can be used, handled and stored without risk to health and safety;
- Make sure sub-contractors and suppliers competencies are assessed and satisfactory, and that only approved contractors and suppliers are used;
- Understand the company Health and Safety Policy and procedures;
- Make sure tenders take into account safe working methods and have the correct welfare facilities;
- Set a good example at all times and promote a safety conscious culture within the organisation; and
- Hold regular meetings with key suppliers.

2.10 Estimators

- Understand the company health and safety policy;
- Make sure that tenders take account of safe working methods and have a provision for adequate welfare facilities; and
- Set a good example at all times and promote a safety conscious culture within the organisation.

2.2.11 Clients and Visitors

- Shall report to the site office immediately upon entering the workplace;
- Shall attend a site specific induction;
- Shall report any unsafe or hazardous situation to the Site Management;
- Shall wear appropriate personal protective equipment;
- Shall not put themselves or others at risk whilst on site; and
- Obey site rules.

2.2.12 Contractors and Sub-contractors

Contractors and sub-contractors have duties to comply with current legislation and to ensure their employees and others are not affected by their activity.

- Contractors and subcontractors are required to complete a competency questionnaire every three years and provide updated documents such as insurances, health and safety policy, accident statistics, details of enforcement action and training records on a annual basis. The competency questionnaire will be vetted by our Health and Safety Manager and all supporting evidence requested is to be provided in a timely manner;
- They shall be responsible for providing risk assessments, COSHH assessments and method statements for the activities they carry out;
- They shall be required to follow the company's health and safety policy and procedures, and this will be recorded as the minimum standard to work to;
- They shall ensure that all work is carried out safely, in line with current legislation, and taking into account the health and safety of others on site and the general public;
- Contractors and sub-contractors who are not working safely or who fail to abide by the Health and Safety Policy and procedures shall be removed from the site;
- Any materials or substances brought onto our premises shall be used and stored in line with current legislation and COSHH Assessments must be available to those affected;
- Where scaffolding is erected by a contractor and sub-contractor, they have a duty to ensure the scaffolding complies with current legislation and a handover certificate is provided before any work activities are carried out from the scaffolding;
- Where contractors and sub-contractors work from a scaffolding provided by ourselves, they are not permitted to overload the scaffolding, work from incomplete scaffolding or make any unauthorised alteration to the scaffolding;
- All machinery and equipment brought onto the site by contractors and sub-contractors must be safe and in good working condition, and with any relevant certificate for checking;

- Information and assessment on the noise and vibration levels of machinery, equipment or operations to be carried out by the contractor, or sub-contractor must be given to the site manager before work starts;
- No power tools or electrical tools greater than 110 volts may be brought onto the site. All transformers, generators, extension leads, plugs and sockets must be for industrial use and portable appliance tested;
- Any injury suffered or damaged caused shall be reported immediately to site management;
- Report unsafe acts and conditions and near misses to site management;
- Contractors and sub-contractors are required to confirm the name of the person they have appointed as the health and safety contact;
- Contractors and sub-contractors shall make sure their workplaces are kept tidy of all rubbish and waste materials at all times;
- Contractors, sub-contractors and their visitors shall attend a site specific induction and wear appropriate personal protective equipment at all times;
- Contractors and sub-contractors are to attend or hold toolbox talks in line with site requirements;
- Attend worker engagement workshops as requested by the Health and Safety Manager;
- Co-operate and co-ordinate their work activities with those affected by their activities and attend regular co-ordination meetings with site management;
- Comply with the requirements of the Construction Phase Plan and site rules;
- Contractors and sub-contractors wishing to further sub-contract their work must obtain approval from the quantity surveyor; and
- Must ensure their employees hold the relevant card to prove their competence (CSCS, CPCS or equivalent).

2.2.13 Suppliers

Suppliers have duties to comply with current legislation and to ensure their employees and others are not affected by their activity. They must co-operate with us to avoid accidents and ill health on our sites.

Suppliers shall:

- Comply with our Health and Safety Policy;
- Deliver articles and substances in line with current legislation; and take account of the health and safety of others on site and the general public;
- Provide material safety data sheets for substances supplied;
- Provide relevant certification for plant and machinery supplied, and ensure equipment or machinery supplied conforms to current legislation and is in good working order and appropriately maintained;
- Obey traffic management and site rules;
- Any injury suffered or damage caused by the suppliers' employees are reported immediately to site management;
- Ensure delivery drivers hold relevant driving licences;
- Suppliers employees are to attend appropriate training and drivers attend medicals and eye sight testing;
- Where plant and equipment is supplied, noise and vibration levels are to be provided;
- Provide weights for materials and equipment that is supplied;
- Suppliers employees are to wear appropriate personal protective equipment whilst on site; and
- Suppliers are to provide all necessary technical and product information.

2.2.14 All Employees

Section 7 of the Health and Safety at Work etc. Act 1974

All employees shall ensure that they do their own work in a way that avoids accidents and ill health to themselves or others. They shall also co-operate with the company to make sure that work is carried out in line with the regulations, and they shall not misuse or interfere with anything provided for health and safety.

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 Places the following duties on Employees:

- Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned which has been received by him and the instructions respecting that use which

have been provided to him by the employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions;

- Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees:
 - Of any work situation which a person with the first mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and
 - Of any matter which a person with the first mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety, in so far as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work and has not previously been reported to his employer or to any other employee of that employer in accordance with the paragraph.

Every employee has an absolute duty to report accidents.

2.3 Information for Employees

Information regarding health and safety is law is provided by a number of methods:

- Employees are provided with a copy of the Health and Safety Policy and company's employee handbook;
- The Health and Safety Law poster - What You Should Know will be displayed on the canteen notice board;
- Management and employees have access to the Health and Safety Manager who will advise on all health, safety and welfare matters;
- Health and safety notice boards,
- Employees have access to the intranet that contains all policies and procedures; and
- Employees will attend relevant health and safety training appropriate to the task they are performing.

2.4 Joint Consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives under the (Safety Representatives and Safety Committees Regulations).

The company recognises the importance and benefits to be gained by consultation with our employees. All information with regard to health and safety is communicated by means of consultation between management and employees.

It is the responsibility of the Managing Director to ensure consultation takes place in good time on matters relating to employee's health, safety and welfare at work.

If at any time the methods of consultation become ineffective due to the size and nature of the business then the company would recognise the rights of employees or group of employees to elect one or more persons to act as their representative for the purpose of such consultation. The Health and Safety Manager will inform senior management of any relevant changes to health and safety and will assist the company in disseminating this information to employees.

If any visitor or member of the public raises concern regarding health and safety, these will be investigated by the Health and Safety Manager and the Construction Director.

The Health and Safety Manager will liaise with the local enforcing authority on the company's behalf.

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2.5 The Working Time Regulations

Working time is any period during which a worker is working, at the employer's disposal and carrying out their activity or duties, any period when the worker is receiving training and any additional periods that the employer and workers agree by relevant agreement.

Within the exception of exempt workers, employees will not be required to work more than an average of 48 hours in a seven-day period. The average is normally calculated over a 17- week rolling reference period but this can be successive 17- week periods if this is specified in a relevant agreement.

The average is calculated using the formula $\frac{(A) + (B)}{(C)}$ where

- (A) The total number of hours worked during a reference period.
- (B) The total number of hours worked immediately after the reference period to compensate any 'excluded days' and
- (C) The number of weeks in the reference period.

'Excluded days' are non-working days that occur because of holidays, sickness etc. Where there are excluded days during the reference period, hours worked on an equivalent number of days immediately after the reference period have to be added in to the calculation as (B).

For the first 17 weeks of employment, workers should not have an average in excess of 48 hours a week, their average is calculated by dividing the total number of hours worked by the total number of weeks worked. There is a general requirement on our company to take reasonable steps to ensure that workers do not work in excess of the 48-hour average, which includes asking whether or not the worker has more than one job.

There is no requirement to keep specific records of hours worked, but if required we will show an officer of the HSE or local authority that workers have not exceeded the 48-hour average.

Employees can opt-out of the maximum 48-hour week by means of an individual agreement. This agreement must be in writing and may be for a fixed period or for an indefinite period. Unless a period of notice to terminate the agreement (which cannot exceed three months) is specified, it can be terminated with seven days' notice by the employee.

Employees cannot be forced to opt-out of the 48-hour week and it is unlawful to take action against them for refusing. If an employee does opt-out of the 48-hour week, we have to keep a copy of the individual opt-out agreement but do not have to keep any records in relation to hours worked.

Rests

Employees are entitled to a minimum uninterrupted rest break away from the workplace of 20 minutes in any work period that exceeds six hours, unless different periods are agreed in a collective or workforce agreement.

For young workers (16 to 18 year olds) the rest break is 30 minutes in any work period that exceeds four and half hours and no agreement can alter this.

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Employees are entitled to a weekly rest of at least 24 consecutive hours in a seven day reference period. The seven day period starts at midnight between Sunday and Monday unless a relevant agreement states otherwise. The weekly rest should start immediately after the 11 hour daily rest unless there are objective, technical or organisational reasons why the weekly rest cannot follow the daily rest. Derogations on weekly rests can be made by local, collective or workforce agreements.

For adult workers, the 24-hour weekly rest can be averaged over a 14 day reference period by giving two rest periods of at least 24 consecutive hours or one rest period of at least 48 consecutive hours in each 14 day period. The option to use a 14 day reference period is the company's and in theory this would give a maximum continuous work period of 24 days in two 14 day periods (2 off, 12 on, 12 on, 2 off).

Young workers should have two 24 hour rest periods in each seven day reference period, preferably consecutive. This can be reduced to 36 continuous hours (12 hours daily rest followed by 24 hours weekly rest) if this can be justified for technical and organisational reasons.

As with the 48-hour average working week, it is unlawful to take any action against workers for taking or attempting to take their entitlement to rest breaks or daily/weekly rests.

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Section 3.0 Arrangements

3.1 Construction (Design and Management) Regulations

We recognise our duty to follow the Construction (Design and Management) Regulations 2015 when taking on the role of Principal Contractor, Principal Designer or Contractor.

As the Principal Contractor we will:

- Prepare, develop and implement the construction phase plan including site rules, making sure ongoing implementation and development continues throughout the contract; any significant changes will be brought to the attention of all parties affected; these include clients, designers, contractors, employees and visitors;
- Ensure the construction phase plan is properly planned, managed and monitored; adequate resources will be provided and site management have the appropriate skills, knowledge and experience to effectively deal with the activity and risks on site;
- Ensure appropriate competencies to address health and safety issues are available to manage the construction phase;
- Ensure the client is aware of their duties under CDM 2015 and comply with the requirements of Schedule 2 of the CDM regulations;
- Provide contractors with relevant parts of the construction phase plan and relevant information about the project that they would require to enable them to carry out work on site safely and without risks to their health;
- Ensure workers are consulted and engaged securing health and safety;
- Check the competencies of all appointees;
- Provide suitable welfare facilities from the start of all projects and maintain these throughout the construction phase;
- Provide all workers with site induction and any further training/information needed for the work undertaken;
- Consult with workers through worker engagement workshops, toolbox talks, method statement and risk assessment briefings and open door policy;
- Liaise with the Principal Designer (where required) regarding on going design issues;
- Provide the Principal Designer with all relevant information for the health and safety file;
- Ensure sites are secure;
- Display the F10 notification and site rules;
- Ensure all workers on site co-operate to ensure the health and safety of construction workers and others who may be affected by their work;
- Copy with Part 4 of the CDM Regulations; and

- Report any obvious risks.

As the Principal Designer we will:

- Advise and assist the Client with their duties;
- Plan, manage, monitor and co-ordinate the pre-construction phase;
- Ensure the design team, where reasonably practicable, eliminate, reduce and control risks to an acceptable level;
- Attend client and design team meetings;
- Notify the Health and Safety Executive on the clients behalf for projects exceeding 30 construction days with 20 or more workers, or if the project exceeds 500 person days;
- Ensure foreseeable risks are identified;
- Ensure everyone working on the pre-construction phase co-operates and effective communication is established;
- Identify, collect and pass on pre-construction information;
- Check the adequacy of the construction phase plan for the initial stages of the contract and complete a welfare facilities check on behalf of the client;
- Liaise with Principal Contractor and share information that may affect the planning, monitoring and co-ordination of the construction phase and also regarding on-going design;
- Prepare the health and safety file; and
- Report any obvious risks.

As contractors we will:

- Plan, manage and monitor our workers;
- Check competence of all their appointees and their workers;
- Ensure our employees are adequately trained to carry out the work required;
- Provide information to all our workers;
- Comply with part 4 of the regulations;
- Make sure there are adequate welfare facilities for the workers on site;
- Make sure all workers have the skills, knowledge and experience to undertake the work in a safe manner;
- Co-operate with Principal Contractor in planning and managing work, including reasonable directions and site rules;
- Provide information needed for the health and safety file;
- Inform Principal Contractor of problems with the Plan; and
- Inform Principal Contractor of reportable accidents, diseases and dangerous occurrences.

3.1.1 Planning and Preparation

Before the commencement of any construction works the company will gather information relating to the proposed project.

Information will be sought initially at tender stage from the following sources wherever possible, such as:

- Client;
- Principal Designer;

- Pre-construction Information;
- Designers Risk Assessments;
- Contract Documents;
- Other Contractors;
- Special contractors and consultants;
- Trade and Contractor Organisations;
- Equipment and Material Suppliers;
- HSE Guidance; and
- British Standards.

The company will seek information relating to the history of the site and it's surrounding with particular attention paid to:

- Any previous Health and Safety File;
- Unusual features which may affect the work activities;
- The presence of contaminants such as asbestos, contaminated land;
- Overhead and underground services;
- Unusual ground conditions;
- Rights of way; and nearby schools, footpaths, watercourses, railways and so on.

This information will be used in the development and maintenance of the Construction Phase Plan.

3.1.2 Estimating Cost and Sourcing Materials

When estimating project costs the company will consider and make suitable financial allowances for any particular health and safety hazards associated with the project.

The company accepts that essential health and safety information should be supplied with the items purchased and hired and the Managing Director will ensure this information is acknowledge and necessary action taken.

Before any work commences the Managing Director will decide what plant will be required and ensure its suitability with advice from the Health and Safety Manager.

The Managing Director will ensure any additional training necessary in relation to the safe operation of the equipment is undertaken.

3.1.3 Co-operation, Co-ordination and Consultation

The company will ensure that all appropriate liaison arrangements are implemented between all relevant parties and has the following arrangements in place for co-operating and co-ordinating the works with others:

- Produce the construction phase plan and issue for comment with the principal designer prior to site works commencing;
- Attend regular meetings with the client, principal designer and designers throughout the project;
- Identify and liaise on a regular basis with other contractors/utilities working in the vicinity of site, in particular will discuss site deliveries, cleaning of the public highway and so on;
- Relevant sections of the construction phase plan are issued contractors and suppliers;

- Copy of the construction phase plan and health and safety policy is accessible on site and can be viewed by anyone on site;
- Pre-start meetings take place with contractors prior to them commencing works on site, contractors are given sufficient time to mobilise (plant, materials, resources and produce method statements and risk assessment);
- Regular sub-contractor progress meetings take place throughout the project, health and safety and the co-ordination with other trades is discussed at these meetings;
- Suppliers are required to provide risk assessments covering deliveries to site;
- All site personal are inducted and are advised at induction how they can raise complaints and concerns – open door policy, suggestion box and so on;
- External complaints are logged within the site diary and placed on the don't walk by poster so site personnel are aware of the complaints/concerns and what action has been taken;
- Depending on the nature of the complaint/concern that have been raised and these may be dealt with by the site management team, senior management or the Health and Safety Manager. Clients will be informed where necessary. Health & safety complaints/concerns of a serious nature will be logged by the Health and Safety Manager, monitored to ensure they are appropriately closed out and the log sheet is used to identify trends.
- Emergency procedures are communicated at the site induction and action notices displayed within the site canteen and office. Emergency drills are carried out during the course of the project to check everyone is fully aware of the procedures. Emergency procedures include but not limited to: fire, first aid, explosion, flooding, loss of supplies. Drills that take place are recorded and any necessary action taken following the outcome of the drill;
- The company liaise with their own site operatives when producing method statements and risk assessments as their input is valuable;
- Where there is a requirement to amend the risk assessment and method statements of contractors a discussion takes place with the site operatives and the person who produced the document; and
- Liaison may take the form of e-mails, meetings, phone calls, and letters depending on the nature and size of the project.

Consultation will take place in the form of:

- Those working on site are briefed on the contents of the method statement, risk and COSHH assessments and during this time can raise any concerns regarding the information contained within the documents;
- Employees will be consulted when producing risk assessments and method statements;
- Employees and Contractor are required to attend toolbox talks which provide a means of two way communication;
- Quarterly working engagement workshops;
- A suggestion box is located in the site canteen; this can be used to report near misses, make suggestions, raise concerns or report a complaint. Where issues have been identified these will be logged on the 'Don't walk by poster' and the 'You said - we did' poster is used to advise of the action taken;
- The Don't walk by poster is checked by the Health and Safety Manager during the site inspections to ensure appropriate action has been taken and to capture any trends across the organisation; and
- The company operates an open door policy where anyone can speak direct with the site management team or the Health and Safety Manager should they wish to raise a concern, complaint or make a suggestion.

3.1.4 Information, Instruction, Training and Supervision

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All duty holders including the Principal Contractor, contractors, sub-contractors and workers will ensure that all parties share relevant information through site inductions, site meetings and toolbox talks.

As Principal Contractor, employing or controlling operatives carrying out work on behalf of the company, the company will ensure that;

- They have the necessary skills, knowledge and experience to do the job safely and without putting their own and others health and safety at risk;
- They are supervised and given clear instructions;
- They have the right materials, tools and equipment to do the job;
- We address with them health and safety issues; and
- We make arrangements to ensure employees receive health surveillance.

All work activities undertaken by sub-contractors and employees will be supervised on a daily basis to ensure health and safety standards are monitored and reviewed. Any sub-contractors working in an inappropriate manner may be asked to leave site.

After the sub-contractor and employees have undertaken work, site management will check that work has been completed to a satisfactory standard and the work area has been left in a safe condition ensuring all tools, materials and debris has been removed.

3.1.5 Monitoring Risks Throughout the Project

As Principal Contractor the company will monitor health and safety standards and control measures throughout the duration of the project to ensure health and safety standards and control measures remain effective.

The Company will ensure compliance with the Construction Phase Plan, site rules, risk assessments, COSHH assessments and method statements and company procedures.

3.1.6 Setting Up Sites

The provision of welfare facilities will be addressed in the Construction Phase Plan in line with Schedule 2 of the Construction (Design and Management) Regulations 2015.

When planning welfare provisions we will consider:

- Works to be carried out and the health risk associated with it;
- The project size and complexity;
- The duration and number of different locations; and
- The number of people who will use them.

The positioning of temporary buildings will be planned in advance to ensure that the structures are placed on stable ground and suitable utility services such as water, drainage, electricity and so on are available.

The welfare provision on fixed construction sites shall be established before works start and includes as a minimum the following:

- Washing facilities including soap, towels or dryers;
- Sanitary conveniences (male and female);
- Wholesome drinking water, where possible supplied direct from the mains;
- Drying room;
- Means of warming food; and
- Hot and cold running water.

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Welfare facilities will be maintained to a high standard and cleaned regularly throughout the duration of the project.

All compounds will be adequately fenced wherever possible and signage erected. Offices and rest rooms shall contain all necessary statutory notices (law poster, insurances, F10 notification, emergency action notice, first aider details etc) on the designated notice boards.

Fire appliances will be provided in line with the site emergency plan and site fire risk assessment and first aid arrangements will be in line with the first aid risk assessment.

Safe access and egress will be provided and maintained at all times and site deliveries and site parking will be in accordance with the site traffic management plan.

The provision of welfare facilities at transient construction sites will be in accordance with the HSE Construction Information Sheet No 46.

The Construction Phase Plan shall be on site from day one of the site starting and shall be sufficiently developed for the initial stages of the contract. The plan will be developed as the contract progresses.

3.1.7 Domestic Projects

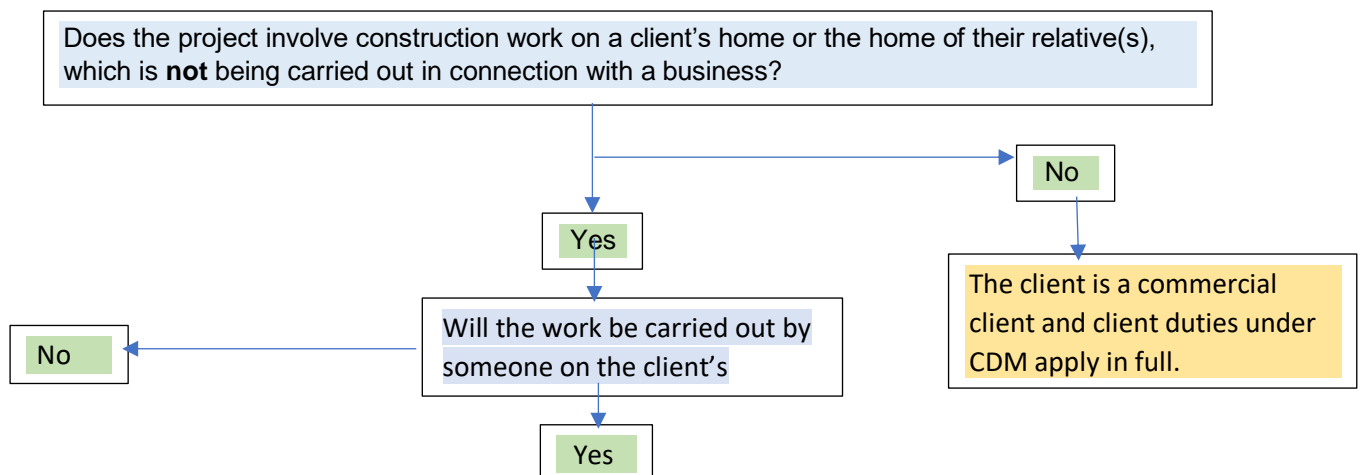
Domestic projects involving only Castlehouse Construction

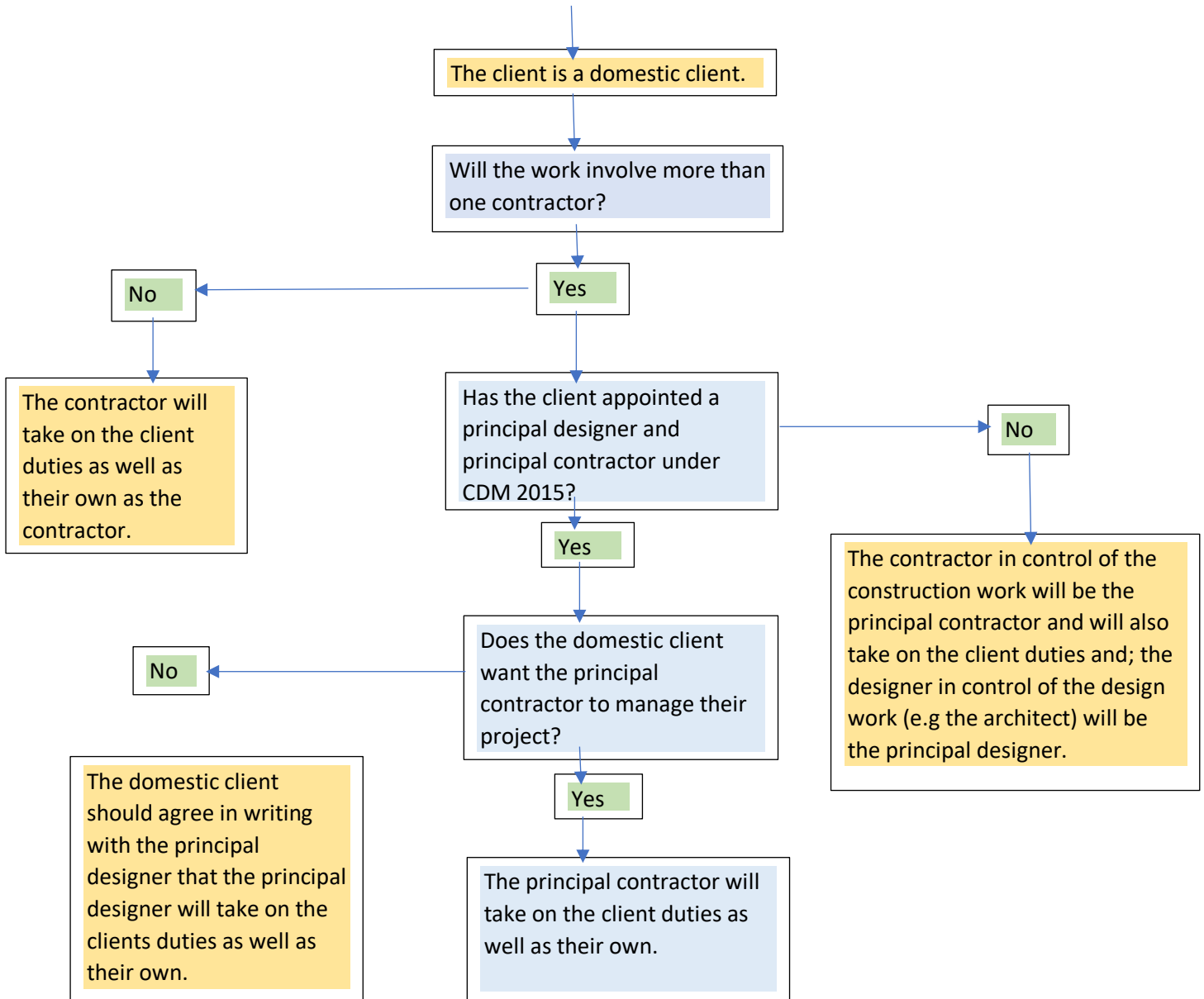
A domestic client is someone who has construction work done on their own home, or the home of a family member, which is not done in connection with a business. On these projects, the client duties will be transferred to Castlehouse Construction Ltd, who will carry out the client's duties as well as their own. Any designers involved in the project will be required to work with Castlehouse Construction Ltd in their role as client.

Domestic projects involving more than one contractor

For projects involving more than one contractor that the Principal Contractor will normally assume the client duties. The domestic client can choose to appoint the Principal Designer for the project. If, however, they do not make this appointment, the first designer appointed during the pre-construction phase is the Principal Designer for the project. If so the Principal Designer will be answerable to the Principal Contractor in their role as client for the project and will be responsible for liaising with them.

CDM 2015 Applies to Domestic Clients





3.2 Visits by Enforcing Authorities

Sites can be visited by a variety of statutory bodies such as the HSE, Environment Agency and Environmental Health. These visits can be unannounced or arranged and during any visit the inspector must be accompanied.

- Where visits or investigations are carried out by enforcing inspector, employees shall cooperate fully and treat the inspector with courtesy and respect.
- Site management should make notes of any irregularities mentioned during an inspection.
- Site management shall provide the inspector access to the site and any records or documents that are legally required to be held.

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Such visits shall be notified to the Health and Safety Manager.

3.3 Reporting of Injuries and Dangerous Occurrence Regulations

3.3.1 Accident Reporting and Recording Procedure

Castlehouse Construction Ltd have a legal duty to record accidents that occur on our premises and report RIDDOR incidents to the Health and Safety Executive (HSE).

It is important all CHC sites have access to an accident book and the location of the accident book is identified to all site personnel.

All accidents no matter how small shall be recorded in the accident book and it is the responsibility of site management/site first aider to complete the accident book entry.

To ensure compliance with the Data Protection Act it is important that the tear off section is removed from the accident book and is kept in a secured location out of view.

Should an accident/incident occur the following steps must be taken:

- Accident book entry is completed
- Photographic evidence is taken of the accident/incident area
- The incident report form is completed. When completing this form it is essential all parts are completed along with the action taken to prevent a re-occurrence. Please ensure you attach any supporting evidence to substantiate the action taken to the incident report form.

Copies of the above should upon completion be immediately sent to the Health and Safety Manager.

Accidents/incidents of a serious nature should be immediately reported by phone to the Health and Safety Manager and Construction Director. Accidents/Incidents of a serious nature are defined by the RIDDOR Regulations as follows:

- Fatalities
- Specified accidents
- Accidents to non-worker (members of public)
- Accidents which result in the incapacitation of a worker for more than seven days
- Dangerous occurrences

Depending on the nature of the accident/incident there may be a requirement to leave the accident/incident scene untouched, therefore it is essential you contact the Health and Safety Manager immediately for advice. Please ensure you identify any witnesses to the accident/incident.

All RIDDOR accidents and incidents will be investigated and reported to the HSE by the Health and Safety Manager. Following the investigation a written report will be issued to the project/site manager, managing director, construction director and contract manager. In addition a Safety Alert will be issued to all sites and it is the responsibility of site management and site operatives to adhere to the actions outlined in the alert.

There are number of reasons why accidents/incidents must be reported:

- Legal requirement;
- The company is given the opportunity to identify what went wrong and what can be done to prevent a re-occurrence;

- Trends can be identified and necessary changes made to the health and safety management system; and
- Compensation claims.

3.3.2 Diseases

Where a doctor notifies an employee that they suffer from a reportable work-related disease, the employee must immediately notify the Health and Safety Manager who will complete the F2508A and issue to the HSE.

Reportable diseases include:

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer; and
- Any diseases attributed to an occupational exposure to a biological agent.

3.3.3 Dangerous Occurrences

Site management are to immediately notify the Health and Safety Manager of any dangerous occurrences. The dangerous occurrence will be immediately reported by the Health and Safety Manager to the enforcing authority using F2508 reporting form.

Reportable dangerous occurrences include:

- The collapse, overturning of load-bearing parts of lifts and lifting equipment other than lifting accessories;
- The failure of any closed vessel or any associated pipework (other than a pipeline) forming part of a pressure system;
- Plant coming into contact with overhead power lines (including those resulting from accidental damage to the electrical plant) which either:
 - Results in the stoppage of the plant involved for more than 24 hours; or
 - Causes a significant risk of death.
- Any unintentional fire, explosion or ignition at a site where the manufacturer or storage of explosives require a licence or registration;
- Any accident or incident which results or could have resulted in the release or escape or biological agent likely to cause severe human infection or illness;
- The malfunction of a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography or gamma irradiation;
- The malfunction of breathing apparatus while in use or during testing immediately before use.
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- The collision of a train with another train or vehicle;
- Dangerous occurrence at a well (other than a water well);
- Dangerous occurrence at a pipeline;
- The unintentional collapse or partial collapse of any structure, which involves a fall of more than 5 tonnes of material any floor or wall of any place of work;
- Structural collapse arising from, or in conjunction with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground;

- The unintentional collapse or partial collapse of any falsework;
- Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours;
- Sudden, uncontrolled release in a building of:
 - 100kg or more of a flammable liquid;
 - 10kg or more of a flammable liquid above its boiling point;
 - 10kg or more of a flammable gas; or
 - 500kg of these substances if the release is in the open air.
- The unintentional release or escape of any substances which could cause personal injury to any persons other than through the combustion of flammable liquids and gases.

All dangerous occurrences will be fully investigated by the Health and safety Manager.

3.3.4 Gas Incidents

Distributors, fillers, importers and suppliers of flammable gas must report incidents where someone has died, loss consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the online form F2508G1E.

Register gas engineers (under the Gas Safe Register), must provide details of any gas appliance or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- An accidental leakage of gas;
- Incomplete combustion of gas or;
- Inadequate removal of products of the combustion of gas.

Unsafe gas appliances and fittings should be reported using the online form F2508G1E.

3.4 Reporting of Unsafe Acts and Conditions

Employees and contractors have a legal duty to immediately report all unsafe acts and conditions to site management. Site Management will investigate all unsafe acts and conditions and ensure relevant steps are taken to rectify and prevent re-occurrence.

3.5 Reporting of Near Misses

Definition of a near miss: “ Is an unplanned event that did not result in injury, illness or damage, but has the potential to do so and only a fortunate break in the chain of events prevented injury, fatality or damage”.

An easier way to define a near miss is an accident you almost had/close call and for some reason you did not get hurt or someone else did not get hurt.

The company encourages anyone working on or visiting site to report near misses, the incident report form will be used to record near misses. Site management are responsible for investigating near misses and ensuring relevant steps are taken to rectify and prevent re-occurrences.

Near miss data shall be collated and analysed by the Health and Safety Manager for the following reasons:

- Near misses are a warning that something is not working and enables the company to learn lessons before serious incidents occur; and

- It helps to identify trends and faults within the management system and allows the introduction of effective control measures. If we do not know something is wrong, we cannot put it right.

3.6 Risk Assessments and Safe Systems of Work

3.6.1 Risk Assessments

Risk assessments are a fundamental part of our overall health and safety management system. The company accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore in order to comply with the Management of Health and Safety at Work Regulations and to safeguard the health, safety and welfare of employees and others, the company will take all reasonably practicable measures to reduce those risks to an acceptable level. This is achieved by undertaking a suitable and sufficient risk assessment.

Risk assessments for work activities carried out by the company's employees and agency labour will be produced by the site management team with assistance from the Health and Safety Manager and operatives carrying out the works using the standard template to record the findings. The template contains the following information:

- Identify the hazards associated with the activity;
- Who might be harmed;
- Assessing the risks and control measures needed to reduce the level of risk to an acceptable level.

The risk assessment will be reviewed on an annual basis unless there has been a change in circumstances.

The risk assessments will include any arrangements and training that is necessary to perform the task in a safe manner.

Contractors and sub-contractors are responsible for providing risk assessments for activities their employees carry out on our sites and premises.

Those undertaking the work activities will be briefed on the contents of the risk assessment prior to works commencing.

In addition designers risk assessments shall be obtained and referred to when producing the construction phase plan and site specific risk assessments.

The company will not permit young persons on the premises without a young persons risk assessment. Where a risk assessment is completed it must pay particular attention to:

- The inexperience and lack of awareness of risks along with the immaturity of the young person;
- The layout of the working environment and the work area the young person is required to work;
- The nature, degree and duration of exposure to any physical, biological and chemical agents to which the young person will be exposed;
- The type and use of work equipment;
- The extent of the health and safety training which is provided, along with details of additional training that is required to be undertaken.
- Identify any prohibitions placed on the young person such as tools and equipment and materials they are not permitted use.

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3.6.2 Safe System of Work

A safe system of work is a formal procedure which results from a safe method of work to ensure the hazards are eliminated or the remaining risks are minimised.

There will be circumstances where hazards cannot be eliminated and elements of risk remain associated with a task. Where the risk assessment indicates this is the case, a safe system of work is required.

Safe systems of work can be in the form of method statements and permit to work systems.

3.6.2.1 Method Statements

A method statement outlines specific instructions which identifies a sequence of steps to be taken to complete a task in a safe manner.

The method statement should be written by a person that is competent. Site management in conjunction with our Health and Safety Manager and operatives performing the task are responsible for developing the method statements for work activities completed by our employees and agency labour.

Contractors and sub-contractors are responsible for producing risk assessments and method statements for the tasks their employees undertaking. Site management are responsible for checking the adequacy of the documents prior to the task being carried out using our standard proforma.

Prior to work activities commencing, those performing the task will be briefed on the contents.

As a minimum the method statement should contain:

- Project name;
- Scope of works;
- Name of person who produced the document;
- Date document was completed and the next review date;
- Materials, plant and equipment;
- Specific training needs;
- First aid provision;
- Permit to work requirements;
- Work area, access arrangements, storage areas and fall prevention systems;
- Temporary works;
- Sequence of activities; and
- Personal protective equipment.

The amount of details that goes into a method statement will depend on how big or complex the task is.

Method statement and risk assessments will be reviewed annually unless they are no longer valid or there has been a change in legislation which requires them to be reviewed sooner.

3.6.2.2 Permit to Work

Written permit to work systems are normally reserved for occasions when the risk is high and where the precautions needed are complicated and need written reinforcement.

The company uses pre-printed forms listing specific hazards and control measures that need to be implemented in order to ensure the task is carried out in a safe manner. Hazards will be assessed by a competent person such as site management and the persons carrying out the task, and requires

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acknowledgement by those carry out the work, and signatures confirming the close out of the permit confirming the work area has been left in a safe and clean condition.

The company operatives the following permit:

- Hot work permit;
- Pre-dig permit;
- MEWP permit;
- Confined space permit;
- Scaffold tower permit;
- Pre-dig permit for piling operations;
- Permit to lift/confirmation to proceed permit for mobile cranes; and
- Step ladders and bespoke access.

All permits issued will be logged on the permit register.

3.7 Work at Heights

In accordance with The Work at Height Regulations the company shall:

- Avoid if it is reasonably practicable to do the task another way;
- Carry out tasks using appropriate equipment to prevent falls;
- Organised the task so that the distance and possible consequences of any fall are minimised;
- Risk assess;
- Properly planned by a competent person;
- Carried out by competent workers; and
- Collective protection takes priority over personal protection.

The company will ensure any works at height is properly planned, managed and monitored.

When assessing the risk, consideration will be given to the following as a minimum:

- Type of work being undertaken;
- Duration of the task;
- Ground conditions;
- Weather Conditions;
- Obstructions;
- Level of competency required by those carrying out the task;
- Possible impact from moving equipment/persons;
- Maintaining of escape routes and access/egress routes; and
- Any other hazards that may impact on the task.

3.7.1 Scaffolding

- Scaffolding to comply with the standards set out within the NASC Guidance document TG20:13 and BSEN 12811-1 Guide to Good Practice for Scaffolding with tube and fitting. Design certification shall be obtained from the scaffolding contractor.
- Where a scaffold is designed, the design will be checked independently.
- Scaffold erection, alteration and dismantling shall be subject to risk assessment and method statement;
- Scaffolding shall be erected only by those who hold a current Construction Industry Scaffolders Record Scheme Card (CISRS);
- Scaffolding shall be suitable for the purpose for which it is intended;

- Scaffolding shall be made of good strong sound materials and checked before use by the scaffolder. Tubes shall not be split, cracked, rusty, bent or distorted, and the timbers used for boarding shall be of the correct type;
- Where there are any extensive or unusual scaffold conditions the Health and Safety Manager shall be consulted;
- All scaffolds shall be straight and square. Standards shall be placed on a base plate and, if necessary, also on a timber sole plate to make sure there is a firm foundation;
- Scaffolding shall only be erected on firm ground, away from overhead obstructions and excavations;
- A competent person shall inspect the scaffolding before being taken into use for the first time, after any substantial addition, dismantling or other alteration, after any event likely to have affected its strength or stability, and at regular intervals not exceeding seven days since the last inspection. All inspections shall be recorded;
- The scaffolding contractor shall provide site management with a handover certificate once the scaffold is complete. Site Management shall inspect the scaffolding with the contractor to check for any faults before accepting the handover certificate. On receipt of the handover certificate details shall be entered in the inspection register. Handover certificate to be in accordance with the National Access and Scaffolding Confederation Guidance Note SG35 – Hand over of scaffold structures.
- Site activities shall not be undertaken on the scaffolding until site management is satisfied with the standard of scaffolding;
- Only competent persons shall carry out alterations to any scaffold;
- Working platforms shall only be used for the purpose they are intended and shall not be over-loaded which could affect its safe use;
- Guard rails and toe boards shall be fitted to any exposed edges of working or access platforms;
- All working platforms and decking shall be closely boarded to their full width and free from tripping hazards. Where boards overlap each end of other, bevelled pieces shall be wide enough to suit the work which is being carried out, for example five boards wide (1050 millimetres) for bricklaying;
- Brickguards will be installed where there is a risk of falling object. Brickguards to comply with SG10:14.
- Ledger bracing shall be fitted as required. Putlog or single couplers shall only be used on scaffolding that does not have to hold a lot of weight;
- Platforms boards shall be supported (a maximum span of 1.2 metres and a maximum overhang of 150 millimetres for 38 millimetre boards) and comply with BS 2482:2009 – specification for timber boards. Boards to be free defects and warped boards to be removed.
- Ladders shall be in good condition, secured at the appropriate angle and extend 1.05 metres above the stepping off point; ladders to the first lift shall be removed from the scaffold at the end of each working day;
- Loading towers are classed as special structures and a design drawing shall be provided. Suitable gates shall be provided and used on the loading side, preferably the up and over type shall be used;
- Ties shall be fitted as the scaffold is put up, and be in line with current technical guidance. Where ties cannot be provided, the method used to support the scaffold shall be recorded. Where scaffolds are fitted with sheeting, tarpaulins and so on, these will be under more stress due to wind pressure and shall need more ties;
- Tube joints in bays or lifts shall be staggered and as close to the standard connection as possible;
- Swivel couplers shall be used on ledgers or bracing joints;
- Standards positioned near doorways and or walkways shall be suitably protected. All rough / cut edges and exposed bolts and fixings etc, to be protected with plastic caps;
- Appropriate warning signs shall be erected on scaffolding that is not suitable for use, access onto the platform shall be denied;
- Access and egress from scaffolds via ladders and tower staircases shall comply with SG25.14.
- Where overhead power sources are present, compliance with SG5:11 is required.
- Site Management shall inform the Health and Safety Manager immediately of all unauthorised access onto the scaffold by third parties;

- All scaffolds shall be checked at the end of each working day to make sure the platform is left in a safe condition and children cannot climb onto them;
- Persons working on or in the vicinity of scaffold shall wear safety helmets; and
- All scaffolding will be erected / dismantled in accordance with SG4:15.

3.7.2 Mobile Tower Scaffold

- A permit system shall be completed for the use of mobile towers.
- Mobile towers shall be erected and inspected by trained and competent persons;
- Mobile towers shall be erected in line with the manufacturer's recommendations (maximum height base width ratio and outriggers fitted);
- Mobile towers shall be suitable for the purpose and made of sound materials. Towers shall be checked for defects before erecting;
- A check for overhead electricity cables and other obstructions shall be carried out before tower is erected;
- Mobile towers shall be erected on stable ground of sufficient strength capable to support the structure and load;
- Where possible, the tower shall be tied to the structure using secure points. This applies especially in windy or exposed conditions. Towers shall not be used in adverse weather conditions;
- Access onto the working platform shall be via a ladder fitted to the inside of the tower which is fixed to the narrowest side. Frame members shall not be used (unless specifically designed as a ladder) for climbing the tower;
- Casters or wheels, if fitted shall only be used on level ground and fitted with brakes that shall always be used while the tower is stationary;
- When moving a tower, no person(s) or loose materials shall be on the platform. When moving the platform pressure shall be applied at or near the base of the tower;
- Scaffold tag system shall be used to advise persons whether the platform is in good working order. Platforms will be inspected prior to use and weekly inspections recorded.

3.7.3 Mobile Elevated Working Platforms (including Cherry Pickers)

- The term mobile elevating work platform covers pedestrian controlled, self-propelled power operated mobile elevating work and access platforms;
- Mobile elevating work platforms shall be used as a temporary working platform which can easily be moved from one location to another;
- When using a mobile elevated work platform, we shall comply with the Lifting Operations and Lifting Equipment Regulations 1998;
- Equipment shall be checked upon arrival to ensure it is in good condition and fit for purpose;
- A permit to work system will be operated when using this equipment;
- Only trained and authorised people shall be permitted to use work from this equipment;
- Six monthly through examination certificate shall be obtained;
- Equipment shall be checked before use and operated in line with the manufacturer's instructions;
- Electrical supplies shall be safe and connected to the main supply in an approved way by a competent person;
- Where possible, all movement controls shall be operated from the platform. Where this is not possible clear communication between workers shall be established;
- Emergency stop isolation switches shall be clearly marked, and workers using the equipment shall be informed of the emergency procedures;

- The safe working load specified by the manufacturer shall not be exceeded. The safe working load shall be displayed on the equipment together with maximum number of persons;
- Checks shall be carried out before use to make sure there are no obstructions, especially overhead cables, in the areas where the platform is to be taken or used;
- Safety devices shall be checked to make sure they are fitted and working correctly;
- Mobile elevating work platforms shall only be used on level from ground. Where rough-terrain equipment is used, manufacturer's guidance on ground support requirements shall be followed;
- Clear areas shall be provided around the equipment, warning signs, barriers, cones and so on shall be used;
- The equipment shall not be used in wind speeds exceeding those specified by the manufacturer;
- Where it is not possible to make full use of outriggers necessary arrangements shall be made to keep the equipment stable;
- Good visibility and lighting shall be provided whilst work is being carried out;
- Safety harnesses shall be worn at all times and fixed to designated anchor points when using cherry pickers;
- Where there is a danger of tools being dropped by the operator from the platform, pedestrian access beneath the platform shall be prevented;
- Platforms that are not in use or unattended, shall be secured at ground level;
- Daily and weekly inspections of the equipment will be carried out by a competent person;
- Mobile elevating work platforms shall not be used as:
 - jacks, props, ties or supports;
 - primarily for the transfer of goods or materials;
 - as a crane or lifting appliance;
 - platforms shall only be used for the work they are intended for; and
 - safe access onto the platform shall be provided at ground level.

3.7.4 Podiums

- Where practicable, podiums shall take preference over steps/ladders and hop ups etc;
- Manufacturer's instructions shall be followed during erection and dismantling arrangements. Those erecting and dismantling the podium are to be advised on the contents of the manufacturer's instructions;
- Permit to work system to be operated when using this system;
- Podiums shall be sited on firm level ground;
- Safe working limits shall be clearly marked and adhered to;
- Platforms are to be tagged and inspected weekly, daily visual checks are to be completed by the user;
- Defective equipment must not be used and defects immediately reported to site management; and
- Safe lifting techniques shall be followed when manually handling podiums.

3.7.5 Hop Ups

- Hop ups shall take preference over steps;
- Permit to work system to be completed when using this equipment;
- Only specifically designed equipment shall be used, (milk crates and saw stools etc are strictly prohibited);
- Safe working limits shall be clearly marked and adhered to;
- Where applicable, locking systems shall be firmly fixed in position;
- Hop ups shall be sited on firm, level ground;
- Pre-user check and weekly inspections shall be carried out. Platforms to be tagged;
- If excessive over reaching and/or stretching is required, alternative methods should be sought; and
- Those using the equipment to be advised on the manufacturer's instructions.

3.7.6 Step Ladders

- Permit to work system to be completed when using this equipment;
- Only to be used for short duration low risk work, as detailed through a risk assessment;
- Only industrial class step ladders shall be used on construction sites;
- Equipment shall be in good condition and fit for purpose;
- When working on electrical circuits, wooden or fibreglass ladders shall be used;
- Equipment shall be checked for faults prior to use and at regular intervals. Step ladders shall be tagged and inspected weekly, step ladders shall also be checked daily prior to use. Defective equipment must not be used and defects reported to site management;
- Area around the equipment shall be kept clear at all times used on a firm level base, away from excavations and possible impact;
- Treads, hinges, bolts, screws and fixings shall be sound and secure;
- Top tread of the step ladder shall not be used as a working platform, unless it has been constructed as a platform, with a secure handhold; and
- Step ladders should be used facing the work.

3.7.7 Ladders

- Permit to work system to be completed when using this equipment
- Where ladders are used as a working platform, a risk assessment must be in place to justify its use;
- Ladders to be of sufficient strength, in good condition and suitable for the purpose for which they are used;
- Ladders to be industrial use e.g. comply with BS2037 Class 1;
- Ladders are to be tagged and inspected weekly, equipment is also to be checked prior to use by the user;
- Ladders shall be erected on firm level base, away from excavations, and placed in a position where they are not causing a hazard or where they may be struck or dislodged;
- Ladders used as a means of access onto a scaffold shall be secured at the top and at the base to prevent the ladder slipping, swaying or falling and be long enough to extend 1.05m above the stepping off point to provide a safe hand hold;
- Ladders shall be placed at an angle of 1:4 ratio (one metre out for every four metres high);
- Ladders shall not be placed on or leant against any fragile surface;
- Area around the base of the ladder and the stepping off point shall be kept clear at all times;
- Where there is a possible risk of impact, barriers shall be provided around the foot of the ladder;
- When climbing or descending ladders, both hands shall be kept free for holding onto the ladder; and
- Three points of contact must be maintained at all times, the use of harnesses and belts can be used comply with this requirement.

3.7.8 Use of Safety Nets

- Nets shall be installed in accordance with manufacturer's instructions
- Platforms such as scaffolding and/or trad deck systems shall be considered before nets are chosen;
- Test certification for the nets to be provided; testing to be carried out in line with manufacturers recommendations;
- Suitably qualified persons only to install netting systems;
- Appropriate tying and fixing methods shall be discussed and agreed in line with manufacturer's guidance;
- Where necessary, appropriate access arrangements shall be provided for work at height;
- A suitable rescue plan shall be developed and implemented;
- Handover certificates to be handed over on completion; and
- Weekly inspections shall be carried out by a competent person and inspections recorded.

3.7.9 Use of Safety Deck Systems

- Use of safety deck shall be subject to risk assessment;
- Safety deck shall be installed, used and dismantled in line with manufacturer's instructions;
- Safety deck shall be installed and dismantled by trained competent persons;
- Contractor erecting the safety deck shall provide site management with a handover certificate; and
- Safety deck shall be inspected prior to first use, following inclement weather and when erected for 7 days more. Results of inspection shall be recorded in the inspection register.

3.7.10 Use of Bean Bags

- Bean bags should only be used where other fall prevention methods cannot be used;
- Bags to be positioned by suitably trained competent people;
- Manufacturer's instructions and guidance to be followed;
- Bags shall be closely packed and clipped together;
- Bags to be subject to daily and weekly inspections and tests;
- Double stacking shall be instigated where possible to reduce fall distance; and
- When not in use, bags will be safely stored in a suitable area.

3.7.11 Off-loading Vehicles

- Risk Assessments to be provided by delivery supplier;
- Materials and equipment to be off loaded via Hiab or forklift truck;
- Where mechanical aid is not available, fall prevention methods such as handrails, restraints and air bags shall be used;
- Those carrying out the task to be competent; and
- Off-loading to be carried out in the designated area as indicated on the traffic management plan.

3.7.12 Rescue Procedures

- Appropriate rescue procedures to be documented, those who may be involved in the rescue to be appropriately trained and fully aware of the procedures;
- Rescue procedures to be in place when using the following equipment:
 - Harnesses;
 - Safety Nets;
 - MEWPS and Cherry Pickers; and
 - Scaffolding.

3.7.13 Steelwork Erection

- Risk Assessment and Method Statements shall be provided for steelwork erection and dismantling activities;
- The stability of the steel frame shall be highlighted within the method or sequence of operation;
- HSE guidance notes GS28 'safe erection of structures' shall be used as a reference when carrying out this work;
- Only fully trained and competent people shall be permitted to undertake this work;
- Lifting plans shall be produced for all lifting operations and completed by an appointed person;
- Lifting and slinging operations shall be carried out by a competent person;
- Erection of steel shall not take place, where weather conditions impose an adverse effect such as ice, snow, frost, high winds, heavy rain, poor visibility and so on;
- Workers are prohibited from putting themselves at risk, in ways such as walking on the top of steel beams, straddling beams, and climbing up or sliding down columns;

- Appropriate working platforms, suitable for the task shall be used by those carrying out the activity. The platform shall be fitted with guard rails and toe boards;
- Care shall be taken during lifting and slinging work to make sure the sections are secure and cannot slip; and
- Where areas are to be kept clear of other people, suitable signs shall be displayed.

3.7.14 Roof Work

- All work at height shall be preceded by the submission of a Risk Assessment and specific Method Statement detailing how falls of persons or materials shall be prevented;
- Where new roofs are constructed adequate protection shall be provided. Scaffolding, Staging systems netting and bean bags, shall be considered for use;
- Appropriate edge protection shall be fitted to prevent materials, tools and so on falling from the roof area;
- Where safety nets and bean bags are used these shall be manufactured and erected to the requirements of the European Standard, and shall be suitable for the purpose in which they are used;
- Where safety nets and harnesses are used a test certificate shall be provided and regular inspections carried out;
- Suitable barriers shall be erected around fragile materials on the roof, where this is not possible, crawling ladders or boards shall be used to cross these materials. Relevant warning notices, such as 'fragile roof' and 'hole below' shall be displayed;
- Work shall only take place if the weather conditions are suitable, the effects of high wind, rain, ice, snow and so on, shall be taken into account;
- All personnel working on, near or below work that is being done on the roof shall wear safety helmets;
- Suitable equipment shall be used to move tools and materials to and from the roof area;
- Materials that are being stored on the roof before use shall be spread out so that no part of the structure is overloaded;
- Harnesses shall be used as the last resort; and
- 'Safe Working on Roofs' shall be adhered to at all times.

3.7.15 Work Near Water

- Work activities adjacent to water shall be subject to risk assessment;
- Rescue arrangements shall be established, these shall be identified to all who are affected;
- Rescue procedures shall take into account weather conditions and tidal flooding;
- Falls into water shall be prevented by the provision of barriers, safety harnesses and covers to openings;
- Rescue equipment shall include life buoys, harnesses and life jackets;
- Equipment used shall be in good working order, checked daily and weekly inspections recorded.

3.8 Excavations

- Excavation works will be subject to risk assessment and method statement;
- Suitable working space for spoil, earth work support, lay down areas for equipment and materials must be taken into account when planning the activity;
- Those carrying out the activity must be competent to do so;
- A check for existing underground services will be made prior to any excavation works, utilities drawings, as built drawings and a cable avoidance tool will be used. CAT scans shall be calibrated and operated by trained and competent persons;
- Suitable physical barriers are required around the excavations to prevent falls of persons, machinery or vehicles. Barriers may include heras fencing, crowd barrier fencing, chain link fence or netlon fencing;
- Stop blocks will be used where deemed necessary;
- The sides of the excavation will be supported to prevent the trench from collapsing, trench supports may include trench sheets, timber shoring and trench boxes. Trenches may also be

stepped or battered back;

- A safe means of access and egress shall be provided such as a ramp or ladder access;
- A check shall be ensure to ensure adjacent structures are not undermined and necessary steps will be taken where appropriate;
- Sump pumps will be used to de-water excavations; and
- Excavations shall be checked each day prior to entry and after any event that is likely to affect its stability such as bad weather and falling materials.

3.9 Entry into Confined Space

- Entry into a confined space will be avoided wherever possible;
- Entry into confined space will be subject to a permit to work, risk assessment and method statement will be produced and rescue procedures in place;
- Those carrying out works in a confined space will be trained and competent to do so;
- Young persons are not permitted to work in confined spaces;
- All necessary equipment shall be made available and checked before entry into a confined space, for example, gas monitor, harness, breathing apparatus, resuscitators, lamps, protective clothing, first aid kit, barriers, winch and air horn;
- Safe working procedures shall include the use of suitable communication systems such as two way radios for use in emergencies;
- Safe working procedures such as using lifelines, checking the depth of the flow and making sure there is clear communication between those carrying out the tasks shall be required;
- Hazardous substances such as petrol, diesel or LPG powered equipment shall not be used in confined spaces. In addition, naked flames are strictly prohibited;
- Electrical equipment shall not be used in confined spaces, unless authorisation has been obtained;
- Weather conditions shall be checked prior to entry into sewers because storms can cause rapid rises in water levels;
- Stihl saws, grinders etc, shall not be used in confined spaces;
- Working areas shall be well ventilated by opening manholes above and below the point of entry. Suitable barriers shall be positioned around the manholes if necessary;
- Any cut, scratch or graze shall be protected by waterproof dressing prior to entry into a confined area;
- When working in areas where rats may be present operatives shall carry a Leptospirosis card at all times. Where necessary it shall be shown to a doctor or to a hospital because of illness;
- Gas monitors shall be checked prior to use and lowered into the confined space to test for hazardous atmospheres;
- Lifelines attached to a harness shall be used where necessary. In addition, step irons and rungs shall be checked before entry;
- Tools and equipment shall be lowered into the void by using a line to ensure both hands remain free for climbing up and down. If the alarm sounds, the escape set shall be used (if needed) and the area will be vacated quickly and calmly;
- Suitable personal protective equipment shall be worn at all times and any areas of skin that may come in contact with sewage must be protected and covered;
- In the event of a collapsed injured person, steps shall be taken to ensure the confined space is vacated immediately and the emergency services shall be informed immediately; and
- Where manhole covers have been removed these shall be replaced after use.

3.10 Abrasive Wheels

- Use of abrasive wheels shall be subject to risk assessment;

- Only trained and competent personnel shall be authorised to use and change the abrasive wheels;
- Equipment shall be subject to regular and recorded inspections and tests;
- Equipment to be operated and maintained in accordance with manufacturer's instructions;
- Ensure that grinding wheels or disc cutters are not operated at excess speed. Both spindles and the abrasive wheel/.disc should be marked with the maximum operating speed;
- Pre user checks shall be carried out by operatives prior to use to ensure equipment is in good working order and that all guarding is in place. Ensure guards are securely attached to the body of the grinding/disc machines and are strong enough to withstand the impact of flying fragments should the wheel/disc burst;
- Equipment shall be inspected, maintained and used in accordance with manufacturer's recommendations and defective equipment must not be used until it has been repaired or replaced;
- Appropriate personal protective equipment such as eye protection, ear defenders and dust mask shall be worn when using the equipment;
- Loose clothing such as ties or scarves shall not be worn when using abrasive wheels;
- Where possible equipment shall be used outside or in well ventilated areas;
- Members of the public shall be physically segregated by means of barriers or similar from entering works where abrasive wheels are being used;
- Ensure that the correct type of wheel or disc for the task is selected;
- When using on materials that are likely to create large amounts of dust, a suitable water suppression or extraction system shall be used;

- Abrasive wheels should not be used above head height as this may increase the potential for upper body injuries and / or strains;
- Appropriate safe working procedures identified by relevant COSHH assessments shall be followed when re-fuelling equipment;
- All dust and debris must be cleared away at the earliest opportunity and / or once a work is complete;
- Abrasive wheel shall not be used on roofs to cut tiles; and
- Abrasive wheels shall not be used whilst working off scaffold unless precautions are taken to prevent accidental damage to the platform boards.

3.11 Compressed Air Tools

- The use of compressed air equipment shall be subject to risk assessment;
- Operatives using compressed air equipment shall be suitably trained to do so;
- All compressed air equipment shall be used in accordance with manufacturer's instructions and guidance;
- Equipment shall be subject to a visual inspection prior to use to ensure it is in good working order;
- Equipment shall be disconnected from the compressor when changing discs, tools etc;
- Appropriate personal protective equipment such as eye protection, ear defenders and face visor must be worn where necessary; and
- Equipment shall be removed when not in use.

3.12 Woodworking Machines

- Woodworking machines shall be subject to Risk Assessment;
- Only trained and competent operatives shall be authorised to use woodworking machines;
- Machines shall be fitted with appropriate and effective stopping and isolating devices in accordance with 'The Provision and Use of Work Equipment Regulations, 1998'.
- Woodworking equipment shall be subject to regular and recorded maintenance inspections. Equipment shall be operated and maintained in accordance with manufacturer's instruction;

- Pre-user visual checks shall be carried out by the person using the equipment. Any faults shall be reported to line management immediately and the equipment must be marked 'Faulty – Do Not Use'.
- Appropriate personal protective equipment such as ear defenders, eye protection and dust masks (FFP3) shall be used;
- All loose clothing such as ties, overall sleeves, scarves etc shall be secured prior to use;
- Where possible, machines shall be used outdoors in well ventilated areas;
- Where necessary, appropriate dust extraction units shall be fitted to machinery to prevent excessive amounts of dust being released into the air;
- Users shall ensure that appropriate guarding is in place prior to use; and
- Machines shall not be used in poor or reduced lighting.

3.13 Cartridge Operated Tools

- Cartridge operated tools shall be subject to risk assessment;
- Only trained and competent operatives shall be authorised to use cartridge tools, certificates of compliances shall be required;
- Cartridge tools and equipment shall be used in accordance with manufacturer's instructions for use;
- Equipment shall be subject to pre-user visual inspections to ensure all guarding is in place;
- Appropriate personal protective equipment such as safety helmets, ear defenders and eye protection shall be worn where necessary;
- Tools and cartridges must not be left unattended and shall be returned to their storage place when not in use. They shall be kept in a lockable container;
- Unspent cartridges and used cartridges shall be disposed of safely in accordance with current regulations; and
- Cartridge tools shall not be used in the vicinity of flammable vapours or gasses such as LPG.

3.14 Chain Saws

- Chain saws and cut off saws shall be subject to risk assessment;
- Saws shall be used in line with manufacturer's instructions and guidance;
- Saws shall be used by competent and trained persons;
- A visual inspection of the working area shall be carried out before use, identifying items such as overhead power cables, pedestrian routes etc;
- Appropriate PPE such as ear defenders, eye protection, forestry mesh visor, gloves, safety footwear, ballistic nylon trousers shall be used when using chain saws or cut off saws;
- Saws shall only be used where effective ventilation can be achieved, preferably outdoors;
- Members of the public and / or other employees shall be physically prevented from accessing areas where chain saw work is being carried out. This shall be achieved with the introduction of physical barriers and/or warning signage;
- Chain saws shall be removed from the working area when not in use;
- If using the chain saw whilst working at height a suitable safe working platform shall be used;
- Re-fuelling of saws shall be carried out outdoors, with any spillages being cleaned up in line with the company environmental policies;
- Saws shall not be left anywhere that may potentially cause an obstruction, such as on a public footpath;
- Saws shall be stored in appropriate lockable, well ventilated containers which must be properly signed; and
- If saws are to be transported, they shall be secured to make sure they cannot overturn or be damaged.

3.15 Liquefied Petroleum Gas (LPG), Highly Flammable Liquids and Gas

- Those using equipment shall receive relevant training and, where appropriate, written instructions about how to use that equipment. They shall be aware of any risks, and any precautions they must take;
- Containers of highly flammable liquids and LPG cylinders shall be stored in open compounds which are securely fenced, lockable and shaded from the sun; The compound shall be away from any basement areas, drains, holes and so on as LPG is heavier than air;
- Highly flammable liquids and LPG shall be left in the storage area until they are needed for work and stores containing flammable liquids shall be surrounded by a bund sufficient to contain the maximum contents of the largest drum stored, plus ten per cent. The bund shall not be allowed to fill with water or waste material;
- Where it is necessary to store flammable liquids and gases in circumstances which do not allow them to be stored in an open compound, the quantity stored shall be kept below fifty litres or half a day's supply, whichever is the lesser. Containers shall be kept in a store, cupboard or bin which is of fire resistant construction;
- Liquids and gases shall only be used for the intended purposes and in the correct containers which are suitably marked;
- Flammable liquids shall not be used in confined spaces as they can cause an explosive mixture with air and LPG can give off harmful gases. They shall only be used in well ventilated areas;
- Equipment shall be regularly inspected and maintained, and hoses and connections shall be checked;
- Flammable materials shall be kept away from heat or ignition sources other than that intended as part of authorised work procedures;
- Products which could add intensity to a fire, such as oxygen, or to the toxic hazard in the event of fire e.g. chlorine, shall not be stored in the same compound as flammable liquids and LPG. There shall be at least three metres between such substances;
- All equipment used with LPG, which specifically includes hired or second-hand equipment, must follow PUWER 98;
- Defects in equipment or facilities shall be reported immediately;
- Appropriate firefighting equipment shall be available in appropriate places;
- Appropriately worded warning signs shall be displayed where LPG and highly flammable liquids are present. For example 'Highly Flammable Liquids', 'No Smoking', 'No Naked Lights' and so on shall be displayed;
- LPG cylinders shall be stored with their valves on the top and kept in an upright position when connected to equipment or being used in work areas;
- Empty cylinders shall be removed to the store as soon as possible;
- If LPG's are released onto unprotected skin, they shall cause cold burns due to the rapid vaporisation of the liquid withdrawing heat from the body. A cold burn shall be treated in the same way as a burn from a hot object;
- Absorbent materials shall be available to soak up spillages of flammable liquids and a suitably closed metal container shall be available to contain waste until it can be removed correctly. Funnels shall be used to prevent spillages and drip trays to catch any accidental spillages. Any spillage shall be soaked up using dry earth, sand or absorbent materials; and
- Liquids and gas shall only be transported in vehicles that have been approved for doing this, and only in the authorised containers. Drivers shall have information on emergency procedures, and the vehicles shall have a fire extinguisher and specific markings if appropriate.

3.16 Electrical Equipment

- Electrical equipment will be subject to risk assessment;
- All electrical equipment used shall be selected carefully to ensure ;
- Where possible, cordless tools and equipment shall be used;
- Only 110v equipment must be used on site unless authorisation has been given by the Health and Safety Manager;
- All portable tools shall be subject to regular and recorded maintenance inspections and tests, carried out by competent persons. Maintenance procedures shall include portable appliance testing (PAT) at regularly intervals in accordance with HSG 107 Maintaining Portable Electrical Equipment. See table 1 below;
- Equipment shall only be maintained and repaired by suitably qualified personnel. Temporary repairs must not be attempted by untrained persons;
- If personal electrical equipment not hired or purchased by the company is used it shall be subject to regular recorded inspections and tests;
- All equipment shall be subject to a pre-user visual check to ensure that it is in good working order;
- Electrical equipment shall be protected by residual current and other similar protection devices;
- Any equipment found to be faulty shall be marked 'Faulty - Do not use' and reported immediately to Line Management;
- Electrical equipment shall not be used in adverse weather conditions, such as heavy rain;
- All equipment shall be disconnected and made safe when not in use; and
- Tools and equipment shall not be left unattended when not in use. In addition, items must not cause an obstruction i.e. left on public footpaths.

Table 1 – HSG 107 Suggested Maintenance Intervals

Type of business	User checks	Formal visual inspection	Combined inspection and test Equipment
Equipment hire	N/A	Before issue and after return	Before issue
Battery operated equipment (less than 40 V)	N/A	N/A	N/A
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights	N/A	N/A	N/A
Construction – 110V equipment	Yes - weekly	Yes- monthly	Before first use on site then 3 monthly
Construction - 230V equipment	Yes- daily/every shift	Yes, weekly	Before first use on site then monthly
Fixed RCDs on site	Yes- daily/every shift	Yes, weekly	Yes- before first use on site, then 3 monthly (Portable RCDs – monthly)
Equipment site offices	Yes - monthly	Yes – 6 monthly	Yes before first use and then yearly
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines	No	Yes – 2 to 4 years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps	No	Yes – 2 to 4 years	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners Yes	Yes	Yes – 6 months – 1 year	Yes – 1-2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment	Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1-5 years depending on the equipment it is connected to

3.17 Electrical Installations

- Electrical installations and equipment shall be installed in accordance with the current IEE (institute of Electrical Engineers) Wiring Regulations and certificates of installation of inspection shall be obtained;
- Only trained and competent persons shall be permitted to install and test the installations and equipment;
- Permit systems shall be operated where necessary; and
- Energisation procedures in place and will communicated to all those affected, this may be done by warning notices, warning tape and toolbox talks.

3.18 Gas Installation

- Gas installations shall be in accordance with The Gas Safety and (Installation and Use) Regulations 1998;
- Only trained and competent persons shall be permitted to install and test the installations and equipment; and
- Test certificates shall be obtained for completed installations.

3.19 Lifting Equipment and Lifting Accessories

Lifting equipment is any plant certified for lifting, this includes cranes, excavators, mobile elevated working platforms, hoists, telescopic handlers, rigs and forklift trucks.

Regulations require lifting equipment to be:

- Strong, stable and marked with a safe working load;
- Positioned and installed to minimise any risk;
- Used safely ie. work is properly planned, organised and performed by competent persons; and
- Thoroughly examined and inspected by competent persons.

This type of equipment may be used for various activities and therefore the company will ensure that:

- Competent people carryout al lifting operations in a well-planned and supervised manner;
- Lifting equipment used to lift people is clearly marked and safe for such purposes;
- All lifting equipment is thoroughly examined before put in to use for the first time;
- Equipment used for lifting people, eg mobile elevated working platforms, mobile cranes, is thoroughly examined every six months;
- Other lifting equipment is thoroughly examined every twelve months; and
- Lifting accessories such as chains, eye bolts and shackles are also thoroughly examined every six months.

Use of lifting equipment and lifting accessories will be subject to risk assessment and when producing the risk assessment, consideration shall be given to the following:

- The type of load being lifted;
- The risk of the load or equipment falling and striking a person(s) or object; and
- The risk of the lifting equipment falling or falling over whilst in use.

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3.19.1 Use of Mobile Cranes

All lifting operations shall comply with the Lifting Operations and Lifting Equipment Regulations 1998 and the Provision and Use of Work Equipment Regulations 1998.

- Prior to any lift a Risk Assessment must be carried out, and the Crane Assessment Lift Plan completed;
- All lifting operations shall be planned and carried out under the control of an appointed person;
- A copy of the ground investigation report and confirmation of the ground bearing capacity shall be issued to the Appointed Person;
- All lifts shall be supervised by a trained and competent person such as the crane lift supervisor;
- Test certificates, records of thorough examination, and inspection registers for both the lifting equipment (crane) and lifting accessories (chains/slings etc) must be checked and regularly updated;
- Cranes can only be operated by persons who are trained and competent. Proof of competency must be verified prior to commencing work;
- Only trained and competent slingers / signallers can sling the load and direct the cranes movements;
- Cranes with a fixed Safe Working Load (SWL) e.g. an overhead crane shall be marked with the SWL;
- Where the SWL varies with the operating radius the SWL for each configuration shall be displayed;
- Ensure an Automatic Safe Load Indicator is fitted and in good working order;
- Safe working loads must never be exceeded;
- A communication system (hand signals, radios etc) to be established and maintained during the lifting operation;
- The maximum wind speed shall be clearly marked and not exceeded; Wind speed shall be monitored using an anemometer either fitted to the crane or available on site. If the stability of the load is affected by the wind the operation must be stopped.
- Cranes shall be sited on firm, stable ground with the stabilisers extended, away from excavations and overhead power lines;
- Guide ropes shall be used to steady the load;
- Ensure there is adequate clearance around the counterweight and the body of the crane;
- No personnel shall be allowed into the arc of the operation;
- Lifting operations to be segregated;
- A plant arrival inspection shall be completed to ensure the mobile crane is fit for purpose and in good working order; and
- Checklist for mobile crane operations and permit to lift/confirmation to proceed to be completed prior to any lifting activities taking place.

3.19.2 Use of Telehandlers and Forklift Trucks

Prior to the commencement of all projects an assessment shall be made to ensure the correct telehandler/forklift is selected e.g. rough terrain, telescopic, counterbalance. The assessor should consider the type of work, load and ground conditions, which are to be encountered during the works and the following shall be sought prior to works commencing:

- Lifting plans to be produced for intermediate and significant lifting operations;
- Only trained, competent and authorised personnel shall operate telehandler/forklift trucks. Proof of competency must be verified;
- Declaration of Conformity and Test Certificates shall be retained on site;
- Telehandler/Forklift truck shall be maintained, serviced and tested in accordance with the manufacturer's recommendations and the Provision and Use of Work Equipment Regulations 1998;
- Lifting accessories (mini skips, chains etc,) to be inspected in accordance with the Lifting Operation and Lifting Equipment Regulations 1998;

- Telehandler/Forklift trucks and lifting accessories to be inspected at delivery to ensure they are free from defects,
- Telehandlers/Forklifts used for lifting shall comply with HSE Guidance Note PM28;
- A Traffic Management Plan shall be developed and communicated to those affected;
- Audible alarms and beacons shall be utilised when fork lift trucks are in operation; a trained and competent banksman shall be used where driver's vision is impaired or operating in congested / restricted areas;
- Daily inspections shall be carried out and weekly inspections recorded;
- Seat belts and safety helmets shall be worn by all involved in telehandler/forklift operations;
- Ensure all round vision around the telehandler/forklift, additional mirrors may be required;
- Where forklift trucks are used to load towers and scaffold platforms, these shall be designed to take the load. Weights of materials shall be obtained from suppliers;
- Ensure the load is stable and secure and the telehandler/forklift is not overloaded;
- Make sure people are clear of the load when travelling and during lifting operations. Temporary Barriers and warning signs shall be erected when unloading / loading;
- Keys to be removed when not in use; and
- Mobile phones should not be used whilst operating the equipment.

3.19.3 Excavators use for Lifting

Excavators to be used for lifting must be designed for the purpose and fitted with sling attachments and check valves.

- Manufacturer's recommendations shall be obtained prior to using excavators for lifting;
- A lift plan shall be produced for intermediate and significant lifting operations carried out by the excavator;
- Lift plans to be produced by a competent person;
- Test certificates, records of thorough examination, and inspection registers for both the lifting equipment (excavator) and lifting accessories (chains/slugs etc) shall be checked and regularly updated;
- Safe working load configurations shall be displayed and be readily available to the operator;
- Excavators can only be operated by persons who are trained and competent. Proof of competency must be verified prior to it commencing work;
- The Health & Safety Manager shall be informed of any large or unusual lifting operation prior to being carried out;
- The safe working load (SWL) shall be clearly marked on the excavator, this must never be exceeded;
- All lifting operations shall be supervised by a trained and competent slinger / signaller;
- Load limiting devices shall be fitted where possible;
- When lifting, excavators must be on a firm, level base with boom parallel to the machines wheels or tracks;
- Ensure enough clearance around the excavator when working adjacent to structures;
- Loads shall not be carried over personnel or public areas;
- Loads shall not be left suspended whilst the excavator is left unattended;
- All persons working with or near excavators shall wear safety helmets;
- Chains/slugs for lifting shall not be placed on or around the teeth of the bucket, they must only be attached to the correct lifting points / lugs;
- Makeshift lifting accessories shall never be used; and
- If any excavator overturns, or any part fails, the Health & Safety Manager must be notified.

3.20 Lasers

Only class-1 or class-2 lasers will generally be used, these shall be clearly marked on the equipment;

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- Ensure sure that Class-3A, Class-3B or Class-4 lasers are not used on site unless safe systems of work have been planned and all necessary precautions provided on site to the satisfaction of the Health and Safety Manager;
- Beam paths shall be either above or below normal eye level height whenever possible; and
- Do not aim the beam at vehicles or people, and, wherever possible, keep the area in the path of the beam clear of any person.

3.21 Lighting

The provision of a safe and well-lit working environment is fundamental to the health, safety and wellbeing of our employees, contractors and members of the public.

All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provision is made to ensure lighting is provided to access and egress routes and emergency escape routes.

In order to ensure inadequate lighting does not affect the working conditions, employees and contractors employees are required to:

- Report failures of lighting or any defects observed to site management or the manager in charge of the premises;
- Request additional lighting where the existing lighting is found to be insufficient for the task;
- Do not place portable lighting so it impedes with access or interferes with other work activities or persons; and
- Place cables where possible at high level or adjacent to walls.

3.22 Lone Working

The company accepts that some employees will be classed as lone workers if they work by themselves without close or direct supervision in a wide range of situations.

Lone working will be subject to risk assessment and the contents of the risk assessment will be made available and discussed with those affected. Lone workers will be given necessary information, training and instructions.

The Health and Safety Manager will assist in the production of any lone working risk assessment.

3.23 First Aid

Depending on the nature of the work activities, premises will have first aiders or appointed persons on the premises.

The first aid arrangements will be determined by a first aid risk assessment that will be completed by a competent person, the risk assessment will be reviewed annually for office premises and monthly for construction sites.

First aiders and the location of first aid equipment will be communicated at inductions and details will be displayed on the Health and Safety notice board.

Those suffering with health issues will be advised at induction to advise the first aider of any assistance they may require or medication they are taking in the event of an accident or they are taken ill whilst a work.

First aid equipment will comprises of as a minimum a 50 person first aid box and soluble eye wash solution. Additional first aid kits will be provided where determined by the first aid risk assessment. It is the first aiders responsibility for checking the first aid equipment remains fully stocked and in date.

A copy of the nearest accident and emergency will be displayed on the Health and Safety notice board and communicated at induction.

All employees, contractors and visitors to the premises will be advised of the accident reporting procedures and all accidents no matter how small will be reported and recorded in line with company policy.

3.24 Fire Prevention

Written procedures shall be clearly displayed and all employees, contractors and visitors shall be made aware of the requirements. The procedures shall include fire plans, emergency procedures, assembly point location, emergency telephone numbers etc.

The measures we shall take to prevent fire include:

- Production of a Fire Risk Assessment, Emergency Plan and Fire Plan Layout drawing;
- Means of raising the alarm in the event of an emergency shall be established and appropriately maintained. Hand bells, air horns and howler systems shall be utilised so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm. Hard wired alarm systems will be used in fixed office premises.
- A 'No Smoking' policy shall be established;
- Temporary offices shall be separate from the building under construction, placed in the correct position and be fire resistant. Office and the canteen facilities shall be fitted with smoke detectors;
- Designated fire assembly points are established, clearly visible and maintained;
- Fire exit doors remain unlocked when the premises are occupied;
- All fire exit routes and emergency access areas shall be kept clear and maintained at all times;
- Ensuring all fire exit routes are appropriately signed;
- Appropriate number and types of fire extinguishers are available, maintained and clearly defined;
- Appropriate personnel are trained in the use of portable firefighting equipment, where required;
- Where hot works are undertaken the 'hot work permit' shall be followed and appropriate precautions implemented and maintained;
- Portable appliances, temporary electrics and fixed installations shall be regularly tested / inspected by a competent person in accordance with statutory requirements. Records of inspections and test will be held;

- Heaters for use in the office and welfare facilities shall be fixed, preferably above floor level, fitted with securely fixed metal guards and maintained in a sound condition. Notice boards, paper and so on shall not be placed directly above the heater;
- Heaters shall be turned off at the end of each working day;
- Carelessly drying clothes cause fires - coat stands and drying racks shall be firmly positioned at a safe distance from the heater;
- A spill kit will be available on site and the location will be identified on the fire plan layout drawing;
- Designated re-fuelling areas will be established;
- Limited amount of fuel will be stored on site, fuel containers will be stored in a drip tray or in bunded containers. Up to 3 gallons of petrol may be stored without a licence in separate metal containers. Containers should be labelled.
- Annual fire drills will be carried out for fixed offices, quarterly fire drills will be carried out on construction sites. All drills will be recorded and appropriate action taken where issues have been identified during a drill; and
- All persons will be advised of action they must take in the event of emergency, this information will be given at induction and emergency notices will be displayed on the Health and Safety Notice Board.

3.25 Personal Protective Equipment

Risk assessments will be produced for tasks carried out and the level of PPE and RPE will be determined. PPE and RPE will be suitable and sufficient and will fit the wearer and be compatible with other PPE/RPE worn. PPE/RPE will comply with current standards and have the CE mark.

Wearers will be advised/shown how to wear the equipment correctly and advised of the action to take if the equipment becomes defective and the checks to take to ensure the equipment remains fit for purpose.

PPE/RPE will be provided to employees free of charge and will be replaced if any item becomes damaged or unserviceable.

PPE/RPE that is issued will be recorded.

Wearers of PPE/RPE shall:

- Wear and use all PPE/RPE that is supplied to them as advised;
- Inspect PPE/RPE before use to ensure that is suitable, clean and undamaged;
- Report defective equipment immediately to their supervisor;
- Report discomfort or ill health through wearing the PPE/RPE;
- Store PPE/RPE correctly so it does not become damaged or contaminated;
- Replace RPE/PPE in line with manufacturer's recommendations; and
- Not to undertake work activities unless the correct equipment is being worn.

Those required to wear respiratory protection will be face fit tested, half mask and full mask repository's will be maintained and inspected in accordance with manufacturer's recommendations.

3.26 Protecting The Public and Site Security

The Health and Safety at work etc Act 1974 requires all employers to conduct his/her undertakings in a way that other persons, including the general public are not exposed to risks to their health or safety.

Many hazards may be encountered on construction sites, and the company will carry out the following precautions:

- Visitors to site will receive a site specific induction;
- Visitors are required to sign in and out when on our premises;
- Visitors will be accompanied when on site unless they hold a current CSCS card;
- Work activities carried out on the public highway will be segregated where possible;
- Vehicles arriving and leaving site will adhere to the site traffic management plan;
- Vehicles will be banked where specified;
- 5mph speed limit will be implemented on site;
- Mobile plant will have reversing sirens and flashing beacons;
- All highways and footpaths will be kept clean and free of obstruction;
- Designated pedestrian gate and pedestrian routes will be provided onto site;
- Vehicle and pedestrian access gates will be locked when not in use;
- The site boundary will be protected by heras fencing or hoarding;
- Warning signage will be provided on the boundary fencing and within the site boundary;
- Ladders will be blocked off or removed when not in use or at the end of the working day;
- Barriers and appropriate warning signs will be erected where necessary;
- Depending on the location of the work activities, letters will be issued to local residents advising them of the works undertaken and the dangers associated with the work activities;
- Materials to be stacked no more than two pallets high;
- Materials, plant and equipment will be safely stored when not in use;

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- Electrical equipment to be isolated when not in use;
- Good housekeeping standards to be maintained; and
- A visual inspection of the site to be carried out at regular intervals during the day to ensure the site remains in a safe condition.

Site security measures will be in accordance with HS(G) 151 'Protecting the public – Your Next Move'. A copy of this document is available on www.hse.gov.uk.

In addition to the above, the following security arrangements will be implemented:

- Depending on the nature of the work activities CCTV monitors may be erected as the site activities progress;
- Mobile plant to be locked in the warehouse at the end of the working day;
- Keys to be removed from mobile plant when not in use;
- Small tools and equipment to be locked in the containers;
- Doors and windows to the building to be made secure;
- A visual boundary check will be carried out daily;
- Access to haki stairs will be barriered off.

Where any problems are identified as a site progresses, the security arrangements will be reviewed.

3.27 Overhead Power Lines

Where work is carried out in the vicinity of overhead electric power lines we will consult the local electricity board/owner of the utilities.

Reference shall be made to the HSE Information Sheet No.8 which covers working near overhead electric power lines.

All rules, regulations and guidance will be followed and relevant details communicated to those affected.

A site traffic management plan will be draw up identifying the location of ceiling barriers and goal posts as specified by the electricity board and HSE guidelines. These will be erected to the height and positions advised.

Full safety requirements must be complied with when entering these restricted zones. Appropriate warning signs will be displayed at adjacent areas, these will warn of the risks and deterring people not involved in the operation not to enter the high risk area.

Operations involving the movement of metal objects such as ladder and scaffolding will be subject to authorisation by site management.

The movement of visiting vehicles and mobile plant will be controlled at all times and the location of warning signs and barriers will continuously monitored to ensure they remain in place and in good condition.

A permit to work system will be implement where deemed necessary.

Emergency procedures will be established and communicated to all affected.

3.28 Safe Access and Egress

The company is committed to providing a safe place of work and a safe means of access and egress within all premises and on site in areas where work is undertaken.

We will ensure, so far as is reasonably practicable, that:

- Articles or substances do not impede safe access and egress from our premises and that objects that may restrict safe movement within the premises are removed immediately;
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in confined spaces and others areas of high risk are guaranteed;
- Safe systems of work are implemented in all areas where there is significant risk;
- Employees, contractors and visitors are encouraged to report any situations where safe access and egress is restricted or obstructed so that appropriate remedial action can be taken;
- All contractors and site activities are to be monitored to ensure access/egress is not hindered; and
- Access/egress routes to be in good condition, of sound material and appropriately lit.

3.29 Housekeeping

It is company policy that good housekeeping, cleanliness and tidiness are the first steps in preventing accidents at work.

A tidy site leads to increased efficiency, is safer and is beneficial to public relations therefore it is essential that the site is kept in a clean and safe condition at all times.

Those working on site are responsible for maintaining the site in an orderly and tidy state and site management are responsible for monitoring the housekeeping arrangements to ensure they remain satisfactorily.

The level of housekeeping arrangements will be determined by the nature and size of project undertaken.

To help maintain a safe site, we will ensure:

- Materials are safely stored in a designated place and, if relevant returned when they are finished with;
- Brick and block bundles shall be stacked on a level base and no more than two bundles high;
- Steel and nylon bandings shall be put in a skip as soon as they are cut. Care shall be taken not to leave any bands sticking out of a stack;
- Loose materials or stacked sheet materials shall not be left on platforms or working areas unless they are safely contained or restrained;
- Nails shall be removed or flattened in timbers before stacking or removing from site;
- Rubbish or materials shall not be thrown from a scaffold, they are to be lowered to the ground or by means of a rubbish chute, hoist or other methods;
- Electrical leads / cables shall be appropriately placed so they do not cause a tripping hazard and shall be protected from physical damage;
- Hazardous substances shall be removed when not in use and appropriately stored. Waste and hazardous materials are placed in the appropriate skip and removed by an appropriate waste carrier to a licensed tip;
- Spillages shall be cleaned up immediately and waste removed correctly;
- Welfare facilities shall be kept clean and tidy and not used for storing machinery or materials;
- Site boundaries shall be checked;
- General appearance of the site shall be maintained at a high standard;
- Areas around machinery and plant shall be kept clean and tidy;
- Excavations shall be adequately protected and inspected prior to works commencing and during the work activity;

- Holes or openings shall be adequately fenced off or have secure covers;
- Working platforms, leading edge, stairways and landings shall have appropriate edge protection;
- Access and egress routes shall be maintained at all times, floors shall be kept clean and tidy; and
- Work areas and access routes shall be adequately lit.

3.30 Waste Management and Disposal

The company recognise that it has a responsibility to preserve and improve the quality of the environment and in doing so improve the quality of life in all aspects. In order to achieve this, our aim will be:

- Discourage waste and encourage the recycling of materials;
- Improve energy efficiency and promote the development and implementation of renewable energy sources;
- Aim to reduce and discourage waste from our activities;
- Encourage a responsible and informed attitude to the use of chemicals and fuels utilised during our activities;
- Instruct the proper disposal of hazardous fluids and substances in line with current legislation including COSHH and CHIP regulations;
- Ensure that all suppliers comply with our policy; and
- Ensure compliance with all applicable Environmental Legislation. Training shall be given to all employees with reference to the protection of the environment in order that they can evaluate situations on site.

To ensure that the company complies with environmental legislation it is essential that all waste be correctly disposed of. It is therefore company policy to establish contracts with appropriate waste disposal companies to ensure waste is removed from our premises safely.

Copies of waste transfer notes will be held on the premises for a minimum of two years and a copy of the current waste carriers license will be held for all waste carriers used by the company.

All waste such as paper and cardboard items will be placed in bin liners and disposed of in the general waste skip.

Waste will be placed in the appropriate skip/containers, and skips will be appropriately signed e.g general waste, rubble, plasterboard etc.

3.31 Safety Signs

The company recognises that it is important that all employees, contractors, visitors and members of the public take notice of the warning signs, as they are in place to safeguard their health, safety and welfare. It is therefore the company's policy to follow all guidance within the Health and Safety (Safety Signs and Signals) Regulations.

All safety signs will be colour coded in accordance with the following guidelines:

- White circle with red edging and a diagonal line indicates **PROHIBITED** for example no smoking.
- Blue signs indicate that it is **MANDATORY** to carry out an action such as wearing personal protective equipment.
- A triangular sign with a black edging and a yellow background indicates **WARNINGS** of a hazard and should contain a black pictogram.
- Green signs identify or locate safety equipment as well as marking emergency escape routes.

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Where there is a risk to health and safety that cannot be controlled by any other means, signs will be displayed for example where:

- There is a risk of exposure to excessive noise.
- There is low head room.
- Speed needs to be restricted.

It is company policy to ensure that any signs that are provided for safety reasons are:

- Maintained in a good condition.
- Positioned in the correct location,
- Explained to employees, contractors and visitors to ensure that they are aware of the meaning of the signs and the correct action taken.
- Signs are cover non English workers where appropriate.

3.32 Young Persons

The Health and Safety Executive classify all people under the age of 18 years of age as a young person including children under the age of 16. This definition applies to students, trainees and children on work experience and classify them as employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the company premises. Where the assessment has been completed the employer must ensure suitable and sufficient control measures are implement to control the risks.

Children under 13 years old are prohibited from any employment. Children between 13 and the minimum school leaving age (MSLA) can undertake work experience schemes approved by the education authority. If the company offers placements to students, trainees or children they will be treated as employees and will be provided with the same health and safety protection as employees.

Before the young person starts work or work experience managers should:

- Assess the risks to young people, under 18 years old; which should include:
 - the fitting-out and layout of the workplace and workstation;
 - the nature, degree and duration of exposure to physical, biological and chemical agents;
 - the form, rate and use of work equipment and the way in which it is handled;
 - the organisation of processes and activities;
 - the extent of the health and safety instruction provided, or to be provided, to the young people concerned;
 - the risks from agents, processes and work are listed in Appendix 1; and
 - the physical capabilities of the young person to do the task.
- Take account of their inexperience, lack of awareness of existing or potential risks, and immaturity;
- Address the specific factors raised in the assessment to the risk;

- Where work experience placements are planned, provide information to parents of young people under the minimum school leaving age about the risks and the control measures introduced;
- Take account of the assessment of the risk in determining whether the young persons should be prohibited from certain work activities, except where they are over the minimum school leaving age and it is necessary for their training; and
- Where the risks are reduced so far as is reasonably practicable and where proper supervision is provided by a competent person.

Children below the MSLA must not be employed in industrial workplaces such as construction sites except when on work experience and must not undertake work which:

- Is beyond their physical or psychological capacity: this doesn't have to be complicated, it could be as simple as checking a young person is capable of safely lifting weights and of remembering and following instructions;
- Involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way;
- Be aware of substances a young person might come into contact with in their work, consider exposure levels and ensure legal limits are met;
- Involves harmful exposure to radiation;
- Exposes a young person to radiation and does not exceed the allowed dose limit;
- Involves risk of accidents that cannot reasonably be recognised or avoided by young people due to their insufficient attention to safety or lack of experience or training;
- A young person might be unfamiliar with 'obvious' risks; an employer should consider the need for tailored training/closer supervision;
- Has a risk to health from extreme cold, heat, noise or vibration; and
- In most cases, young people will not be at any greater risk than adults and for workplaces that include these hazards it is likely there will already be control measures in place.

3.33 Temporary Works

Temporary works is defined in BS5975:2008 'code of practice for Temporary Works procedures and permissible stress design of false work' as those parts of the works that allow or enable construction of, protect, support or provide access to, the permanent works and which might or might not remain in place at the completion of the works. Temporary works include, but not limited to:

- Earthworks – trenches, excavations, temporary slopes and stockpiles.
- Structures – formwork, false work, propping, facade retention, needling, shoring, edge protection, scaffolding, temporary bridges, site hoarding and signage, site fencing, coffer clams.
- Equipment/plant foundations – tower crane bases, supports, anchors and ties for construction hoists and mast climbing, working platforms (MEWPS), ground works to provide suitable locations for plant erection, such as mobile cranes and piling rigs.

Site Management will be trained as Temporary Works Co-Ordinator (TWC) and will have in place effective arrangements for controlling risks arising from the use of temporary works.

We shall adopt the following temporary works procedure:

- Preparation of an adequate design brief;
- Completion and maintenance of a temporary works register;
- Production of a temporary works design (including a design risk assessment and a designer's method statement where appropriate);
- Independent checking of the temporary works design;
- Issue of a design/design check certificate, if appropriate;
- Pre-erection inspection of the temporary works materials and components; and
- Control and supervision of the erection safe use. Maintenance and dismantling of the temporary works procedure to:
 - check that the temporary works have been erected in accordance with the design and issue a formal 'permit to load' where necessary; and
 - confirm when the permanent works have attained adequate strength to allow dismantling of the temporary works and issue a formal 'permit to dismantle' where necessary.

3.34 Road Works

All road works must comply with the New Roads and Street Works Act, and the Traffic Safety Measures set out in Chapter 8 of the Traffic Signs Manual, in addition we shall:

- Inform the relevant authorities (within notice periods) prior to commencing works;
- Ensure that suitably qualified and competent persons with the relevant RASWA qualifications plan and manage roadwork's and signage;
- Hi-visibility Clothing shall be worn at all times;
- Ensure service drawings are obtained and checked;
- Take special care when working in the centre of the road, at pedestrian crossings, at junctions and at roundabouts.
- Ensure there is enough space for the work to be carried out without affecting the safety-zone (area that is provided to protect you from the traffic and the traffic from you). Use traffic control measures if the road is not wide enough for two-way traffic;
- Ensure pedestrians are given clear access and are protected from both the works and the traffic by a 'safety-zone';
- Ensure sufficient warning/traffic signs, barriers, cones and lamps are available;
- Place the first sign far enough away from the works to give early warning of the hazard;
- Face oncoming traffic when setting up safety signs;

- On two-way roads set out the signs for traffic in both directions;
- Secure signs and barriers so they cannot be blown or dislodged by passing traffic, by using sacks of fine material e.g. sand;
- Check signs regularly to ensure they are clean and in the correct position;
- All signs must be reflective or adequately lit after dark; and
- Mud and other materials shall not be allowed to spread from the work area onto the footpath or road. Roads and footpaths must be kept clean and free from debris at all times.

3.35 Work Equipment and Maintenance

The Provision and Use of Work Equipment Regulations (PUWER) emphasise the general duties that are written in the Health and Safety at Work etc Act 1974. The regulations apply to all work equipment, including second-hand, hired, leased or privately owned equipment when used at work.

It is the company's policy to ensure that all equipment used complies with the regulations.

Wherever there is any significant risk to health and safety due to the work equipment the company will: -

- Undertake full risk assessments for the equipment that is being used and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment;
- Ensure that employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on the employee's personnel file;
- Ensure that all necessary safety controls are in place such as guards, isolation switches etc.
- Ensure that all work equipment is maintained and inspected as required by the manufacturer's instructions. Records of all inspections will be held on file for future information.

In order to comply with the regulations relating to maintenance the company will: -

- Ensure that all work equipment is maintained and kept in good working order and where necessary a written maintenance log kept up to date;
- Ensure that all work equipment is provided with a suitable means of isolation to ensure that the electricity or other sources of energy can be switched off when maintenance work is being undertaken;
- Ensure that when equipment is isolated it cannot be reconnected to the power supply if it will expose the maintenance engineer to risk to his/her health or safety.
- All persons who maintain, supervise or manage maintenance work are competent to do so.; and
- Provide comprehensive health and safety information relating to specific equipment and where necessary written information about the maintenance requirements for the machinery/equipment.

It is the company's aim so far as reasonably practicable, to take all practical steps to safeguard the health, safety and welfare of all employees who are required to maintain work equipment along with any other person who may be affected by the task.

The company, after consultation with relevant employees will: -

- Undertake suitable and sufficient risk assessments, identifying how equipment should be isolated prior to carrying out any maintenance work;

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- Undertake suitable and sufficient risk assessments, identifying how heavy parts of machinery are required to be moved or when anyone is required to travel into any dangerous areas to undertake the task (e.g. Working on the roof of the premises etc);
- Undertake suitable and sufficient risk assessments, of all hazards presented if and when guards are removed from any machinery;
- Implement the appropriate measures for the protection of anyone undertaking maintenance operations when the assessment has indicated that the task involves significant risk to health or safety;
- Supply all necessary personal protective equipment that is required to be worn when the maintenance work is being undertaken; and
- Ensure that all staff are fully aware of reporting procedures so that a responsible person can be informed of any problems or implement any necessary remedial action.

The company will provide relevant employees with all the necessary information, instruction and training as far as reasonably practicable to safeguard the health and safety of the maintenance engineers and any other members of staff who are required to undertake maintenance activities.

It is the responsibility of Site Management to ensure that suitably qualified persons undertake all maintenance activities and the tasks are adequately supervised.

3.36 Mobile Phones

Using a phone whilst driving

The use of a hand-held phone or similar hand-held device whilst driving has been prohibited since December 2003.

Regulation 104 of the Road Vehicles (Construction and Use) Regulations makes it an offence for a person to drive a motor vehicle if they cannot have proper control of the vehicle.

Since 2003 it has been a specific offence to operate a hand-held mobile phone while driving – the penalty for doing so is 6 points on your licence and a minimum fine of £200. If your case goes to court, you may face disqualification from driving and a fine of up to £1,000. Drivers of buses or goods vehicles can be fined up to £2,500.

In order to ensure the safety of staff, hands-free kits will be provided for employees who are required to use mobile telephones whilst working away from the company premises.

Under no circumstances are members of staff permitted to use hand-held telephones or any similar hand-held device e.g. Personal Data Assistant (PDA) or Palm Pilot whilst driving. A hand-held device is something that "is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function."

The prohibition also applies whilst stopped at traffic lights or during other hold-ups that may occur during which a vehicle can be expected to move off after a short while.

Provided that a phone can be operated without holding it, then the law does not prohibit hands-free equipment. However, the Government advises that drivers should NOT use a mobile phone in the car at any time and drivers still risk prosecution (for failure to have proper control) even if they use hands-free phones when driving.

General use of mobile phones

- During meetings, users should be considerate of other people and avoid causing a distraction;

- Mobile phone users may be more at risk from slips and trips if walking around whilst using them so extra care should be taken;
- Radio signals can cause interference with sensitive electronic equipment such as that found in hospitals or airports. Always observe warning signs and switch off the phone where required/requested to do so;
- Do not press the telephone to your ear or the side of your head; try to leave a gap between your ear and the handset if possible;
- When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak as the person you are communicating with may be driving at the time; and
- Do not leave mobile phones on display in a vehicle nor use them in areas where you feel at risk of robbery. If challenged give the equipment up immediately.

3.37 Disciplinary Rules

The company believes that health and safety is a crucial factor that needs to be taken into account when running a business. To enable the company to control health and safety, a number of safety rules as been drawn up and these are issued to all persons working on our premises.

Failure to comply with the rules may result in employees being subject to disciplinary action. Employees may be disciplined for gross misconduct if after investigation the company believes that they have acted in any of the following ways:

- Deliberately breaking any written safety rules.
- Removal or misuse any piece of equipment, label, sign or warning device that has been provided by the company (or its agents) for the protection and safety of its employees, contractors and visitors.
- Use of a naked flame in a no smoking area.
- Failing to following laid down procedures such as method statements, permit to work systems and COSHH assessments.
- Behaving in a manner that could lead to accidents, including horseplay, practical jokes etc.
- Undertaking any action that may interfere with an accident investigation.

Prior to any disciplinary action, the Managing Director will seek advice from the Health and Safety Manager.

Contractors employees who fail to comply will be asked to leave site and will not be permitted to work on any of the company's sites in the future. Depending of the severity and frequency of health and safety non-conformances a decision may be made that we may no longer work with this contractor. This decision will be made by the Managing Director with advice from the Health and Safety Manager.

3.38 Monitoring, Auditing and Review

The Health and Safety Policy is formally reviewed every 12 months by the Managing Director and the Health and Safety Manager. The review will take into account changes in legislation, the introduction of new industry technology and where working practices have changed in the company's activities or circumstances.

Any changes to the policy shall be made by the Health and Safety Manager and authorised by the Managing Director.

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Compliance with the health and safety policy, site rules, systems and procedures will be monitored as following:

- Weekly health, safety and environmental inspections will be completed by site management, the contents of these inspections will be checked by the Health and Safety Manager.
- Monthly Sub-contractor health and safety checks are completed by senior management.
- Health and Safety Inspections are completed by the Health and Safety Manager.
- Accident statistics are reviewed monthly by the Health and Safety Manager.
- Accident investigation reports.
- Near misses, suggestions and complaints will be monitored monthly by the Health and Safety Manager.
- HSE visits, corresponded and enforcement will be closely monitored by the Health and Safety Manager and Managing Director.
- ill health information will be reviewed immediately upon receipt.

Sites will be audited on an annual basis, the audit will check compliance with legislation, health and safety policy, site rules and health and safety procures.

Results of audits and monitoring will be feedback at the six monthly performance review meeting held with the Managing Director, Construction Director and Health and Safety Manager. The Health and Safety Manager will provide a written report identifying the results and any action that has been taken. The report will be reviewed and additional actions identified where necessary.

Following the review a health and safety performance objective will be issued to sites outlining the objects for the next six months which identifies action to be taken in order to improve our health and safety performance.

4.0 Health

4.1 (WRULDS) Work Related Upper Limb Disorders

These include problems with the shoulder and arm, including the forearm, elbow, wrist, hand and fingers. WRULDS can include neck pain.

WRULDS are widespread across a range of industries and jobs. Any type of work that involves a worker using their arms to carry out tasks can lead to WRULDS. Computer use and assembly work are frequently associated with the WRULDS, but there are many other tasks that may have higher risks.

There is a wide range of symptoms, such as tenderness, aches and pains, stiffness, weakness, tingling, numbness, cramp or swelling. The symptoms may be slight but even if they are they should not be ignored. Something may be wrong which needs to be dealt with.

What is the difference RSI and WRULDS?

They basically refer to the same condition, although the term repetitive strain injury is used by some to refer to pain in the arm when working with computers. The term WRULDS covers a range of other medical conditions. HSE prefers to use the general term ULD because problems might not be due to the strain and there may not be any sign of injury.

WRULDS can be successfully managed in the workplace by:

- Assessing the risks – this means looking around your workplace to see which jobs may cause harm;
- Reducing the risk of ULDS – this could mean changing the way work is organised; and
- Helping sufferers back to work.

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Assessing the risks of WRULDS in your workplace:

The main areas that are likely to increase the risk of WRULDS are listed in the table below. They can interact with each other to increase the risk.

Uncomfortable working positions

These include moving the arm to an extreme position, e.g. working above head height, working with a very bent elbow, or holding something in the same place for a period of time.

Using a lot of force

This includes handling heavy objects, carrying out fast movement or having to overcome friction, such as undoing a belt.

Carrying out a task for a long period of time

The risk of injury generally increases with the length of time a task is carried out. Carrying out a task for short period of time is unlikely to cause an injury, except where the task requires a lot of effort.

Poor working environment

Working in cold temperatures or handling cold items; dim light, shadow or glare which cause a worker to adopt an awkward position to see better and vibration can increase risk of ULDS.

Underlying effects of the work and conditions

They include lack of control over the work and speed, excessive demands, fears over loss of job and lack of status. They are sometimes called psychosocial issues.

Individual Assessments

Individuals are different in terms of their body size and reach, age, ability (particularly in the case of new pregnant employees) health and disabilities. Some workers are more affected by certain risks. Some may differ in their attitude towards safe working practices and in reporting symptoms.

As employees we shall avoid the need for hazardous manual handling as far as is practicable. The risks of injury due to manual handling shall be assessed, specifically for hazardous manual handling which cannot be avoided. The Risk Assessment shall take account of the risk of injury from manual handling operations.

The principal objective of the Risk Assessment is to minimise the risk from the activities and evaluate if the operation can be undertaken by utilising different methods. Mechanical means can be utilised in many circumstances but some may not be achievable. Where practicable it is essential that the following are measured with respect to the Risk Assessment:

The Tasks; do they involve holding loads away from the body, twisting, stooping, reaching upwards, large vertical movements, carrying distances, pushing, pulling, movement of loads, repetitive handling, insufficient rest of recovery times at work rate imposed by a process. Are the loads heavy, bulky, uneven, difficult to grasp, unstable or unpredictable, potentially harmful e.g. sharp, hot.

Does the working environment put constraints on posture, has it got uneven floor levels, is the environment too hot / cold / harmful, are there strong air movements, poor lighting, restrictions on movement or posture from clothes or personal protective equipment. Does the capacity of the individual meet the ergonomic requirements of the person undertaking the operation such as health problems, preparing etc.

The layout of the workplace should be assessed.

Supplier shall be consulted in relation to lifting operations and provisions shall be adopted to ease lifting and guidance must be given.

Training is important in overcoming harm from lifting operations; however other options must be addressed such as the use of mechanical aids, ensuring that loads can be lifted and assessments made to avoid harmful lifting activities. The following shall be adopted which provide guidance for good handling techniques:

- Stop and think. Plan the lift. Where is the load going to be placed. Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift – such as floor to shoulder height – consider resting the load mid-way on a table or bench in order to change grip;
- Place feet apart, as far as is comfortable giving a balanced and stable base for lifting;
- Adopt a good posture. Bend knees so that they are as level with the waist as possible, do not kneel or over flex the knees. Keep the back straight (tucking in the chin helps). Lean forward a little over the load, if necessary to get a good grip. Keep shoulders level and facing in the same direction as the hips;
- Get a firm grip. Try to keep the arms within the boundary formed by the legs. The optimum position and nature of the grip depends on the circumstances and individual preference, but it must be secure. A hook grip is less fatiguing than keeping the fingers straight. If it is necessary to vary the grip as the lift proceeds, do this as smoothly as possible;
- Don't jerk. Carry out the lifting movement smoothly, keeping control of the load;
- Move the feet. Do not twist the trunk when turning to the side;
- Keep close to the load. Keep the load close to the body for as long as possible. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible try sliding it towards you before attempting to lift it; and
- Put down, then adjust. If precise positioning is necessary, put it down first, then slide it into the desired position.

4.2 Hazardous Materials

The Control of Substances Hazardous to Regulations (COSHH) places a duty on the company to secure the health and safety of all persons so far as is reasonably practicable from hazards in the use of, handling, storage and transportation of substances hazardous to health.

The company acknowledges that no substance can be considered completely safe and therefore we will take all reasonable steps are taken to prevent exposure to hazardous substance or at least control within the statutory limits.

A COSHH Assessment shall be utilised to identify substances and work processes which may create health problems and identify control measures in order to control the risk. Site management with assistance from the Health and Safety Manager will produce COSHH Assessments for substances used by the company, contractors are responsible for providing COSHH Assessments for the substances they use. COSHH Assessments will be reviewed annually by the Health and Safety Manager and generic COSHH Assessments will be available on the company intranet for employees to use and amend accordingly.

The COSHH regulations requires the company to:

- Compile an inventory of substances;
- Obtain manufacturers data sheets for substances;
- Determine which substances are hazardous and the development of a hierarchy of control;
- Provide appropriate training; and
- Undertake medical surveillance where the assessments identify this requirement.

Health surveillance is a mandatory process listed in schedule five of the COSHH ACOP.

Where some substances have a potential to be dangerous to health, they should be exchanged for less harmful alternatives. If the substance is exchanged, the measures to control the use of the substance must be assessed and put into practice.

The buyer and site management shall make sure that the relevant COSHH data sheets are available.

Substances that are delivered to the company's premises will be appropriately labelled.

Managers are responsible for ensuring the contents of the COSHH Assessment is brought to the attention of those using the substance and that they have the correct PPE/RPE to carry out the task. Site management are responsible for monitoring the activity to ensure appropriate control measures are implemented and maintained.

Site management shall maintain a COSHH record file for each site, and shall include relevant COSHH information in the health and safety file where applicable. In addition COSHH Assessments will be archived and save for a period of 40 years.

Users of the substance are required to:

- Attend COSHH awareness training;
- Read container labels prior to use;
- Receive information regarding the risks associated with the substance – COSHH Assessment;
- Adopt safe working practices;
- Wear PPE/RPE as indicated on the COSHH Assessment;
- Report hazards and defects immediately to management;
- Store substances safely;
- Dispose of substances as instructed; and
- Remove substances when not in use and store safely.

4.3 Hand Arm Vibration

Vibration White Finger (VWF) is the most common symptom of Hand Arm Vibration Syndrome (HAVS) and is frequently associated with road drills, compactors, power hammers, power drills, and chain saws.

With the rise in the use of mechanical hand tools there are health risks associated with continued use, these are:

- Vibration White Finger; and
- Carpal Tunnel Syndrome.

These cause permanent and painful numbness and tingling in the hands and arms, painful joints and muscle weakening and damage to bones in the hands and arms.

The magnitude of vibration can vary according to the type and model of tool and materials being worked. Avoiding high vibration tools is a big step towards reducing exposure to vibration.

Older tools tend to produce more vibration than modern tools. Many modern tools have been specifically designed to reduce Hand Arm Vibration (HAV). The use of a new power tool may not solve the problem. If the tool chosen is not suitable for the job to be done, it could increase the risk.

There are general duties under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 to assess the risks from using power tools and to reduce them so far as is reasonably practicable. The Provision and Use of Work Equipment Regulations 1998 also apply.

The power tool selected shall be:

- Suitable for the work it is intended to do and the condition in which it will be used;
- Used only for operations and in conditions for which it is suitable;
- Designed and constructed so as to reduce the risk from vibration;
- Used only by workers trained to use it safely; and
- Properly maintained throughout its working life to sustain its best vibration performance. These actions shall also help in complying with the control of vibration at work regulations.

Power tool manufacturers (and importers, suppliers and tool hire firms) can help in the selection of the most suitable and safest tools for your particular needs. They can provide useful information and advice about tool vibration, selection and management. They have a duty to provide information on managing vibration risks that they have been unable to eliminate by design.

Anyone supplying power tools for use in the UK must comply with the Supply of Machinery (Safety) Regulations 1992 (as amended) of the legal duties of power tool suppliers, manufacturers, importers and hire companies.

Power tools must be designed and constructed so as to reduce risks from vibration to the lowest level possible making use of technological progress.

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An instruction book must accompany power tools and it must include:

- Warning about any vibration-related health and safety risks from using the tool;
- Information on the limit of safe use; and
- Power tools must be designed and constructed so as to reduce risks from vibration to the lowest level possible making use of technological progress.

In accordance with the Control of Vibration at Work Regulations the company shall ensure:

- The limit value of 5m/s^2 for daily exposure is not exceeded;
- Risk Assessments are produced;
- The daily exposure action value of 2.5m/s^2 A (8) is not exceeded;
- Usage times are obtained from manufacturer's and communicated to those using the equipment;
- The use of vibrating tools are eliminated where possible, where elimination is not practicable, reduction of exposure to vibration shall be reduced as low as is reasonably practicable;
- A programme of measures to be taken at the action values to reduce vibration to a level as is reasonably practicable;
- Actions are taken at limit values and prohibitions on exceeding the limit values;
Health surveillance shall be carried out with employees exposed to vibration ; and
- Employees shall receive all necessary information, instructions and training associated with the equipment used.

Users of equipment can help to reduce exposure to vibration by:

- Use of low vibration equipment;
- Tools are kept sharp;
- Avoid over gripping the tool;
- Keep fingers and hands warm; and
- Reduce the amount of time spent using vibrating tools.

4.4 Noise

Noise is commonly defines as unwanted sound and can lead to permanent damage and illness when individuals are exposed to high noise levels.

Noise induced hearing loss is a gradual, irreversible process, which causes misery to those affected and costs the industry millions of pounds in claims. Protecting people from harmful noise through engineering techniques and the issue and wearing of suitable protection is worth the effort of both time and money.

Noise should be eliminated at source or reduced to a low level as is reasonably practicable.

Action levels

Noise is measured in decibels (dB), and when the measurement is for use in hearing protection; it is measured using an 'A' weighed filter (A). A time weighted average, Leq, is then used to give us a base measurement or sample Leq, e.g. 80 dB (A).

The Control of Noise at Work Regulations sets 'Action Values', which can be measured as levels of daily or weekly exposure.

1st Action Level is LEPd 80 dB (A)

2nd Action Level is LEPd 85 dB (A)

Any exposure at or above the Lower Action Value requires a risk assessment to be carried out and an action plan produced.

Any exposure at or above the Upper Exposure Action Value requires hearing protection zones to be established and the mandatory wearing of hearing protection.

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Hearing Protection

Whilst there is no legal requirement to provide hearing protection until the Lower Exposure Action Value is reached it is the company's policy to make hearing protection available to employees on request.

Management Action

All work on site shall be pre-planned and information obtained from manufacturer's; where possible site management and the Health and Safety Manager shall take noise readings whilst activities are undertaken to verify the information provided by the manufacturer and to establish whether or not hearing protection is required. In addition, employees shall be given details of the assessment and the information contained, and this must be given prior to starting operations. Work shall then be monitored to ensure that noise control and wearing of hearing protectors is implemented. Contractors are responsible for providing information regarding exposure to noise and to provide their employees with the appropriate hearing protection.

Employees who are in any doubt about the need for an assessment, shall contact the Health and Safety Manager. The wearing of hearing protectors shall be enforced until an assessment has been made.

4.5 Whole Body Vibration

In accordance with the Control of Vibration at Work Regulations 2005 the company shall ensure:

- A suitable Risk Assessment is produced, reviewed and regularly updated;
- The use of vibrating plant is eliminated where possible, where elimination is not reasonably practicable, reduction of exposure to vibration shall be reduced as low as is practicable;
- The limit value of 1.15 m/s² A(8) for daily exposure is not exceeded;
- Action is taken to reduce risks where exposure to whole body vibration is above 0.5m/s² A (8);
- A programme of measures is to be taken at the action values to reduce vibration to a level as is reasonably practicable;
- Actions are taken at limit values and prohibitions on exceeding the limit values;
- Weekly averaging of exposure to vibration in specified circumstances; and
- Employees shall receive all necessary information, instructions and training on health risks and controls.

4.6 Asbestos Containing Materials

Offices

The Control of Asbestos Regulations 2012 requires employers to prevent employees and others on the premises from being exposed to asbestos. Therefore the company will ensure an asbestos survey is completed on our office buildings that were built before the year 2000.

Where asbestos has been identified an asbestos management plan will be produced and the condition of the asbestos will be closely monitored in accordance with the requirements set out in the plan. Where the asbestos is damaged or poses a risk to health this will be removed or encapsulated by a specialist contractor.

The contents of the asbestos survey and the asbestos management plan will be brought to the attention of anyone undertaking works on the building that may be affected, where works are affected by the presences of asbestos containing materials (ACMs), ACMs will be removed prior to works commencing.

Employees who are likely to be affected by asbestos will received asbestos awareness training and refresher training will be carried out every 2 years.

Sites

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Prior to any works commencing a refurbishment/demolition survey will be obtained and reviewed and where asbestos is present and is likely to be disturbed during the work activities, the asbestos will be removed by a specialist contractor in accordance with a plan of works.

Site management and those likely to be affected by asbestos containing materials will receive asbestos awareness training, refresher training will be carried out as a minimum every 2 years.

The Health and Safety Executive will be notified in line with The Control of Asbestos Regulations 2012.

Specialist contractors will be required to provide the following information prior to any works commencing:

- Copy of the contractors asbestos licence;
- Copy of the contractors waste carriers licence;
- Copy of the HSE asbestos notification (14 days notice for licenced work or for notifiable non-licensable work);
- Plan of works and associated risk assessments;
- Proof of training for supervisors and operatives;
- Medical certificates;
- Face fit testing;
- Examination and maintenance certificates for equipment used i.e. decontamination unit, HEPA vacs , respiratory equipment etc.

Skips used on site will be lockable and appropriately signed. Waste consignment notes will be provided for any asbestos materials that are removed from site. Where asbestos is not removed the location of the asbestos will be identified on a plan which will be contained in the Health and Safety File handed to the client at the end of the project.

Where required a certificate of reoccupation will be completed to ensure that the previously contained area is totally clear before reoccupation. The reoccupation certificate will be carried out by a contractor who is accredited under UKAS to ISO/IEC 17020.

During any asbestos removal, the work areas will be segregated in accordance with the plan of works.

Employees and contractors will be informed of the presence of asbestos and the asbestos emergency procedures at site induction. It should not be discounted that additional asbestos containing materials may be uncovered during the site activities, therefore it is important those who may come in contact with asbestos have attended asbestos awareness training and are fully aware of the action to take in the event suspect material is found.

Site Health and Safety Emergency Procedures

Asbestos

1. if asbestos is located within a building or property, work will be suspended until it has been removed by a specialist contractor.
2. Where there is any doubt about the nature of any material found it will be treated, as asbestos and all work will stop until the material has been tested and it is deemed safe to continue.
3. If suspected asbestos is discovered once work has commenced and the material is undamaged, no further work should be undertaken that could cause the deterioration of the asbestos. Site management should be contacted immediately. If the asbestos is damaged, evacuate the area and seal off ensuring no-one enters.
4. Upon notification of the discovery of a suspected material, site management are to notify the Health and Safety Manager and the Construction Director and clients in accordance with their procedures. Arrangements will be made for the suspect material to be sampled.
5. If the material is confirmed as containing asbestos, an assessment will be made to determine whether the works will result in people being exposed to asbestos.
6. if the assessment indicates no exposure is likely the works may continue and the asbestos register will be updated.
7. If the assessment indicates exposure is likely, the asbestos will be removed by a specialist contractor prior to works continuing.
8. In the event that any employee or contractor inadvertently damages an ACM, the following procedure will apply:
 - Leave the room or area, close doors and switch off any ventilation equipment.
 - Remove outer clothing that may have been contaminated and leave on the floor adjacent to the room in which the damage occurred.
 - Immediately inform site management and await further instructions.
 - Site management to immediately contact the Health and Safety Manager and construction director.
9. If there has been an uncontrolled release at a concentration that exceeds the appropriate control limits, a record should be made on the employee's personal record and a copy given to the employee. These records shall be held for 40 years.

Where uncontrolled release occurs, the incident will be fully investigated by the Health and Safety Manager.

4.7 Preventing Dermatitis at Work

Occupational dermatitis is caused by the skin coming into contact with certain substances at work. Because of this it is sometimes called 'occupational contact dermatitis'. It is not infectious, so it cannot be passed from one person to another.

How quickly you get it depends on a number of things:

- The substance;
- Its strength and potency; and
- How long and how often it touches the skin.

Some things might affect you almost the first day you use them, some might take weeks, months or even years to cause occupational dermatitis. Dermatitis usually affects the hands or forearms, the places most likely to touch the substance. But you can get it on your face, neck or chest from certain types of dusts, liquids and fumes. Dermatitis can even spread to parts of your body that haven't been in contact with the substance. It can be very painful. But with a little care most cases can be prevented by adhering to the following:

- Wear the right sort of gloves and remember to change them frequently;
- Use a moisturising cream before and after work. this will help to replace the natural oils that your skin loses when you wash or when you come into contact with detergents and solvents;
- Wear a face shield or full-face mask, and protective coveralls if you do a job where liquids, fumes or dust that can cause dermatitis might get onto your face and neck;
- Keep your skin clean;
- Make sure protective clothes are clean and intact;
- Keep the workplace clean, including machinery and tools;
- When using diluted chemicals, make sure they are diluted to the correct strength – if they are over strength they are more likely to cause dermatitis;
- Inform employees about any substances they work with that can cause dermatitis, train employees to use any control measures you provide;
- Provide the right protective clothing and gloves, seek advice from your supervisor on the different types of clothing appropriate for different jobs to protect against different substances;
- Ensure protective clothing is cleaned and replaced regularly (unless they are disposable); and
- Ensure there are adequate washing facilities.

We have a duty under the Control of Substances Hazardous to Health Regulations and the Management of Health and Safety at Work Regulations to prevent employees from coming into contact with substances hazardous to health which cause dermatitis. If it is not reasonably practicable for you to prevent their exposure to these substances, the law says you must do what you can to control that exposure.

All persons at risk will be subject to routine health monitoring as part our Health Surveillance programme.

4.8 Weil's Disease (Leptospirosis)

People working in areas where there may be contact with rat urine, or water contaminated by rats, may contract leptospirosis (or Weil's disease). The infection can enter the body through damaged skin, the nose or the mouth.

The disease is a form of jaundice and can be fatal or result in permanent disability if it is not diagnosed and treated at an early stage. The symptoms are similar to flu.

Areas of risk include sewers, drains, watercourses (rivers, streams and so on), canals, docks, derelict buildings, rubbish tips, farms and other places that may be infested with rats.

People working in likely contaminated areas should make sure that any cuts or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a waterproof dressing. After contact with untreated water, you should thoroughly wash your hands and forearms with soap and water, especially before eating, drinking or smoking. People should not rub their nose, mouth or eyes while they are working.

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We will give leptospirosis cards to those employees who are at risk, and they should show these whenever they go to their doctor or hospital.

4.9 Work Related Stress

The company is committed to protecting the health, safety and welfare of its employees. The company wishes to provide long-term and rewarding work for its employees and to ensure that in carrying out our duties, employees are not affected detrimentally in any way. The company recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. The policy detailed below has been developed in accordance with HSE Management Standards as documented with INDG424 'working together to reduce stress at work'.

This guidance applies to everyone in the company. Managers are responsible for implementation and the company is responsible for providing the necessary resources.

Definition of Stress

The Health and Safety Executive define stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be positive state of mind if managed correctly, and stress which can be detrimental to health.

Stress is a complex phenomenon, and is often generated by variety of causes both inside and outside of the workplace.

Outside Work Pressure and Demands

The company recognises that at any one time a proportion of its employees may be suffering the result of such trauma in their private life. Without in any way wishing to be intrusive, it wishes to support such employees and provide assistance as is necessary. The employee's workload may add to the problems caused by a trauma in their private life. The company encourages all employees to advise their manager of any occurrence, and should notification be made, expects managers to try and assist, by relieving the load on the employee wherever possible.

Increased Responsibilities

The company wishes to encourage those employees who seek more responsibility to attain it, and will provide encouragement and training to enable employees to reach the level of responsibility they are happy with.

The company also recognises that some employees will not wish to take on more responsibility and will not seek to urge such employees to change their views on this.

As a result of an employee taking on a level of responsibility for which they subsequently discover they are not suited, or as a result of an unexpected or unplanned increase in workload, the company accepts that employees may be placed in a situation where they are unable to cope and, if their health is not to suffer, changes need to be made. All employees experiencing such problems are expected to advise their manager of their problems. The company expects all managers to be sympathetic and to take steps to try to relieve the load on the employee.

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Statement of Intent

- The company will seek to identify workplace stressors and aims to eliminate stress or control the risks from stress;
- The company will seek to consult with Health and Safety Manager on proposed action relating to prevention of workplace stress;
- The company will seek to provide training for all managers and supervisory staff in good management practices and to recognise and tackle the cause and effects of stress in the workplace;
- The company will sign post individuals to confidential counselling for employees affected by stress caused by either work or external factors; and
- The company will seek to provide adequate resources to enable managers to implement the company's agreed stress management strategy.

Expected Behaviours:

Managers

- Ensure good communication between management and staff, particularly where there are organisational and procedural changes;
- Ensure staff are trained to carry out their roles;
- Ensure staff are provided with development opportunities;
- Monitor loads to ensure that employees are not overloaded;
- Monitor working hours and overtime to ensure employees are not overworking;
- Monitor holidays to ensure that employees are taking their full entitlement;
- Attend training as necessary in good management practices and health and safety;
- Ensure that bullying and harassment is not tolerated within their jurisdiction; and
- Be vigilant and offer support to an employee who is experiencing stress outside of work e.g. bereavement or separation.

Health & Safety Manager

- Provide specialist advice and awareness training on stress;
- Support individuals who have been off sick with stress and advise them of their management on a planned return to work;
- Refer to counsellors and specialist agencies as appropriate;
- Monitor and review the effectiveness of measures to reduce stress;
- Inform the employer of any changes and developments in the field of stress at work;
- Give guidance to managers on the stress policy; and
- Assist in the monitoring of the effectiveness of measures to address stress by collating sickness absence statistics.

Employees

- Raise issues of concern with the Health and Safety Manager or their manager; and
- Accept opportunities for counselling when recommended.

Reference should be made to the following documents:

- Tackling stress – a guide for managers; and
- Tackling stress – information for employees.

4.10 Display Screen Equipment

The company recognises that the incorrect use of display screen equipment may result in some users suffering from upper limb disorders.

The organisation will endeavour to eliminate these issues through good workplace and job design, information and training.

Employees are required to complete a pre-design display screen assessment form which is issued to the Health and Safety Manager for review. The Health and Safety manager will provide advice on any action required to the user and their manager.

The assessments will be reviewed every two years or when a significant change takes place.

If the DSE user requests an eye sight test the company will meet the costs. If the test highlights the need for corrective lenses for VDU (visual display unit) the company will meet the costs for basic corrective lenses required.

4.11 Alcohol, Drug and Solvent Abuse

The company realises that the consumption of alcohol and drugs can be a serious problem not only for the abuser but also for their co-worker particularly where machinery is used or when performing high risk activities.

The possession of certain drugs by employees is illegal, exposing the abuser to criminal charges.

The company has a general duty under the Health and Safety at Work etc Act 1974 to ensure the Health, Safety and Welfare of its employees and those who may be affected, the company will also be breaking the law if they knowingly allow drug related activities on their premises and fail to act.

Signs of misuse

Managers are required to make a note of employees who show symptoms of alcohol or other intoxication when at work. These symptoms include:

- Smell of alcohol;
- Slurred speech;
- Unexplained and increased absenteeism;
- Instances of unauthorised absence or leaving work early;
- Poor time keeping i.e. lateness especially on returning after lunch;
- Unusually high levels of sickness/absence for colds/flu/stomach upsets;
- Dishonesty/theft;
- Unusual lack of co-ordination;
- Accidents;
- Tendency to be confused and fluctuation in concentration and energy; and
- Change in behaviour, particularly aggressiveness, irritability and mood changes.

Company procedures on drugs and alcohol

- Employees are expressly forbidden to consume alcohol when at work or to bring it onto the company premises without prior management permission. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.
- Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves subject to the company's disciplinary procedures. This also applies to employees believed to be buying or selling drugs or in possession of unlawful (i.e. un-prescribed) drugs.
- If an employee is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the Managing Director or nominated person shall be responsible for escorting them off the premises immediately, pending a further investigation.
- The company operates a random drugs testing scheme.
- A manager who feels an employee's or contractor's unsatisfactory performance may be drug or alcohol related will assess the individual's ability to work safely and act accordingly. The nature of the work they do will be a significant factor in this assessment and may result in the person being removed from the premises.

Safeguarding when dealing with drugs and alcohol problems

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It should be made clear that the company is aware that a person suffering with these problems will be dealt with fairly.

The company realise that:

- Absence for treatment and rehabilitation will be regarded as normal sickness;
- Relapse may occur; and
- The policy will be monitored with consultation with employees and the Health and Safety Manager.

Drug and Alcohol misuse awareness

All managers will be made aware of the effects of alcohol and drug use. All employees should also be made aware of the company procedures and information through induction, notices, poster and leaflets that are made available.

All employees are encouraged not to cover up for employees with a drink and alcohol problem but recognise that collusion represents a false sense of loyalty and will, in the long term, damage those employees and can put co-workers at risk.

Individual advice should be sought confidentially through the management structure of the company as identified in this policy.

4.12 Fitness for Work

From 6 April 2010 the 'sick note' ceased and was replaced by a Statement of Fitness for Work - 'fit note'.

The company will aim to assist individuals with recovery and help remove any challenges they may face when returning to work from an illness or injury.

Employees shall provide the Health and Safety Manager with a copy of the fit note.

The fit note will advise one of two options:-

- Not fit for work – doctor will advise the employee to refrain from work; and
- May be fit for work – taking account of the following advice (1) phased return to work (2) altered hours (3) amended duties (4) workplace adaptations.

Risk assessment shall be produced by the Health and Safety Manager for employees where advice is given for temporary and permanent adjustments required.

Employees and Managers shall ensure advice provided on the risk assessment is adhered to.

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4.13 Violence at Work

Violence is defined by the HSE as ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’. Verbal abuse and threats are the most common type of incident. Physical attacks are rare.

Both employers and employees have an interest in reducing violence at work. For employees, violence can lead to poor morale and a poor image for the company, making it difficult to recruit and keep employees.

Physical attacks are obviously dangerous, but serious or persistent verbal abuse or threats can also damage employees health through anxiety or stress.

How the company intends to effectively manage violence:

- Stage 1 – find out if there is a problem

You may think violence is not a problem at your workplace or that incidents are rare. However, it is important that the company speaks to employees to establish if there is a problem.

- Stage 2 - Decide what action to take
- Stage 3 - Take action
- Stage 4 – Check what has been done.

Detailed records of incidents that occur will be fully investigated by the Health and Safety Manager, the incident will be recorded and will take into account what happened, the outcome including any action taken.

4.14 Manual Handling

Manual handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders.

The company will avoid the need to undertake manual handling where possible, however accepts that some manual handling operations cannot be avoided.

Risk Assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable. Risk Assessments shall be produced by site management with assistance from the Health and Safety Manager.

When producing manual handling assessments consideration shall be given to the following:

- The task to be carried out;
- The load to be carried;
- The working environment;
- Individual factors; and
- Work organisational factors.

In addition consideration will be given to the use of mechanical aid and the level of training to be given to those performing the task.

A method statement will be produced outlining how the activity should be carried out in order to reduce the risk. Those carrying out the activity will be briefed on the contents and receive all necessary information, instruction and training.

Contractors are responsible for assessing manual handling risks associated with tasks they perform.

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4.15 Health Surveillance

The company takes health and welfare seriously. It is the company's aim to create an environment which is free of occupational risks, occupational illness and to encourage a culture of health and fitness. To achieve this the company requires help, involvement and commitment from all employees.

The company recognises that some health and safety legislation requires employers to provide health surveillance for their employees.

It is company policy to introduce health surveillance only where the risk cannot be adequately controlled by other means.

Risk assessment will be produced for activities carried out and will identify where health surveillance is required.

The company recognises that some activities may require the introduction of health surveillance and special consideration will be given to activities involving:

- Excessive noise;
- Hand arm vibration;
- Solvent fumes, biological agents and hazardous substances;
- Asbestos, lead or work with compressed air;
- Ionising radiation.

The company also recognises that although specific legal requirements do not exist the following operations may also require a degree of monitoring by means of health surveillance.

Activities, which may involve or result in: -

- Work related upper limb disorders
- Whole body vibration
- Manual Handling
- Night Working

Further advice on the appropriate course of action will be sought from the Employment Medical Advisory Service wherever necessary.

If employees are aware of any practises, procedures or systems that the company can improve or which are adversely affecting their health, they are advised to contact the Health and Safety Manager.

The company employees are encouraged to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of the company.

If any employee has any concerns about their health or if any screening questionnaire shows that further medical surveillance is required, then the company will send the employee to a designated company Doctor for the appropriate medical examination.

Employees will be required upon appointment to complete the following health questionnaires where applicable:

- Hand arm vibration;
- Hearing;
- Respiratory; and
- Skin.

The questionnaires will be assessed by the Health and Safety Manager and the outcome of the assessment will determine when the employee should be re-assessed or whether they should be sent to a Doctor for an appropriate medical examination.