



## **Health, Safety and Environmental Policy**

**July 2009**

## **Policy and Organisation**

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## 1. Introduction

This document sets out the company's philosophy on health, safety and welfare, and describes the ways in which that philosophy is put into practice. We are required under the provisions of the Health and Safety at Work etc Act 1974, to produce a statement of policy with respect to the health and safety of employees and others affected by the company's activities.

This document is intended to bring the company's statement of policy to the attention of all its employees, and to provide details of the organisation and arrangements for carrying out that policy, as required by the Act. A copy of the policy should be kept at all offices and sites and the statement of intent should be displayed on a health and safety notice board. Employees should read it and understand the importance that they have in putting the health and safety arrangements into practice.

A copy of the full document will be kept at Head Office. This will be kept up to date, and revised where there is a change in activities, personnel, or methods of work that affect the health and safety of employees. Procedures are to be in place to review the Policy periodically, and we envisage that the document and the procedures will evolve in line with our strive for continuous improvement in health and safety standards as the business develops.

This main Policy is the central controlling document for AstroSport Ltd and is aided by separate supplements for each specific division which forms part of our systems to generate a safe and healthy working environment, some of the other related documents are listed below which will be placed on site and in the head office:

- Company risk assessments, method statements and standard working procedures
- Company accident records
- Company training records
- Equipment safety inspection and examination records

Our work is diverse, but this document seeks to consider all of the company's activities, whether these are carried out on sites, in the office or elsewhere. The health and safety arrangements have to reflect the diversity of risks encountered by the employees.

Our health and safety systems should reflect current best practice, as described in the HSE publication HSG 65 "Successful Health and Safety Management". Part of this will involve monitoring the implementation of this Policy and reviewing the safety performance of the Company.

## 2. Health, Safety and Welfare Statement of Intent (Overall Policy)

The policy of AstroSport Ltd is to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, and other persons who may be affected by the Company's operations.

This statement is made in accordance with the requirements of the Health and Safety at Work etc Act 1974. The Company is firmly committed to health and safety as a core business requirement alongside quality, productivity and customer satisfaction. We recognise people as the Company's most valued asset and, in aiming for an injury free work environment; they will not be placed at unreasonable risk at any time.

Through a pro-active and efficient management system we aim to promote, maintain and continually improve health and safety to its highest possible standards, whilst upholding legal requirements as a minimum.

The Safety Director is the person having overall responsibility for health and safety and its organisation and arrangements within the Company. A unified approach is required throughout all levels of the Company to ensure the safety of all personnel, its sub-contractors and those affected by their work operations.

Responsibility for the implementation of this policy lies with management and supervisory staff, while all employees are responsible for ensuring they co-operate and comply with this policy and all related safety standards and practices.

The Company will make all necessary resources available to ensure a successful health and safety management system. Senior management will provide necessary guidance and documentation through:

- Accepted safety standards and procedures
- Adequate instruction, information and training, and
- Implementation and strict enforcement of the Company Policy at all levels.

The management formally review this Policy and associated procedures annually. This review will take into account consultation with the workforce and any changes to work operations, and to statutory legislation.

This Policy, and all subsequent revisions, will be made available at each work site for reference by any employee or interested party, as required.



C Whelan  
Director

Date: July 2009  
Review Date: July 2010

### **3. Organisation, Resources and Responsibilities**

This section of the policy sets out the safety responsibilities of each individual holding the roles detailed below, whether these roles are held as a full time position or functional role only.

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- 3.3 Site Operatives
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### 3. Organisation, Resources and Responsibilities

This section describes how we are organised to manage health and safety issues. Health, Safety & Environmental responsibilities have been clearly defined as follows and are no less important than the responsibilities they may have in performing any other function.

#### 3.1 Directors

- Ensuring that adequate resources are made available for the effective management of health and safety, both in terms of financial resources and personnel resources.
- Appointing competent persons to undertake delegated duties in relation to health and safety.
- Ensuring there is adequate health and safety advice and awareness at all levels of the company.
- Set a personal example by wearing appropriate Personal Protective Equipment within working areas.
- Creating a positive health and safety culture throughout the company.
- To liaise with the company safety advisers (Emprocom Ltd), including reviewing inspection reports and taking charge of problems that cannot be solved at management level, especially when this involves communication with any sub contractors.

#### 3.2 Site Supervisors / Foremen

- Ensure that any tailoring of the risk assessments is been carried out and recorded and that detailed SSOW are produced for works carried out.
- Ensure that concise instructions are given to operatives, detailing what precautions/actions must be taken to minimise risks to health or safety.
- Ensure any accident/incident is reported in accordance with Company policy (described in this document)
- Set a good personal example and ensure small plant, tools and equipment are being used correctly.
- Ensure that new employees, apprentices, young persons or occasional site workers are aware of the dangers and what precautions they must take.
- In conjunction with the Site Manager plan safety into all work activities. Ensure that work areas are maintained in a safe condition with the highest level of housekeeping.
- Ensure that the requirements of COSHH, Noise, Risk Assessments and Method Statements are brought to the attention of all operatives involved.
- When permits to work are issued, ensure that all operatives involved in the work operations understand and follow them.

- Actively encourage employees to report Health, Safety & Environmental problems.

### **3.3 Site Operatives**

- Be fully aware of the Company Safety Policy, its procedures and requirements.
- Ensure that any persons under their control are adequately supervised, trained or instructed with sufficient information in respect of any potential hazards.
- Observe all safety rules, requirements and notices at all times.
- Ensure that appropriate protective equipment and clothing is selected, issued, and used.
- Ensure that all safety devices provided are fitted, properly adjusted and used.
- Ensure that all accidents, incidents, injuries, damage, defects or dangerous occurrences are reported promptly to a Site Manager or Contract Manager.
- Co-operate with the Company in complying with the Health and Safety requirements set out in legislation, guidance, and within this Policy.
- Take an active role in ensuring and improving our health and safety systems.
- It is important that you feel able to ask questions about health and safety, and that you feel capable of doing the task you are doing in a safe manner. If in doubt, inform your immediate supervisor. **DO NOT TAKE CHANCES.**

### **3.4 Office Staff**

- Understand the Company Policy for Health, Safety and Environmental matters.
- Actively promote at all levels the Company's commitment to effective Health, Safety & Environmental management.
- Set a personal example by wearing appropriate Personal Protective Equipment within working areas.
- Assist the Company in achieving high standards of Health, Safety & Environmental performance.

### **3.5 Sub-Contractors**

- All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out. All work must be carried out in accordance with the relevant statutory provisions taking into account the safety of others on the site and the general public.
- All plant or equipment brought on to site by subcontractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information on noise levels of plant,

equipment or operations to be carried out by the sub-contractor must be provided to our Contracts Manager before work commences.

- Access equipment must comply with current British Standards and the Work at Height Regulations and possess suitable hand rails or other suitable and adequate edge protection. Step ladders and ladders shall only be permitted for use on site where a risk assessment demonstrates that no other safer method of access is practicable.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be CE marked for industrial use, be in good condition and certified for their use.
- Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.
- Sub-contractor's employees must comply with any safety instructions given by this company's site representative. Suitable welfare facilities and first aid equipment, in accordance with the regulations, must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractor's employees to have the use of this company's facilities in which case a certificate will be issued detailing facilities provided.
- Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with the regulations and current recommendations and that information must be provided to any other person who may be affected on site. Any risk assessment associated with any substance or process hazardous to health, which will be used on the site, must be provided to our Contract Management before work commences.
- Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds. All sub-contractors, visitors, etc. on the company's sites will wear safety helmets at all times other than in areas specifically designated as "no risk" areas by site management. Signs erected on site that safety helmets to be worn must be complied with by sub contractor personnel.

### **3.6 Health and Safety Advisers (Emprocom limited)**

In accordance with the Management of Health and Safety at Work Regulations 1999, we have appointed someone to provide health and safety advice.

Emprocom limited have been duly appointed to act as the 'Competent Person' for us, and can be contacted on (01522) 533388.

Emprocom roles include (upon request):

- Producing, reviewing and revising this health and safety Policy as scheduled and as directed by the Directors.
- Advising management on aspects of health and safety.
- Carrying out workplace inspections and audits as agreed with the Director/Managers on a regular basis.

- Investigating accidents, incidents, near misses, dangerous occurrences, and diseases as directed.
- Liaising with the Health and Safety Executive or other enforcement bodies upon request.
- Monitoring the implementation of Company rules, codes of practice, and procedures/systems to ensure compliance with statutory requirements and good practice.

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## **4. Arrangements**

### **4.1 Risk Assessment and Method Statements**

The company shall ensure risk assessments of all activities are undertaken to determine the nature and significance of risks and shall:

Ensure that suitable working method statements are available in support of this health & safety policy for easy reference.

We shall ensure that all employees are made aware of the working method statements and that they are properly instructed in those requirements.

Where the risk is considered significant, undertake a risk assessment that will be recorded in writing, identifying the nature of the risk, the category of employees affected, the preventative and protective measures required, and prepare a method statement identifying the procedures to be followed to ensure suitable control.

Monitor the validity of the safe working method statements, review and update them as appropriate to meet the demands of the work in hand and to conform to legislation.

Where the method statement requires, ensure that suitable medical surveillance is provided and utilised.

Ensure suitable supervision by ensuring competent personnel are appointed to oversee the operations.

Where necessary, management will engage external competent assistance to assist with the risk assessments.

Establish emergency procedures to be followed in the event of serious and imminent danger and to nominate sufficient competent persons to implement the evacuation procedures.

Ensure all relevant information is made available to employees of the potential risks, the control measures and the emergency procedures established and to ensure, where applicable, such information is made available to employees and other contractors.

Ensure that all employees have received appropriate training and induction and have received proper instruction and information to enable them to perform their duties in accordance with the prescribed methods.

Training will be repeated periodically to accommodate changes in risk assessment and legislation as appropriate.

Co-operate with other employers, where engaged in a shared work place, provide necessary information and enable suitable assessment of work activities and the implementation of appropriate control measures to ensure safe working practices by all persons involved.

Not employ any young person without ensuring they are capable medically, physically and mentally of undertaking the intended activities and that suitable control measures, training provided and supervisions are in place to ensure his/her health and safety.

Where women of child bearing age or are pregnant or breast feeding, risk assessments shall be undertaken to determine the exposure to risk of those persons and where such assessments so

determine, controls shall be introduced by way of elimination, preventative measures or changes in routine or duties so as to avoid the foreseen risks.

## **4.2 Fire & Emergencies**

Before starting work on site, the Site Manager will evaluate the conditions relating to the site, establish suitable emergency procedures.

The procedures are applicable in the case of FIRE, POLICE and AMBULANCE services.

The Site Manager will nominate competent person(s) on each site to implement these procedures and the evacuation of the site. The name of the nominated person will be displayed on site.

Management will ensure that all employees and sub-contractors have received suitable instruction on the emergency evacuation routes, the locations of fire fighting equipment together with names of the fire co-coordinator and marshals and emergency contact numbers.

In addition the following will be carried out as necessary:

Adequate training will be provided to employees in the use of fire fighting equipment.

Names of qualified first aiders and the fire co-coordinator will be displayed on site.

A record of all persons entering the premises or onto site will be made and Management shall ensure those persons have received suitable instruction on company health and safety procedures and emergency procedures.

Management will, as soon as is practicable, make a written record of the incident, the consequences and the action taken to bring it under control.

If in doubt, use the nearest telephone and contact an emergency service using 999

## **4.3 Training**

All staff will receive appropriate training on health and safety, to assist them to carry out their responsibilities safely. Training relative to the working skills of employees will be provided as appropriate, to ensure competency of all employees.

Induction training shall be given to all new personnel upon recruitment (see arrangements for New Employees)

Records of all training given to personnel will be kept and retained at head office, together with any certificates received in respect of off site courses attended by employees.

Consideration will be given and where necessary training provided where an employee is required to:-

- Move to a new work site
- Take on new responsibilities
- Undertake different activities
- Use different work equipment
- Conform with new systems of working

#### **4.4 New Employees**

Management shall ensure that all new employees to site, including new starters, company employees transferred from other sites and sub-contract employees, before commencement of work, receive an induction on the safety procedures and rules applicable to the site operations.

Management shall undertake the following:

- Inform the employee of their specific duties and to whom he/she is responsible
- Provide instruction on the purpose of the health & safety policy and its content
- Advise where the health and policy is kept on site for reference
- Determine if the employee has any disability or illness that would prevent him/her from performing their duty competently
- Ensure that suitable personal protective clothing is provided and instruction given on its proper use
- Inform the employees of the risks to their health and safety on site or in the work place
- Inform the employees of the preventative and protective measures
- Warn employee of any compulsory requirements, prohibited actions or prohibited areas of operations
- Ascertain if specific training or instruction is required and to arrange for such training to be provided
- Show employee the location of the first aid box and explain the procedure in the event of an accident
- The risks to employees notified the employer by other employers who share the workplace.

#### **4.5 Employees Under 18 Years Old – Additional Requirements**

Before permitting a young person to start work, a risk assessment shall be carried out with regard to the intended activities to be undertaken by the young person and determine the suitability and the methods to ensure the persons health and safety.

All employees under the age of eighteen must not operate any plant, give signals to cranes or mobile plant, use any power tools or equipment unless being trained and under the immediate supervision of a competent person.

Regulation 19 of the Management of Health & Safety at Work Regulations 1999 places a duty upon the employer to take pro-active action to ensure the protection of young persons at work.

#### **4.6 Site Arrangements & Procedures**

The Construction (Design & Management) Regulations 2007 apply to all construction projects and require that health, safety and welfare are taken into account and managed throughout all stages of a project.

Prior to commencement of starting work on site all employees, sub-contractors and visitors will, where appropriate, have access to and be made aware through induction training of:-

- Site management and lines of communication
- Site welfare arrangements.
- Where to obtain first aid and the name of the first aider.
- Access and egress / traffic routes.
- Details of any site-specific health & safety hazards.

- Details of any site specific safety rules.
- Company Safety Policy
- Company rules for the operation of plant or equipment.
- Content of method statements or permits to work procedures.
- Company personal protective equipment rules.

Induction training course content will be discussed with the Directors, Contracts Manager and the External Safety Adviser and will be tailored to the particular project and site conditions.

In addition the Site Managers should encourage relevant documentation, to be updated regularly. For example site checklists or inspections.

#### **4.7 Site Welfare Arrangements**

The Contract Manager will establish the Welfare and First Aid requirements of a site before work starts.

Welfare facilities will include:

Seating	Soap
Tables	Disposable hand towels
Hot running water	Cleaning equipment
Hot drink facilities	Rubbish bins
Drinking water	Clothes drying/storage areas
Food warming facilities	

Toilet facilities will comprise of plumbed in units wherever practicable, any chemical units should also be serviced weekly.

Through prior agreement subcontractors shall be permitted to use our welfare facilities however these must be maintained to the satisfaction of our site management.

Where we are appointed as Contractor the Contracts Manager will arrange with the principal contractor that all necessary welfare and first aid arrangements are provided.

The Site Manager will designate an operative to keep the welfare facilities clean. All facilities will be re-stocked as required.

Where site layout and surrounding areas dictate for example due to restricted space, the Company may seek to use shared facilities through prior agreement with neighbouring premises in order to meet the above requirements for all site personnel.

#### **4.8 Site Setup, Notifications and Information**

Prior to starting each contract: -

The Directors/Contracts manager will have requested confirmation from the Client that they are aware of their duties (the Client) under the Construction (Design & Management) Regulations 2007, and will have been provided with a copy of the F10 notification for the project as will have been submitted by the CDM Co-ordinator. This will be displayed in a prominent position on site at all times.

Where appointed as Principal Contractor details of the CDM Co-ordinator and formal written appointment by the Client will be provided prior to commencement of works on site.

The Directors will notify the Contracts Manager of all new secured contracts, giving as much notice as possible.

The Directors / Contracts Manager will make any other necessary notifications to statutory authorities, Environmental Health, Fire or Ambulance Service. He will also notify relevant authorities as required by specific policy sections, e.g. underground and overhead Services, road crossings, traffic management etc.

The Contracts Manager will ensure that a complete copy of the Company Safety Policy and the Company Site Health Safety Plan will be issued to each site, which will include all necessary safety documents and forms including client's instructions, method statements, safety notices, insurance certificate etc.

On commencement of the contract the Site Manager will: -

- Receive the Site Health & Safety plan and forms pack.
- Issue all operatives with a copy of the Health & Safety Manual.
- Display all statutory Safety Notices and Insurance Certificate.
- Ensure that a first aider and a first aid box are on site.
- Ensure that COSHH procedures are being implemented.
- Ensure that the possibility of noise on site has been addressed.
- Ensure that adequate fire precautions are available on site.
- Ensure that Method Statements are provided for all high risk or unusual operations.
- Ensure that only authorised plant operators are appointed.
- Ensure that all necessary measures required for the protection of the public are allowed for and planned. In particular, taking into account the recommendations contained in HSG151
- Ensure that all necessary welfare provisions are available.
- Liaise with client's representative and adopt all Permit to Work systems as appropriate.

At the completion of the contract the Site Manager must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to the office for safe keeping. The Contracts Manager is responsible for ensuring that this documentation is maintained at the office in a safe place for a minimum of 3 years.

#### **4.9 Site Survey and Safe Method Of Work**

All preliminary procedures will be carried out by the Directors and the Contracts Manager, who will obtain adequate information from prospective clients, and complete a detailed survey of the project, from which will be formulated a method statement and programme of work detailing the methods to be used, and plant requirements.

The Directors / Contracts Manger will assist in the implementation of a safe system of work, special requirements for dealing with health hazards, precautions and sequence of work, etc in association with the external Health and Safety Advisors (Emprocom).

If the building in question has lain idle for a period and such information is not readily available, where necessary a specialist consultant or the external Health and Safety Advisors (Emprocom) will be employed to identify any structural problems or to identify risks associated with any flammable or hazardous substances.

This will identify hazards such as: -

- The presence of adjoining properties. e.g. Hospitals where noise, dust or vibration might restrict the method of demolition
- The type of structure and its key elements including the condition of structural members and the contribution of floors, roofs, walls, etc. to overall stability.
- The need for temporary works or shoring.
- Confined spaces, such as tanks, vessels, hoppers and service ducts.
- Overhead and underground services.
- Health hazards, such as asbestos, asbestos cement, lead or lead in paint, residues from previous processes, vermin infestation or contaminated land.
- Suitable access for the proposed method of demolition and vehicle access for the removal of demolition materials from site.

In accordance with the Construction (Design and Management) Regulations 2007 a competent person will be appointed to supervise the work on site at all times.

The Supervisor appointed will be responsible for ensuring that the work is carried out in accordance with these standards and will be responsible for carrying out any inspections of scaffolding, falsework, etc. which may apply on site. The appointed Supervisor will remain on site at all times while demolition works are being carried out.

The person appointed will be experienced in all aspects of demolition works and shall be fully trained in all aspects of health and safety to enable them to carry out any of the responsibilities required by this policy.

#### **4.10 Protective Measures Public Safety**

The Contracts Manager and the Supervisor will ensure that protective measures for the safety of the public or visitors on site shall be provided and maintained as detailed in Part 4 of the Construction (Design and Management) Regulations 2007, and as further detailed in HSG151 'Protecting the Public-Your next move'.

Wherever possible a fence of suitable specification will be erected around projects carried out by this company and will be reasonably secure against trespassers. Access gates will be secured outside working hours.

Vehicles and plant will be effectively immobilised; gas and oxygen cylinders will be isolated and stored in separate locked compounds.

Ladders providing access from ground level will be removed and locked away.

The provision of debris fans and facade netting will be provided where necessary to prevent accidents from falling objects. Such fans must not be used for access or be allowed to become loaded with debris.

Notice will be sent to the relevant local authorities within six weeks under the Local Government (Miscellaneous Provisions) Act 1982 of any demolition projects that are affected by these provisions.

The relevant authorities will also be notified in respect of specific policy sections, e.g. Underground and overhead services, explosives, asbestos etc.

#### **4.11 Underground Services**

All work in relation to buried services must have been subject to a Risk Assessment under The Management of Health and Safety at Work Regulations 1999. If any hazards are identified then the company will ensure control measures are in place to remove or reduce that hazard as far, as is reasonably practicable.

The Directors / Contracts Manager shall have been provided with details of all underground services from statutory undertakers in the pre-construction information and shall be satisfied that they are up to date and accurate. This shall include but may not be limited to the following:

- Electricity cables
- Street lighting cables
- Gas pipes
- Mains water, sewers
- British Telecom
- Television Relay Companies
- Crude oil pipelines

Before any demolition or excavation work commences the Site manager will ensure that all information on existing underground services that may be affected, has been obtained and that either all services have been disconnected or physically marked by means of pegs and marker tape and a CAT survey undertaken.

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

All machine operators and banksmen will be instructed in the procedures to be followed. All persons on site will be instructed in the operation of a Permit to Work system if applicable.

#### **4.12 Entry into Confined Spaces**

It is essential to be able to identify confined spaces and the hazards associated with entering and working in them.

Under the Confined Spaces Regulations 1997 and the Approved Code of Practice L101 Safe Working in Confined Spaces, a 'confined space' can be either:

A place which is substantially, though not always entirely, enclosed

Or

A place where there is a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby.

Some confined spaces are easy to identify, such as closed tanks, vessels and sewers. Others are less obvious but may be equally dangerous, such as open-topped tanks and vats. Silos or constructions that become confined spaces during their manufacture. Some places may become a confined space only occasionally perhaps due to the type of work to be undertaken, such as a room during paint spraying.

A confined space may not be necessarily be enclosed on all sides, some confined spaces such as vats or silos may have open tops. Places not usually considered to be a confined space might become confined spaces because of a change in the condition inside or a change in the degree of enclosure or confinement.

The expression-confined space could also refer to the following examples: ducts, vessels, boreholes, building voids and enclosures for the purpose of asbestos removal. This list is not exhaustive and application of The Confined Spaces Regulations 1997 in any of these places will depend on the presence of a reasonably foreseeable risk of serious injury.

In all cases the Company shall have in place a suitable safe system of work and emergency procedures undertaken by trained operatives using suitable work equipment (intrinsically safe where applicable) and safety equipment for the nature of the environment working under a suitable permit.

#### **4.13 Health Hazards & CoSHH**

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

- Absorption
- Inhalation
- Ingestion

The Directors / Contracts Manager will ensure that, before work starts on site, information is obtained on any material likely to be encountered which could be a hazard to the health. If the risk from a substance is significant, a written assessment is made and appropriate control measures are planned and adhered to.

All operatives engaged in the handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.

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

All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

Emergency procedures in relation to hazardous substances, must be readily available to all employees.

#### **4.14 Highly Flammable Liquids**

Highly flammable liquids (HFLs) are widely used on demolition sites mainly for fuel used in machinery etc. The main hazards are fire and explosions and everything possible must be done to lessen the risk.

Safety is divided into three areas:

- The storage of the substances.
- The safe handling and transport of the substances.
- The uses to which the substances are put.

The Site Manager will ensure that suitable storage facilities are provided for highly flammable liquids and will arrange for a licence for the storage of petroleum, or petroleum mixtures where applicable.

The Site Manager will ensure that suitable storage facilities are provided for liquids which are not defined as highly flammable but which could be a fire hazard, and will arrange for any necessary fire fighting equipment or materials to be available before work starts. They will ensure that any fire fighting equipment, storage facilities, signs, notices, containers, etc. are checked at weekly intervals and that any action is taken to rectify any defects noted.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing highly flammable liquids.

#### **4.15 Plant Operators**

Part 4 of the Construction (Design & Management) Regulations 2007 and HSG144 'The safe use of vehicles on construction sites) drivers and banksmen will have been trained not only in the correct operation of the equipment but also in the limitations of its use, and the hazards, which exist if it is not used properly. To that end, they are expected to: -

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

Know the legal requirements affecting the use of their machine and ensure that the machine is used in accordance with those requirements.

Ensure that any defect in the machine is reported immediately to the Supervisor. Do not continue to operate the machine if the defect affects its safe use.

Make regular inspections of your machine, at least once a week and complete a report of any defects as required by company policy.

Ask for, and use, ear protection to ensure that you do not suffer from gradual loss of hearing due to prolonged exposure to noise.

Never try to use the machine for work for which it was not designed.

Wear suitable safety footwear, headgear and protective clothing as you are exposed to the same hazards as others on the site when not in the cab of their machine,

Suggest ways to eliminate hazards or improve working methods.

Ensure when operating their machine that other persons are well clear, especially if reversing.

Ensure, if necessary, that you work with a banksman and, if so, you are both sure before starting work of the meaning of signals, which may be used. (In the case of cranes, the signalling system used should be the one recommended by the CITB and the NFDC).

Operatives will report all accidents or damage, however minor, to supervision.

Check with the Supervisor, prior to starting work, the location of underground or overhead services. Do not approach or excavate within distances of services given in the Company Safety Policy.

Ensure that if their machine is used for lifting purposes it is sited on a firm, level, well-consolidated base with suitable bearing timbers used under extended outriggers if applicable.

All plant operators must hold relevant certificates of training achievement.

#### **4.16 Fork Lift Trucks**

The following British Standards apply to the construction and use of fork lift trucks:

Training will be provided for forklift truck operators in accordance with the Approved Code of Practice for Rider Operated Lift Trucks. Only trained and authorised persons will be permitted to operate forklift trucks.

Trucks must be maintained and serviced in accordance with the manufacturers' recommendations.

#### **4.17 Transport on Site**

All transport on site including dumpers, tipper lorries, tractors, tankers, etc. will be provided, maintained, operated and used in accordance with Part 4 of the Construction (Design & Management) Regulations 2007 and HSG144 'The safe use of vehicles on construction sites) The Road Traffic Act and associated legislation will also apply when transport is to be used on public roads.

Where necessary, discussions will take place between the Contracts Manager and the local Highway Authority, Police, etc. on road crossings, traffic management, etc. and ensure a traffic management plan is designed and implemented on site.

Temporary accesses, roads, fuel storage maintenance facilities, etc. for transport on site will be planned.

The Contracts Manager will prepare a planned maintenance schedule for all transport vehicles on site.

Training will be arranged for all transport drivers.

The Site Manager will ensure that all site transport when delivered to site is in good order and fitted with all necessary safety devices, notices and guards.

Any defect must be reported to the Contracts Manager and the machine must not be used until the defect is rectified.

The Site Manager will ensure that only authorised licensed drivers / operatives that are competent are permitted to operate any site transport. Where any doubt of competency of any operator exists, the Site Manager will cease this operation immediately and report to the Contracts Manager.

#### **4.18 Scaffolds**

All scaffolds erected on the Company premises, or used by employees will be erected in accordance with the requirements of BS EN 12811-1 and NASC Technical Guidance TG20-08 and erected in accordance with the requirements of SG4. Scaffolds shall only be erected by competent persons. System scaffolds shall be erected in accordance with the manufacturers written guidance and by persons who can prove their having received training specific to that system scaffold.

In accordance with the Control of Asbestos Regulations 2006, any scaffolding contractor whose employees erect, alter, maintain or dismantle scaffolding which will form the framework from which an enclosure will be built for the purpose of 'working with asbestos' or to provide access for work where it is foreseeable that asbestos is likely to be disturbed will require to hold a license issued by the HSE and will have to notify the enforcing authority of proposed work as well as the main licence holder.

At tender or negotiation stage, the scaffolding requirements for a contract will be determined and allowed for in accordance with the above standards.

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

Before accepting a scaffold erected by a specialist-scaffolding sub-contractor for use by the company's employees, the scaffold contractor will issue a handing-over certificate and the Site Manager will inspect the scaffold.

The Supervisor will ensure that all scaffolds are erected in accordance with the above standards and at the beginning of each week, after any alteration or following adverse weather conditions etc. he will compile an inspection Report in line with the Work at Height Regulations.

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

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

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

#### **4.19 Construction (Design & Management) Regulations 2007**

The Company has carried out the role of Principal Contractor on a number of contracts. In doing so the Company is fully committed to effectively managing all aspects of health and safety, and taking all reasonable steps to avoid risks to employees and others who may be affected by the sphere of operations, throughout the lifetime of the project.

The Company is fully aware of its responsibilities under all current health and safety legislation, including the Construction (Design and Management) Regulations 2007, and has the necessary competence, experience and resources to carry out the role of Principal Contractor. Our safety procedures cover planning, utilisation of competent personnel in a co-ordinated team approach, training and, where necessary, discipline. The Company believes that following its procedures will enable it to fulfil all duties and requirements under these regulations.

As principal contractor, the Company will, as a minimum:

- Have prepared an acceptable health and safety plan.
- Have in place welfare facilities from day 1 of each project.
- Have allocated sufficient resources to ensure the efficient and effective management of health and safety.
- Employ competent personnel who have received suitable training for their individual responsibilities.
- Have a proven ability to carry out the intended works.
- Demonstrate an ability to manage and co-ordinate health and safety during the construction phase.
- Compile a contract Health and Safety File.
- Maintain an acceptable record of accidents and dangerous occurrences.
- Provide information, instruction and training as necessary to ensure the competence of employees and third parties.
- Co-operate at all times with the CDM Co-ordinator, including the provision of information for the Health and Safety File.

#### **4.20 Ladders**

The requirements for ladders used on sites will be as defined in schedule 6 of the Work at Height regulations 2005.

All ladders must be provided and used in accordance with Part 4 of the Construction (Design & Management) Regulations 2007

Only ladders constructed in accordance with BS 1129:1982 (Timber) Industrial Grade and BS 2037:1964 (aluminium) will be used. (Class 1)

The Site Manager will check prior to use and then on a weekly basis, ensuring that there are no defects.

Where a defect is noted or a ladder is damaged, it will be taken out of use immediately.

The Site Manager will check that ladders in use are secured, have a solid level base and are being used correctly.

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

#### **4.21 Falsework**

Falsework used to temporarily support formwork or any part of a building or structure will be designed, constructed, maintained and removed in accordance with Part 4 of the Construction (Design & Management) Regulations 2007

British Standard 5975:1982, "Code of practice for Falsework", provides information of the design, checking procedures and general workmanship.

British Standard 5973:1981, "Access and Working Scaffolds and Special Scaffold Structures in Steel", will apply to accesses and working platforms on falsework.

The BS Codes refer to a number of other publications providing information, in particular CIRIA - SP11 "Concrete Pressure on Formwork", Joint Committee Report, The Concrete Society Institution of Structural Engineers - "Falsework".

At tender or negotiation stage, the above standards will be taken into account.

Where falsework to support formwork or sections of buildings or structures during construction, repair or refurbishment will be required, the Contracts Manager will ensure that the falsework is designed and planned in accordance with the procedures defined in BS 5975. This will apply to falsework of any size.

The planning must take into account the safety of other contractors and the public.

The Supervisor will ensure that, all necessary design drawings; sketches and calculations are available on site before work starts to enable the falsework to be erected properly. The Supervisor will ensure that all materials used in falsework structures are in good order.

A safe system of work will be prepared by the Supervisor for the erection and dismantling of falsework providing safe accesses and working places for personnel involved.

Loadings will not be applied to falsework until the person appointed to carry out these duties has carried out checks and it is recorded in writing that, it is in order to proceed.

#### **4.22 Manual Handling**

The Manual Handling Operations Regulations 1992 are made under the Health and Safety at Work Act 1974 and supplement the general duties placed upon employers and others under the Management of Health & Safety at Work Regulations 1999.

The Regulations establish a clear hierarchy of measures: -

(a) Avoid hazardous manual handling operations so far as is reasonably practicable - this may be done by redesigning the task to avoid moving the load or by automating or mechanising the process.

(b) Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.

(c) Reduce the risk of injury from those operations so far as is reasonably practicable.

The Supervisor will ensure that materials are handled as far as possible by machine. Where the use of a machine is impractical, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued on the handling of these loads.

The Supervisor will complete the Manual Handling Risk Assessment Form to insure that an assessment is made to identify any manual handling operations that may reasonably be expected to present a risk of injury to employees.

All operatives will be given training in the correct methods of handling and lifting loads as part of their normal safety training.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build, etc. No operative will be required to lift, without assistance, a load, which may cause him injury.

The Supervisor will also ensure that a supply of suitable gloves is available to issue as required for the handling of materials, which could cause injuries to the hands.

#### **4.23 Electricity Supply & Electrical Equipment**

The contracts manager will be responsible for the inspection and organising for a competent contractor to inspect and test all portable electrical equipment.

All electrical equipment and temporary electrical installations, where appropriate, will be subject to visual inspections before use and formal visual inspection and regular testing where this is appropriate.

Portable power tools rated at more than 110v must not be used during any of the company's operations due to the dangers that can arise with higher voltage equipment in the hazardous environment of a demolition site or on the company's premises. Therefore, it will be necessary to use transformers, centre point or earthed to reduce the mains voltage to 110v. Alternatively a portable, earthed, generator rated at 110v may be used.

Where a transformer is used, the mains voltage lead to the transformer must be kept as short as possible to reduce the possibility of damage to the mains cable.

The above requirements also apply to subcontractor's equipment used on the company's sites or premises.

All temporary power supplies to site buildings such as offices / mess rooms etc. will be installed by a competent electrician to current I.E.E. standards.

Plugs, sockets and couplers will be of industrial weatherproof type to BS 4343 specification. This specification covers single and three phase components and is designed so that the equipment of one voltage cannot be plugged into the wrong supply.

All extension leads for lighting or portable tools must be constructed of tough industrial grade sheathed cable.

It is most important that all equipment be effectively earthed, or be of the double insulated type which is marked with the international symbol for double insulated equipment.

Temporary or makeshift connections will not be permitted and a qualified electrician to ensure that electrical systems and equipment are in good order will carry out regular inspections, maintenance and testing.

#### **4.24 Compressors and Compressed Air Power Tools**

The Contracts Manager will ensure that any compressor and compressed air tools, which are purchased or hired for use on the company premises and sites, are in accordance with the above standards and are selected in accordance with the company policy on noise.

They will also ensure that all necessary safety equipment, e.g. eye protection, hearing protection, is available and provided for use as required.

The Site Manager will ensure that any compressor or compressed air tool provided for use are fitted with all necessary guards, noise control measures and safety devices (jockey wheel, brake, engine cover stays, etc.). He will ensure that all operatives are given instruction in the

correct use of the equipment to reduce noise, injuries, damage, etc. and the Supervisor will ensure that any defects in the compressor, hoses or tools are reported immediately to the hire company.

The company will ensure operatives wear suitable protective footwear and other required PPE when using compressed air equipment, breakers, hammers etc.

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

When moving compressors, care must be taken to ensure that the jockey wheel or towing arm stand is not damaged.

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

#### **4.25 Cartridge Tools**

The primary factors affecting the proper and safe use of cartridge tools are:

Adequate training

Competent and responsible users

A cartridge tool is an item of work equipment under The Provision and Use of Work Equipment Regulations 1998 which requires that an employer only supply work equipment that is correct and suitable for the job and ensures that that equipment is maintained and kept in good working order.

The Contracts Manager will arrange for all operatives who will be required to use cartridge tools on site to be trained by the cartridge tool manufacturer's representatives and certificates obtained which will be maintained on the company premises or site.

The Contracts Manager will ensure that only persons who have been trained and are in possession of a certificate are permitted or required to use cartridge tools on site.

The Contracts Manager will ensure that, where necessary, all cartridges are stored in the storage facilities provided.

Before cartridge tools can be used, a risk assessment made under the Management of Health & Safety at Work Regulations 1999 will be carried out. The Contracts Manager will ensure that every employee using this tool as read and understood the Risk Assessment before commencing work.

The Supervisor Manager will ensure that all cartridge tools brought on site by subcontractors are of the low velocity indirect type. The Supervisor/Manager will ensure that sufficient and suitable eye protection is available and issued when required.

#### **4.26 Abrasive Wheels**

An abrasive wheel is defined as a wheel, cylinder, disc or point having abrasive particles and intended to be power driven.

The Provision and Use of Work Equipment Regulations 1998 requires that an employer only supply work equipment that is correct and suitable for the job and ensures that that equipment is maintained and kept in good working order.

All use of abrasive wheels should have been covered in a risk assessment under the Management of Health & Safety at Work Regulations 1999.

The Contracts Manager will ensure that any abrasive wheel or disc machine hired or owned by the Company will be provided and maintained in accordance with the Regulations. He will carry out a Risk Assessment as outlined above and ensure suitable control measures to reduce any risks highlighted are in force.

The Contracts Manager will ensure that sufficient operatives have been trained in accordance with the Regulations in the mounting of abrasive wheels and discs on the type of machine to be. Competent persons duly appointed by the company will only give training.

The Supervisor/Manager will ensure that sufficient quantities of suitable eye protection and other protective equipment is available and issued when required and that any abrasive wheel machine or tools being used with any defect which could give rise to injury is taken out of use immediately.

Any person required to use an abrasive wheel machine or tool will be given instructions in the precautions required by a person trained under the regulations above.

#### **4.27 Welding**

Various British Standards cover welding equipment and protective clothing. All equipment will be provided to the appropriate British Standard.

The Contracts Manager will ensure that all necessary protective clothing, ventilation equipment, respirators or breathing apparatus, fire resistant sheets, extinguishers, screens and so on required to comply with the above standards are planned and arrangements made for delivery to site before welding or cutting work starts.

The Supervisor will ensure a permit to work system is in operation on the site, and will ensure that site operatives are made aware of procedure for obtaining permit to work forms.

Information must be obtained from suppliers of welding rods on possible health risks and precautions before work starts and will check that all necessary safety equipment is available before work starts.

The Supervisor will check all welding equipment at weekly intervals and any defective equipment will be repaired or replaced.

The Contracts Manager will ensure that all LPG and compressed gas cylinders are used and stored in accordance with company policy and that trolleys or cradles where required are provided and used.

Only trained and experienced operatives are permitted to carry out work with welding equipment.

#### **4.28 Personal Protective Equipment**

The Personal Protective Equipment at Work Regulations 1992 (PPE) will apply to all Personal Protective Equipment and Clothing provided to employees on the company premises or sites.

Before work starts, the Directors will ensure that any special protective clothing or equipment required is ordered and available for use on site and that subcontractors are made aware of the company policy of the legal requirement of wearing safety helmets.

The Directors will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided.

All supervisory and management staff will set a good example in the wearing of safety helmets, protective footwear, etc. and will use all necessary protective clothing and equipment where required.

All employees are required to wear suitable safety footwear whilst at work on the company premises and sites.

It is the policy of this company that all management, supervisory staff, visitors, subcontractors and employees shall wear safety footwear at all times whilst on the company sites. Hard hats must be worn on site other than in areas specifically designated by the Site Manager. Disciplinary proceedings will be used against employees not complying with this requirement.

Any person on company premises or sites observed carrying out any process which requires the use of protective clothing or equipment will be informed of statutory or company policy requirements and instructed not to continue working until protective clothing or equipment is obtained. This applies to any subcontractors as well as direct employees.

#### **4.29 Mobile Power Access Platforms**

The Contract Manager will ensure that all preparatory work is planned to ensure the safe use of the mobile elevating work platform (MEWP) is carried out before it is delivered to site e.g. travelling areas levelled and consolidated, overhead service protection provided, protection for public etc.

No operatives will use this equipment without prior training.

The Site Manager will not permit any person to operate or work on MEWP's unless trained and authorised to do so and will check that the platform is being used correctly and is not used for work for which it is not designed or intended.

They will ensure that when the MEWP is delivered to site, it is fitted with all necessary barriers, guards, safety devices etc. and is in good order and all relevant certificates are received.

Any defect noted or reported must be rectified. Where the defect could affect the safe use of the MEWP the Site Supervisor will stop its use immediately and remove it from the work area.

The Site Supervisor will carry out a weekly inspection of the MEWP and make a record of the inspection. The Inspection Report form can be used for this purpose.

#### **4.30 Lifting Equipment and Lifting Operations**

The Directors will ensure the provision of lifting gear is planned taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used.

The Contracts Manager will ensure that all lifting gear provided for use on site is in good order, has a current valid test certificate and has been thoroughly examined within the previous 6 months.

Where defects are noted or reported with lifting gear, the equipment must be taken out of use immediately.

Repairs to lifting gear must not be carried out on site. A test certificate must be obtained for any repaired item of lifting gear.

Slings and other lifting gear must not be used for operations for which they were not intended and must not be altered or adapted by unsafe methods, i.e. knots bolts through links, etc. Sufficient materials for packing between sling and load must be provided. Only trained and competent persons are authorised to carry out this work.

Competent Slings, Riggers, Banksmen and Supervisory staff will be employed to ensure that all operations are conducted and controlled in a safe manner.

Suitable risk assessments will be carried out for lifting operations and safeguards put in place to ensure the safety of all personnel, plant and equipment, members of the public and others not involved in the lifting operations.

Suitable crane studies will be carried out by an appointed person for any large or unconventional lifts prior to lifting.

All relevant information will be supplied to personnel involved in lifting operations.

#### **4.31 Noise and Vibration**

Wherever possible noise and vibration levels will be eliminated or reduced to a minimum by offering suppression or substitution of plant and processes.

Where it is not possible to reduce levels monitoring is conducted to ensure any exposure is kept within the constraints of current legislation.

In addition where noise levels are in excess of statutory action levels:

- Sufficient supplies of hearing protection will be held on site and issued to personnel where noise levels exceed a safe limit.
- Personnel will receive advice and instruction on the use of ear protection.
- Signs shall be posted where noise levels are deemed to be excessive and hazardous to health.
- Activities with the potential to give rise to noise and vibration are also assessed in relation to the existing environment to ensure the impact is minimal.

#### **4.32 Plant & Equipment**

To ensure their safe and effective operation all machines are required to be checked and maintained on a daily basis.

All plant & machinery is to be operated only by those operatives authorised by the Site Manager and qualified to do so i.e. holders of current CITB/CTA cards. The carrying of passengers on site plant is not allowed, unless the particular item is properly equipped for the purpose.

Maintenance will only be carried out by operatives authorised and approved by the Company. Prior to carrying out any maintenance programme the following will be adhered to:-

- Guards will not be removed other than by or under the supervision of the competent person and will be replaced as soon as the required maintenance is completed.
- Always stop machinery and safely isolate before removing guards.
- Prior to any works, park the machine/plant item on level ground.

#### **4.33 Display Screen Equipment**

The Company will ensure that all Display Screen Equipment is available with an adjustable workstation, to enable correct and comfortable posture for all users.

The Company will ensure that a workstation assessment is carried out for all Display Screen Equipment, and the findings recorded.

When using display screen equipment make sure it is set up to your personal requirements.

Adjust the height, angle, brightness and volume to suit. In bright lights use a filter screen, and remember to take regular breaks to avoid fatigue.

If a designated regular, user of DSE feels that their eye sight requires testing, they should make a request to their line manager for the company to pay for an examination, and should corrective equipment be required specifically for DSE use, the company will pay the cost of equivalent basic spectacles, leaving the person free to choose any equipment of their choice.

#### **4.34 Working at Height**

Work at Height means all heights, not just those over 2m.

The Contracts Manager/ Directors will ensure that before any work is carried out at height a detailed Method Statement, including risk assessment is carried out, it will be designed out if possible, if not reducing the level of risk to the lowest possible.

This should identify working positions, access routes, working platforms, and include: -

- How falls are to be prevented, means of access, edge protection, safety harness etc.
- Safeguards for workers below and the public ie. Debris netting, designated and fenced exclusion zones, Toe boards.
- Controls for health risks escape route in the case of fire, handling of materials.
- Equipment and tools required including PPE.
- Competence of training of operatives.
- Level of supervision.
- How changes to the agreed safe method of work will be dealt with.
- Who will monitor the system to ensure the risks are effectively controlled.

During any operations where operatives are working at height the Site Manager will on a daily basis ensure that only trained operatives are engaged in this work.

- That all access routes/equipment are in good condition and safe to use.
- That all freestanding scaffolds, edge protection, safety line anchorage are in good condition.
- That where work demands that operatives wear safety harness that they are suitably clipped to anchor points.
- That any adverse weather conditions, ie. Frosty mornings, high winds will increase the risk to operatives working at height.
- That any precautions put in to place for the safety of the public/other workers are implemented and maintained to a high standard.
- That persons only use ladders as a working platform for short duration and where a risk assessment demonstrates that no safe means of access was practicable.

#### **4.35 Tanks, Vessels & Pipework**

Before the dismantling of any tank, vessel or associated pipe work is commenced; the previous contents will be assessed, in accordance with the requirements of the COSHH regulations.

The results of the assessment will determine the precise method and procedure to be adopted. In many cases work permit systems will be involved. Irrespective of the procedure adopted, all employees concerned will strictly adhere to the specific instructions given.

When necessary, discussions will be held with clients, specialists and HSE to agree safe working methods and any additional precautions, which may be deemed necessary, will be incorporated into the safe work procedure.

#### **4.36 Work Equipment**

The Provision & Use of Work Equipment Regulations 1998 apply to all work equipment made available for use by employees at work.

The regulations require that the employer ensures that such equipment is provided for use by employees is, so far as is reasonably practicable, safe and without risk to their health and safety.

Therefore the Directors / Contracts Manager will ensure that:

- All operations are assessed to take account of the work conditions and hazards when selecting work equipment;
- Work equipment is designed and constructed in compliance with the appropriate EU or relevant BS standards;
- The equipment is suitable for its intended use;
- The equipment is used only for operations for which, and under conditions for which it is suitable;
- Safe working practices are devised in accordance with applicable standards;
- All equipment is maintained in good and safe working order;
- All equipment is regularly tested and a register thereof maintained;
- Where use of the equipment is likely to involve specific risk, then use of that equipment will be restricted to persons allocated to the task;
- Only suitably trained persons will be allowed to undertake repairs, modifications, maintenance or servicing to any equipment;
- Appropriate information, instruction and training is given to employees assigned to use the equipment;

- Suitably trained competent supervision is provided to ensure that safe use by employees of equipment in compliance with the provisions of this policy and legislation;
- Suitable and sufficient protective equipment is made available to and utilised by the employees as identified by assessments.

#### **4.37 Stress**

Research has revealed that stress in the workplace is a growing problem but one that has not been widely recognised, or generally accepted within the building and construction industry.

Our policy to avoid or prevent stress shall be achieved by a combination of management and task related provisions that will include:

Management Related:

- The fostering of good relationships between all staff.
- Well set and achievable objectives.
- Good and effective two way communications.
- Employee involvement.
- Good management support.
- Staff training.

Task Related:

- Well-defined tasks.
- Clear responsibilities.
- Proper use of skills.
- Good control of hazards and risks.
- Support from senior management.

Additional information on the subject of Stress at Work is contained in Guidance note HS(G) 116, published by the HSE.

#### **4.38 Driving for Work Purposes**

The Company will have in place procedures to ensure all vehicles comply with all legal obligations and are adequately insured, maintained and serviced and with a valid MOT whether the vehicle is owned by the Company or privately owned.

All drivers will make daily visual inspections of their vehicles as specified, with records taken on a weekly basis. This process will form a defect reporting procedure to ensure unsafe vehicles are dealt with promptly and in an appropriate manner.

All drivers are instructed to always adhere to statutory restrictions and the highway code and drive in a respectful manner also when on private land.

Any traffic violations or incidents which employees are involved in will be fully investigated by the Company and any necessary action taken to ensure preventative measures are in place to prevent future recurrences.

All drivers are instructed never to attempt to drive whilst potentially under the influence of alcohol or any drug which could impair their performance. In addition a person should not drive whilst tired for any reason, if in doubt contact your line manager immediately.

The Company will ensure that competent persons carry out suitable and sufficient assessments of drivers and organisational policies and commitment, vehicles and journeys to ensure that all risks are managed and where practicable eliminated.

Separate company driving policies set out the companies' policies in relation to driving for work purposes for those who drive company or privately owned vehicles, which will ensure all relevant information is gathered so accurate assessments can be undertaken. Such information will include driver's health status, driving license status, vehicle details, servicing, maintenance and vehicle inspection details.

No person is permitted to use a mobile telephone whilst in control of a vehicle, even if using a hands free kit. Drivers should pull over, and return calls from a safe location with the engine switched off. Likewise, persons should never ring any other person if they know they are driving as this can create a dangerous distraction.

#### **4.39 Accident Investigation and Reporting**

Within the Company, all accidents/incidents and near misses must be reported to a section supervisor at the time of the event. For all injuries, including minor ones, the supervisor must ensure that it is recorded on an accident report form and forwarded to the safety department for entry into the Accident Book.

This reporting procedure is of the utmost importance as further investigation may need to be carried out by the safety department and the Health and Safety Executive may need to be notified. This procedure is the same for the reporting of incidents and near misses.

All incidents which require notification under the Health and Safety Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 will be investigated as follows:

- Site manager reports accident/ dangerous occurrence to safety department.
- Safety manager (external) to carry out initial investigation.
- Accident panel comprising of Director, contracts manager, site manager, site personnel and safety manager (external) to discuss investigation findings.
- Recommendations for preventative actions to be discussed with all Company site managers within two weeks of accident/ dangerous occurrence.

Accident statistics are formulated from figures collated on a monthly basis to generate statistics for the company. This system of reporting allows trends to be identified at an early stage and actions taken to prevent re-occurrence.

At the end of each year all accident data within the Company for that year is analysed. This enables the Safety Advisors to identify long-term trends of accidents within the Company and enables the Company to focus on setting the correct objectives for the forthcoming year. Accident and incident data are also used as Key Performance Indicators by which to monitor the effectiveness of the Safety Department, and to highlight successes and failures over the past year.

#### **4.40 First Aid**

Provisions for First Aid will be supplied and kept at each workplace and where more than one Contractor is on site, joint arrangements may be made.

A number of full time personnel have received training from recognised organisations and hold certificates of competency valid for three years.

At least one competent first aider will be resident at each workplace who will be responsible for ensuring first aid facilities are available and kept stocked.

Should the need occur, training of further personnel would be undertaken to ensure adequate arrangements are maintained on site.

#### **4.41 Permits to Work**

Where site conditions require it, a permit for work system shall be used and strictly adhered to, in some circumstances this will be operated by Client who will approve nominated personnel.

Typically permits to work are used for the following operations:

- Excavating
- Entry into a confined space
- Lifting operations
- Hot works

Only nominated personnel may take out, transfer and cancel permits for work. Records of the issue and return of permits is to be logged in the site safety file.

All conditions entered on the permit shall be strictly complied with. The nominated person shall be responsible to ensure such conditions are complied with, before a permit is cancelled he will ensure all tools and equipment are removed from the area, and all personnel withdrawn.

#### **4.42 Leptospirosis**

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

Areas of risk include sewers, drains, watercourses, canals, docks, derelict buildings, rubbish tips, farms or other locations where rat infestation is likely.

Persons working in areas which have been assessed and identified with the potential existence of Leptospirosis will be issued with a Leptospirosis Information Card to be shown when attending a doctor or a hospital suspecting Leptospirosis symptoms.

In addition adequate First Aid, washing and welfare facilities will be available on site.

Personal Protective Equipment including impervious gloves will be available, issued to relevant personnel and adequate procedures installed for reporting defect and damage.

Personnel working in potentially contaminated areas must ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a waterproof dressing. After contact with raw water, the hands and forearms should be thoroughly

washed with soap and water especially before eating, drinking, or smoking and persons should also avoid rubbing their nose, mouth or eyes during work.

#### **4.43 Asbestos**

All work in areas that have been identified as containing asbestos shall be undertaken in accordance with the HSE's guidance and Approved Code of Practice L143 'Work with materials containing asbestos'.

Should any further ACMs be identified during the course of the works they shall be dealt with and disposed of in strict accordance with the provisions of the Control of Asbestos Regulations 2006 and the approved code of practice.

The removal of asbestos when necessary will be carried out by licensed asbestos removal contractors only to the statutory requirements.

During work activities if any material is suspected of being asbestos work shall cease immediately. The suspected material must be reported and further investigation conducted to verify if asbestos is present. No material suspected of containing asbestos will be removed until the nature of material content has been identified and adequate arrangements made for safe removal by licensed contractors.

#### **4.44 Lead**

Lead can be encountered in various forms on Construction Sites, e.g., pipework, electricity cables, painted surfaces, paints and motor fuels.

Storage tanks may have contained leaded fuels and possible protected by lead bearing paint.

Hazards to health may be evident from the undertaking, e.g., burning welding and grinding, painted surfaces or entry into confined spaces.

Breathing in dust or fumes, absorption through the skin and ingestion, are factors requiring consideration.

For work in confined areas, adequate ventilation will be provided or respiratory protective equipment provided and used depending upon the degree of risk involved, a survey will be carried out before work commences.

When work is carried out where lead levels hazardous to health are evident, and then employees will be instructed in the dangers and precautions required to avoid contamination.

Adequate washing facilities will be provided and used before those employed take food, drink or anything by mouth.

Separate storage facilities will also be provided for protective clothing away from personal clothing.

Medical surveillance will be undertaken for those workers coming into contact with lead with records kept.

Client will be approached for information regarding the likelihood of lead contamination at the place of work.

Sampling of the new work areas where lead is suspected will be undertaken before commencement.

#### **4.45 Drugs and Alcohol**

The Company recognises that its own health is dependent upon the physical and physiological health of its employees. Accordingly, it is the right, obligation and intent of the Company to maintain a safe, healthy, and efficient workplace for all its employees, and to protect the Company's projects, equipment, operations and reputation.

The Company Substance Abuse Policy aims to ensure a drug-free working environment, and to comply with criminal, civil and health and safety laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.

The policy applies to all Company employees, including part-time workers, sub-contractors and agency workers. The Company notifies each employee by giving to them a written copy of the policy and obtaining from them a written acknowledgement that the policy has been received read and understood. (Within their contract of employment).

#### **4.46 Mobile Phones**

Research has proved that using a mobile phone whilst driving whether hands free or not is distracting and reduces the drivers attention to what already is a hazardous activity. The following points are made with the requirements of the amended regulations being taken into consideration.

Drivers of vehicles shall only use a mobile phone whilst driving on a road if the vehicle is provided with a company installed hands free kit.

Drivers are advised that out going calls should only be made if the vehicle is parked in a safe place off the road.

Incoming calls should only be accepted if they can be answered by the pressing of a single, easily accessed button or voice command and it is safe to do so.

Calls received whilst driving on a road should be kept to a short duration- this must be considered by both the caller and receiver.

Mobile phones calls on site where permitted must only be made or received from a safe location where full attention can be given to the call. Obvious areas which are considered to be safe and free from hazard are site offices, welfare units or parked vehicles; obviously a common sense approach is required by all personnel.

Plant operators must never use a mobile phone whilst the plant is in operation.

#### **4.47 Expectant Mothers**

Generic precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect new and expectant mothers. However, there are occasions when, due to their condition, additional measures will be necessary to reduce any identified risks and provide guidance on specific control measures required to protect them.

This is achieved by carrying out a specific assessment of their role and working environment once the company has been notified of the condition. Any issues identified by the assessment can then be rectified and implemented including any training requirements.

#### **4.48 Working in Live Traffic**

In road works the most obvious hazard is working in live traffic. Excessive speed and close proximity of vehicles requires careful planning and great awareness. Work will never be carried out in live traffic without adequate signing and coning being in place. Only operatives that have received the appropriate training will establish traffic management measures in accordance with The New Roads and Street Works Act Approved Code of Practice.

The appropriate traffic management requirements will be assessed. One way traffic systems and pedestrian crossings need careful control measures with possible closure and appropriate signing required.

An appropriate safety zone will be maintained at all times- If these cannot be maintained alternative measures will be considered through discussion with the client and controlling authorities. Operatives will not stand or work in the safety zone.

Daily checks will be carried out to ensure signs/ cones are adequate, maintained and clean, and an out of hours contact number will be displayed in case of an emergency.

All operatives and plant will stay within the coned off working area. Mobile plant leaving the designated works area into live traffic will be guided by a banksman and display a hazard beacon.

#### **4.49 Smoke Free Working Environment**

This no smoking policy aims to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Management will ensure that all the workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Overall responsibility for policy implementation and review rests with Management; however, all staff are obliged to adhere to, and support the implementation of the policy.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

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