



# **HEALTH & SAFETY POLICY**

Date	Reviewed by
September 2017	Worksafe Consultancy Services Ltd

## SAFETY POLICY DOCUMENTATION

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## INTRODUCTION

The world of health and safety is constantly changing. New legislation, working practices and technology, expectations of both employers and employees and the attitude of the Judiciary and not least, commercial insurers, all require that health and safety be actively managed and that all identified risks are removed, or at least adequately controlled.

Insurers will be seeking evidence to demonstrate that a Client is proactive in his identification of areas of concern and is developing strategies that will deal with them.

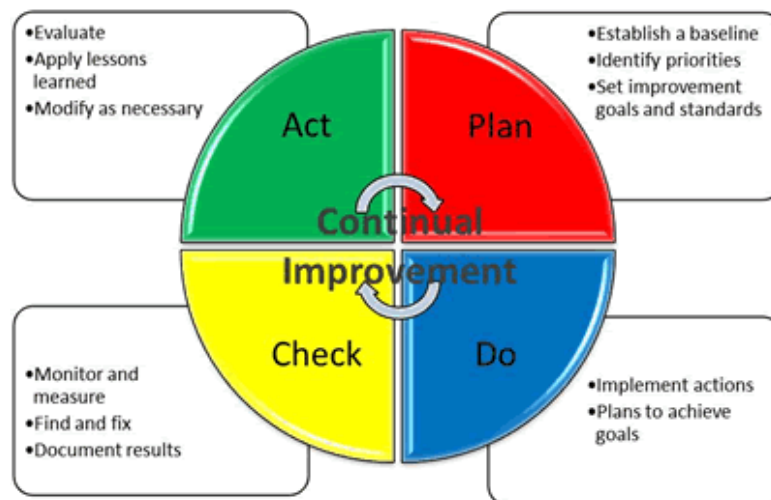
The starting point for all this is the safety policy and its supporting documentation – the clear identification of roles and responsibilities, the production and implementation of suitable and sufficient policies and procedures, and evidence that the whole system is audited on a regular basis with health and safety performance being measured and reviewed.

Further supporting documentation such as risk assessments and training records all serve to demonstrate the fact that the client is proactive in respect to health and safety management, thereby managing the risks and controlling them.

In response to all of the above and out of a desire to improve the management of health and safety within our company(s) this Safety Policy Documentation has been produced.

This part contains information as listed below.

The intention of this Safety Policy Documentation is to provide a framework that will enable safety to be successfully managed and provide a firm base for continuous improvement in the future. Our Safety Policy Documentation is written around the format as described in the Health and Safety Executives' publication - "Successful Health and Safety Management" - ref HSG 65, and is set out as follows:



### Additional information

Should the reader of this policy be unsure of what course of action to take in respect of a matter concerning the health and safety of employees, contractors, clients or the general public then clarification should be obtained initially from your immediate supervisor, the Director with Health and Safety Responsibilities, or if not available, the Managing Director responsible for safety matters.

## **SAFETY POLICY DOCUMENTATION**

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### **HEALTH AND SAFETY POLICY STATEMENT**

It is the policy WGL Stoneclean Ltd that we shall ensure the health, safety and welfare at work of all our employees, sub contractors and any other persons within the workplace who may be affected by any of our activities. WGL Stoneclean Ltd also intends to carry out its undertakings in such a way that the general public is not exposed to risks to their health and safety.

It is the intention of WGL Stoneclean Ltd to identify, eliminate, or reduce and control, hazards in the workplace.

WGL Stoneclean Ltd will provide and maintain: -

- 1) Machinery, equipment and plant that is safe and without risk to health
- 2) Safe systems for the handling, storage, transportation and use of articles and substances, without risk to health
- 3) Information, instruction, training and supervision that ensures the health and safety of all employees
- 4) A safe place of work, including entrances and exits, that is without risk to health
- 5) A safe and healthy working environment with adequate arrangements for the welfare of employees

The Company Managing Director, will ensure there are sufficient resources set aside for health and safety and make very effort to keep himself informed and up to date with Health and Safety Legislation, both current and future. Where necessary outside assistance will be requested as appropriate from, for example, the local Fire Service, the Health and Safety Executive, the Local Authority, or other professional bodies with the skills required.

A copy of this Policy Statement and the accompanying procedures and arrangements for health and safety will be available to all employees.

All such documents will be reviewed at least annually, and updated as required, or in the case of any significant change in which may affect the Health and Safety of our employees or anyone else who may be affected by our work, these changes may include:-

Premises  
Working conditions and practices  
Equipment and substances in use  
Legal requirements

Distribution and ongoing review, update and control will be the responsibility of the undersigned Managing Director of WGL Stoneclean Ltd.

SIGNED



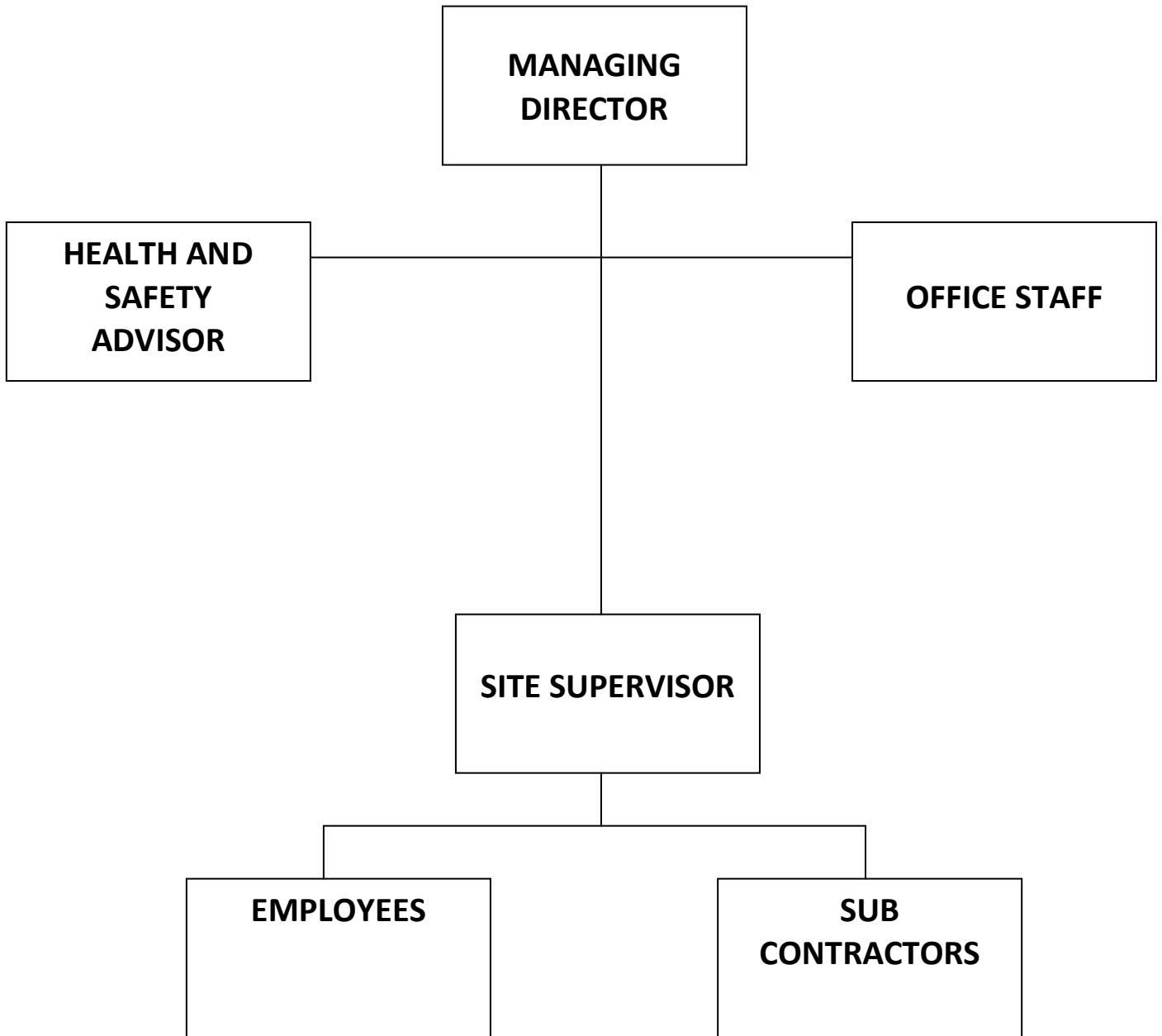
**MANAGING DIRECTOR**

NAME

Bernard Coleman

DATE 1<sup>st</sup> September 2017

**ORGANISATION CHART**



### **RESPONSIBILITIES OF THE MANAGING DIRECTOR**

The **Managing Director** of the Company has overall responsibility for the implementation of the arrangements and adherence of them by all Directors, employees and Sub Contractors engaged by the company and specifically to:-

- Ensure the health, safety and welfare at work of all our employees and any other persons within the workplace who may be affected by any of our activities.
- Establish a structure & organisation for the management of all aspects of health & safety
- Ensure that employees and ALL persons (visitors, clients etc..) are informed on all matters relevant to their health and safety
- Ensure that sufficient resources are allocated for the achievement of health and safety objectives
- Ensure that arrangements are made to carry out the legal obligations of the Company with regard to health and safety legislation

All of the Company's premises and activities shall be assessed in respect of Health and Safety Risks and such assessments shall be recorded in writing and reviewed by means of regular workplace inspections, and in the event of any significant changes in

- Work equipment or working practices
- Premises or structural alterations
- Statutory duties or responsibilities

Risk assessments will be carried out in relation to:-

- Premises, sites and working arrangements
- Provision and use of work equipment
- Health, Safety and Welfare facilities
- Transportation, storage and use of hazardous substances
- Manual lifting and handling
- Provision and use of personal protective equipment
- Use of display screen equipment
- Fire

All such assessments, including action plans and systems of management to eliminate and / or control workplace risks, will be retained and filed at the head office.

The Managing Director will ensure that method statements and risk assessments are carried out and are communicated and implemented by the Site Supervisor. These shall be in place prior to the commencement of **all** contracts and shall be provided in writing on each site. Where such assessments reveal that special and / or additional Health and safety Procedures are necessary then these shall be produced and implemented by Managing Director.

## **SAFETY POLICY DOCUMENTATION**

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Main responsibilities are to:

- Remain accountable for health and safety, however, delegate responsibility for the implementation of the company's policy on health and safety for his areas of responsibility to the Site Supervisor.
- Adequately resource Health and Safety in the terms of personnel, procedures, time, money, training, supervision and equipment and any other reasonable costs to enable everyone associated with the organisation to carry out work in a safe and efficient manner.
- Ensure that all employees and Sub Contractors are fully aware of and, understand and accept their individual responsibilities and accountability for health, safety and welfare.
- Delegate to and authorise nominated individuals to implement the policy within their area of responsibility.
- Organise work so that it is carried out to the required standard with minimum risk to employees, sub contractors, other contractors, the public, equipment or materials and in accordance with the requirements of the Clients rules or site's Health and Safety Plan.
- Where necessary, issue written instructions setting out the method of work. Check that contractors/sub contractors engaged in high-risk activities are working in accordance with their agreed method statement and that details of other relevant risk assessments are available.
- Establish emergency arrangements in accordance with the construction phase safety plan./ Clients rules
- Actively encourage consultation and communication between all Directors, Employees, Sub Contractors and Contractors to engage, promote and develop health and safety throughout the company.
- Understand the requirements of the health and safety at work act 1974 and the management of health and safety at work regulations 1999, CDM 2015 and any other relevant pieces of Legislation.
- Reprimand or discipline any employee, sub contractor or contractor failing to discharge satisfactorily the responsibilities allocated to him/her.
- Foster within the company an understanding that injury prevention and damage control are an integral part of business and operating efficiency.
- Ensure all risk assessments have been carried out and appropriate precautions have been taken for all work activities.
- Collate information for the health and safety file and pass copies to the Principal Designer as required
- Set a good personal example

### RESPONSIBILITIES OF THE SITE SUPERVISOR

- Understand the requirements of and follow a site's health and safety plan, Client's health and safety rules and the company's risk assessments and method statements.
- Control and monitor working at height
- Establish emergency arrangements in accordance with the construction phase safety plan.
- Operatives and sub contractors under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- Any electricity supply is installed and maintained in a safe and proper manner.
- Keep all registers, records and reports up to date and properly filled in and ensure that they are kept in a safe place.
- Arrange delivery and stacking of materials to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.
- Plan and maintain a tidy site/ work area
- Implement arrangements with contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare, and ensure liaison is maintained.
- Ensure that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.
- Ensure that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable.
- Ensure that protective clothing and equipment is issued when required and that records are kept of issue in a "protective clothing and equipment issue register".
- Ensure that adequate first aid facilities are on site and that all persons on site are aware of their location and the procedure for receiving treatment for injuries.
- Co-operate with the safety adviser and ask for their advice if commencing new methods of work or potentially hazardous operations.
- Set a personal example by wearing appropriate protective clothing on site.
- Ensure that any accident on site which results in an injury to **any** person (not just employees) and/or damage to plant or equipment is reported in accordance with company policy.
- Set a good personal example



### **RESPONSIBILITIES OF EMPLOYEES**

All **Employees** have a duty to look after their own health and safety with specific responsibilities and to achieve this they must:-

- Fully co-operate with Management to achieve the Company's Health and Safety Policy objectives
- Understand the requirements and comply with a site's Health and Safety Plan, Clients health and safety rules and the company's risk assessments and method statements.
- Work safely and efficiently by following health and safety instructions and procedures and training, by using correctly maintaining safety devices, equipment, personal protective equipment and any other item provided for their health and safety
- Report to their immediate manager or supervisor any defects in premises, plant, equipment, systems of work or other issues which may affect health and safety
- Report all accidents, injuries, diseases, incidents, near misses and dangerous occurrences to their immediate manager or supervisor, regardless of whether damage or injury has occurred
- Read and obey all warnings, instructions, rules, written procedures, safety warnings or hazard signs relating to their health and safety or the care or use of equipment or systems of work
- Attend all training or health and safety meetings or presentations as directed by their manager or supervisor
- Look after themselves and their colleagues at all times and observe their legal duty of care to themselves and others who may be affected by their work
- Report all apparent failures in the Health and Safety Policy and procedures to their immediate manager or supervisor who will conduct an investigation and inform the Managing Director

### **RESPONSIBILITIES OF SUBCONTRACTORS**

- Carry out work activities and procedures as laid out in any Risk Assessment, Method Statement (RAMS) or Permit to Work any only to your level or training, experience and/or knowledge.
- Report any shortcomings in the arrangements or procedures or any issues that you believe to be ineffective or unworkable before attempting the task.
- Co-operate fully with WGL Stoneclean Ltd to avoid accidents and ill health on Company premises, company projects or any other work engaged to carry out for and/or by WGL Stoneclean Ltd.
- To provide evidence of their Risk Assessments for activities they carry out, and where necessary, provide suitable written Method Statements. With evidence that they understand the importance of submitted documents and its content.
- Follow and comply with all WGL Stoneclean Ltd procedures and that of clients including those for CDM.

### **RESPONSIBILITIES OF HEALTH & SAFETY ADVISOR (Consultancy appointment)**

*The Health and Safety Advisor is responsible for:*

1. Advising management and supervision on the following :-
  - Prevention of injury to personnel and damage to plant and equipment.
  - Elimination of hazards which could lead to occupational injury or ill health.
  - Specialist information required for the preparation of risk assessments involving hazards outside the scope of typical activities.
  - Improvement of existing safe methods of work (including new techniques and developments).
  - Legal requirements affecting health, safety and welfare and where appropriate changes in relevant legislation.
  - The suitability, from a safety viewpoint, of new or hired plant and equipment.
  - Provision and use of personal protective equipment.
2. Conducting and documenting inspections and audits of sites premises and operations where required to ensure that safe and healthy methods of working are being employed and that all relevant regulations are being observed. Also to promptly report to management and supervision any unsafe practices or breaches of legislation.
3. Assisting with the investigation of serious and major accidents and the development of company procedures when required.
4. Making contact and liaising with official and professional bodies when necessary.
5. Advising the company, including the Managing Director responsible for Health and Safety of the company health and safety performance.

### ACCIDENT REPORTING

#### 1. SCOPE

- 1.1 To set out a procedure, for WGL Stoneclean Ltd that ensures the correct and timely reporting of accidents.

#### 2. INTRODUCTION

- 2.1 The requirements for the correct and timely reporting of accidents, whilst in themselves a matter of “best practice”, are also a legal requirement contained in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

RIDDOR, however, deals with only major specified injuries and occurrences (including injuries that result in more than seven days absence from work).

The requirement of this procedure however goes further to ensure that all accidents, regardless of severity, are reported in some manner.

#### 3.1 WHAT MUST BE DONE IF AN EMPLOYEE HAS AN INJURY AT WORK

All employees will inform the Directors should an incident occur. The Directors will enter the information in the accident book which is kept at the office. The Directors are then responsible for informing the enforcing authority should the accident be reportable under RIDDOR.

There are five categories of injury type accident that require reporting in some manner. The reporting requirements are more onerous for some than others, and are summarised below.

***NOTE - These requirements apply equally to whether the injury occurs to an employee or third party in work areas under our jurisdiction whether or not we are working for a Principal Contractor.***

##### 3.1.1 CATEGORY I                      INSIGNIFICANT

This type of accident results in bruising, light abrasion cuts etc or any other injury that may require first aid treatment.

The required reporting action is:

- Entry into the accident book and that should include any first aid treatment given.

##### 3.1.2 CATEGORY II                      MINOR

This type of accident is similar to the above but results in lost time from work exceeding seven days not including the day of the accident, but including weekends, bank holidays and days they don't normally work.

The required reporting action is as follows:

- Entry into the accident book that should include any first aid treatment given
- Should the injured party be off work for more than 7 days complete the online form to the relative enforcing authority within 15 days

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### **3.1.3 CATEGORY III MAJOR/ SPECIFIED**

This type of accident is reportable under the Reporting of Injuries, Diseases and dangerous Occurrences Regulations 2013 and includes injuries (which are normally reversible) such as loss of consciousness, burns, fractures, hospitalisation due to an injury (over 24 hours) etc.

The reporting action required is:

- Notify the Managing Director immediately by the fastest possible means;
- Notify the relevant Enforcing Authority by the fastest possible means (telephone)
- Entry into the accident book;
- Complete the online form to the relative enforcing authority within 10 days of the incident via the online reporting system

### **3.1.4 CATEGORY IV SEVERE**

This type of injury is reportable under RIDDOR and includes permanent disability, loss of sight, amputation respiratory damage etc.

The reporting requirements are identical to Category III accidents.

### **3.1.5 CATEGORY V FATALITY**

This includes fatalities as a result of delayed effects and the reporting requirement is as Category III above.

## **4. ACCIDENT INVESTIGATION**

4.1 Serious accidents will usually be investigated by both the relevant Enforcing Authority and the Directors.

Initial investigation by a local team can be invaluable when establishing cause.

4.2 Following a reportable, serious or fatal accident, a knowledgeable and experienced person should, if possible, begin an investigation to establish answers to the following:

Who?	When?
Where?	Why?
What?	How?

4.3 **DO NOT ALTER OR CHANGE ANYTHING AT THE SCENE UNLESS IT IS ESSENTIAL IN ORDER TO REMOVE FURTHER RISK OR UNTIL INSTRUCTED TO DO SO BY THE ENFORCING AUTHORITY OR THE DIRECTORS.**

4.4 When carrying out this initial investigation you must wherever possible:

- Take photographs;
- Hold damaged plant and equipment on site;
- Take statements from witnesses, and obtain their names and addresses;
- Interview the injured party;
- Take a statement from the Supervisor of the injured party;
- Make notes and sketches as may be necessary to assist in the establishment of cause;
- Do not speculate as to allocation of blame; and do not talk to the Press.

### 5. REPORTING THE ACCIDENT

- 5.1 The Health and Safety Executive have established a central accident reporting centre and the details for contact are as follows:

For death and major injuries the report will be made by telephone to the Incident Centre on 0845 3009923. These, and all other reportable incidents should be reported online at [www.hse.gov.uk](http://www.hse.gov.uk) as required.

A copy of any completed form will be retained with the Accident Register, and the original of the form submitted to the enforcing authority by the Management.

Phone 0845 300 9923 (8.30am – 5.00pm) for death and major / specified injuries only

E:mail [riddor@natbrit.com](mailto:riddor@natbrit.com)

Web site [www.hse.gov.uk](http://www.hse.gov.uk) (anytime)

### 6. NEAR MISS INCIDENTS

A 'near miss' is any incident, accident or emergency which did not result in an injury or damage to plant and equipment but had the potential to do so.

Recording non-reportable near misses is *not* a statutory requirement but doing so gathers valuable information to use providing management the tools to eliminate accidents.

It is good safety management practice as reviewing the report may help to prevent a re-occurrence or it developing into an actual incident.

Recording these near misses can also help identify any weaknesses in operational procedures as deviations from normal good practice which may only happen infrequently but could have potentially high consequences.

A review of near misses over time may reveal patterns from which lessons can be learned.

Employees are also encouraged to report any near miss incidents to the Supervisor or Client.

### **ASBESTOS**

#### **1. SCOPE**

- 1.1 To establish and set out the safety procedure for the safe management of asbestos based materials within the company premises.

To establish and set out the safety procedure for employees and sub contractors working in premises where Asbestos may be present.

#### **2. INTRODUCTION**

- 2.1 Asbestos is still present with numerous buildings built or refurbished before 1980.
- 2.2 Whilst asbestos remains in situ the risk to occupants and workers is relatively low, but due to the possible locations that it maybe present is poses an increased risk to those who undertake maintenance and repair work.

#### **3. WHAT MUST BE DONE**

- 3.1 The Control of Asbestos at Work Regulations, require that all employers, owners and landlords protect the health of their employees and others from exposure to asbestos based materials.
- 3.2 Regulations also require that asbestos in premises is identified and managed.
- 3.3 If asbestos based material is assumed to be present then it must be deemed to be present until it is proven not to be present by specialist inspection and testing.

#### **4. HOW MUST IT BE DONE**

- 4.1 To ensure compliance the following is to be done

##### **Responsibilities**

The Managing Director will obtain copies of asbestos/reports where available and make employees and dub contractors aware of the presence of asbestos where identified.

Where Premises contain asbestos, a note will be made on the personnel record of each member of staff or sub contractor working in that area to indicate they have worked on premises containing asbestos.

Action will be taken in accordance with advice given by asbestos specialist. HSE approved asbestos contractors will be used where removal is deemed necessary.

When contractors are used for maintenance or installation work associated with the premises, they will be notified of all known locations of Asbestos Products.

Employees and/or the company sub contractors are required to immediately notify the company if they identify any other asbestos whilst working, and must cease operations immediately if they are likely to disturb asbestos.

All employees and sub contractors (due to their trades) will have attended an Asbestos Awareness course within the last 12 months. Proof of this attendance will be recorded and retained by the directors of the company.

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### **5. WORKING IN CLIENTS PREMISES**

- 5.1 The Managing Director will refer to the pre construction health and safety plan and/or make enquiries with the Client before the health and safety plan or is developed if the project comes within the criteria of CDM Regulations regarding the presence of asbestos containing material. If the project does not come under the CDM regulations, The Managing Director will request a copy of the asbestos survey/register to identify any asbestos containing material which may be present in the building.

Any personnel discovering any material identified as possibly containing asbestos are forbidden to touch or remove it and must immediately inform their Site Supervisor, who shall immediately notify the Client and the Principal Contractor where applicable..

Employees will be briefed on hazards contained in the health and safety plan before work commences and where necessary receive tool box talks as a method to deliver refresher training.

The Company will employ a properly licensed Contractor should removal be necessary. This includes work on asbestos coating and asbestos lagging; and work on asbestos insulation or asbestos insulating board (AIB) where the risk assessment demonstrates that the fibre release will be high, e.g. the material is badly damaged, or the work is not short duration work.

Non licensed work includes work on asbestos containing textured coatings and asbestos cement.

Where the risk of fibre release is greater, non licensed work will be notified to the Health and Safety Executive online and from 2015 medical examinations and record keeping will be required. This work is known as notifiable non licensed work (NNLW). Medical records in relation to this issue shall be retained for 40 years.

The Managing Director will decide if the work is NNLW, and will consider the type of work that is to be carried out, the type of material to be worked on and its condition:

Information and guidance is provided to employees regarding asbestos containing material in the Employee Health and Safety Handbook

All operatives will have received annual asbestos awareness training

### **6. ACTION IF ASBESTOS IS DISCOVERED**

- 6.1 Whilst undertaking any work should any member of staff discover materials which they suspect to be asbestos based then they shall

- Stop work immediately
- Isolate the area & report their findings
- Only proceed upon receipt of confirmation that asbestos is or is not present.

### **CONSULTANCY**

The Companies appointed Health and Safety Consultants are:-

Worksafe Consultancy Services Ltd  
1200 Century Way  
Thorpe Park  
Leeds LS15 8ZA

Tel                0113 2515 108  
Fax                0113 2515 100

Contact Mrs T Ellis CMIOSH, CMaPS AIEMA

Worksafe Consultancy will supply the following:-

- Review and Reformat Company Health and Safety Policy
- Written Audit Reports and Practical Help and assistance with the implementation of measures required
- All relevant Health and Safety Documentation including Policy Statements and Manuals
- Produce COSHH and General Manual Handling Assessments for the Construction Activities
- Provide a telephone help line and document update/review services
- Site Visits and Audits



### CONSTRUCTION DESIGN & MANAGEMENT REGULATIONS

#### 1. SCOPE

- 1.1 To establish and set out the safety procedure for the carrying out work under the Construction (Design and Management) Regulations (CDM) directly by the company.

#### 2. INTRODUCTION

- 2.1 The Construction (Design and Management) Regulations 2015 establish a framework for managing the health and safety aspects of construction projects throughout the design and construction phases.

They also require that designers give adequate consideration to how structures they design can be constructed, maintained, and ultimately demolished.

2. The regulations for the first time place criminal law duties regarding health and safety on Client, Principal Designers and Designers.

#### 3. WHAT MUST BE DONE

When the company is acting as a Contractor on projects involving more than one contractor, the Managing Director will

- Check the Client is aware of his duties
- Co-operate with the Principal Contractor
- Ensure anyone employed by the company are competent to carry out the work safely
- Tell the Principal Contractor about risks to others created by their work.
- Plan, manage and monitor the work to make sure workers are safe from the start of the work on site.
- Provide workers under the company's control with any necessary information including any health and safety information, site induction, the need to work safely, report problems and respond in an emergency.
- On projects involving more than one contractor, this will involve the contractor coordinating the planning, management and monitoring of their own work with that of the principal contractor and other contractors, and where appropriate the principal designer. Such coordination could involve attending regular progress meetings
- Ensure the workforce is properly consulted on matters affecting their health and safety
- Obtain specialist advice where necessary when planning high risk work such as alterations that could result in structural collapse
- The contractor is required to comply with any directions to secure health and safety given to them by the principal designer or principal contractor
- Provide information for the health and safety file.

***For projects where there is only one contractor working the Managing Director will ensure:***

- a construction phase plan is developed as soon as is practicable prior to setting up on site
- The client provides any relevant pre-construction information they possess.
- They will not carry out any construction work on a project unless they are satisfied that the client is aware of the duties
- A health and safety file is only required for projects involving more than one contractor

### **COSHH PROCEDURE**

#### **1. SCOPE**

- 1.1 To establish and set out the safety procedure for the safe management of Hazardous substances used directly by the company or by its sub-contractors.

#### **2. INTRODUCTION**

- 2.1 The Control of Substances Hazardous to Health (COSHH) Regulations are Designed to protect people against risk to their health, be it immediate or delayed, from substances hazardous to health being used in connection with a work activity.

- 2.2 Substances hazardous to health are classified as Corrosive, Health Hazard (Irritant/Harmful) Acute Toxicity or Serious Health Risk. Additional symbols advise on Flammability, Oxidisation and Hazardous to the Environment.

These are easily identified by the packaging symbol – Red Diamond with a White background and Black Pictograph.

#### **3. WHAT MUST BE DONE**

- 3.1 The Control of Substances Hazardous to Health (COSHH) Regulations, require all employers to protect the health of their employees from exposure to hazardous substances. In order to meet the requirements of these regulations there are two basic steps that must be followed –

- Identify all substances that are potentially hazardous to health. Wherever possible substitute it for the least harmful substance available (i.e. use a water based adhesive rather than one with a solvent base).
- Undertake a COSHH assessment of those substance identified as being hazardous to health

#### **4. CARRYING OUT AN ASSESSMENTS**

- 4.1
- Obtain Material Safety Data Sheet (MSDS) from supplier or manufacturer and gather any other available information.
  - Carry out the assessment from information available in MSDS. When carrying out an assessment, consideration must be given to:
    - How it is to be used,
    - By whom,
    - Where it is to be used
    - Who else is likely to be affected
    - The hazard category
    - Handling precautions in place and required
    - Existing control measures
    - Emergency procedures for spillages etc
    - First aid
    - Disposal instruction
    - And as last resort the PPE requirements

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- Maintain a register of all assessments undertaken along with the relevant MSDS.
- Where the substance poses a 'significant risk' to health & safety, attach a copy of the relevant COSHH assessment to the Method Statement for that area of work, in the same manner as risk assessments.
- Ensure that the control measures are put in place to reduce exposure to a minimum, but below the Working Exposure Limit (WEL).
- Ensure that the findings of the assessment are communicated to everyone that is likely to be affected by the substance - this will normally be in the form of a 'Toolbox Talk'.
- Ensure that the findings are communicated to any other person who may be affected i.e. those working nearby, other occupants.
- Ensure that the assessment is reviewed regularly and if circumstances change or in the light of further knowledge.

### **5. RESPONSIBILITIES**

5.1 It is the employer's responsibility to undertake all such COSHH Assessments

- Where the company are employing directly employed labour the responsibility shall lie with his line manager
- Where the company engage contractors it is the responsibility of the contractor to undertake the assessment and provide the company with copies of all such assessments.

It is the users' responsibility to read the COSHH Assessment and use the control measure contained within the assessment. Any shortcomings in the arrangements, procedures or controls must be brought to the immediate attention of the directors.

### DISASTER PLANNING ARRANGEMENTS

The company is dedicated in their efforts to avoid any disaster that may affect the company. However, the company recognises that such an event may occur despite their best efforts and have put in place procedures that will deal with any disaster.

Being prepared reduces the risk of disasters, and if they happen, minimises their effect and enables management to handle them successfully.

The main imperative of disaster planning is to safeguard the health, safety, security and welfare of employees and others and secondly to handle next of kin with maximum care and consideration.

#### Roles

The Managing Director is responsible for ensuring reaction to disasters is managed in a controlled manner.

#### Disaster Planning Procedures

There are four components to disaster management that follow a logical, integrated and progressive sequence of activities. It provides a cycle of preparedness and action.

The four stages are:-

**Mitigation** – this is about reducing risks whatever their source. Such risks include floods, fire, explosions, structural damage, computer problems, aircraft disasters, etc.

The risks associated with disasters should be identified by the Managing Director so that the individual and collective effects (particularly on people) can be assessed against established criteria. Priority steps can then be taken to eliminate, reduce or control the risks and their severity.

**Readiness** – this covers all in-house aspects of preparedness, notably contingency planning and emergency procedures. The Managing Director will draw the elements of readiness from the assessment of risks in stage 1 (mitigation) into contingency plan. The contingency plan should centre on saving life and relieving suffering, also to include protecting property and resources, prevent collateral damage and safeguarding the environment.

**Response** – the core of any response to any disaster is the emergency services. However, there is no blueprint for a disaster because each situation is different and the unexpected can happen at the worst possible time. Consequently some basic information should be compiled and made available to help the emergency services. This includes site services locations, Company layout plans, storage of dangerous substances, etc. This will aid those agencies involved in the response. Statements to the media should be channelled through the Managing Director. The response should follow a logical sequence:-

- Identify the source and nature of the disaster
- Raise the alarm and notify the emergency services
- Saves lives and treat casualties
- Activate the contingency plan
- Establish control and manage the developing situation

**Recovery** – this, the final stage of the disaster management cycle, embraces a number of activities needed for return to normality. It should include dealing with investigates and inquiries, rehabilitation and aftercare needs, especially relatives and/or next of kin of any persons injured or deceased.

### **DISPLAY SCREEN EQUIPMENT**

#### **1. SCOPE**

- 1.1 To set out a safe working procedure for those persons working on or with Display Screen Equipment (DSE).

#### **2. INTRODUCTION**

- 2.1 Under the Health and Safety (Display Screen Equipment) Regulations (and subsequent amendments) every employer shall carry out a suitable and sufficient analysis of workstations used by "Users".
- 2.2 All assessments that are carried out must be reviewed if there is a significant change in the workstation or if the workstation has been relocated. A significant change could be a change in the software package being used on the equipment, a change of chair, desk or other item of "hardware", a new "user" etc.

#### **3. WHO ARE "USERS"?**

- 3.1 It will generally be appropriate to classify the employee as a user if the following criteria apply:
- a) The person depends on the display screen equipment to do their job;
  - b) The individual uses the display screen equipment more or less daily and for what could be classed as a significant part of the working day (30 - 35%);
  - c) The individual has no discretion as to the use or non-use of the display screen equipment;
  - d) The individual requires training in the use of display screen equipment to do their job.

#### **4. WHAT SHOULD BE DONE?**

- 4.1 It is the responsibility of Line Managers to determine which of the staff under their control are users and undertake the necessary assessments using the attached checklist.
- 4.2 The assessment shall include any preventative, proactive and remedial measures that are to be implemented by the Line Manager.
- 4.3 A copy of the assessment shall be retained and reviewed on a regular basis.

### **EYESIGHT TESTS**

#### **1. SCOPE**

- 1.1 To set out a procedure for dealing with eyesight tests for staff who are categorised as “users” under the terms of the Health and Safety (Display Screen Equipment) Regulations.

#### **2. INTRODUCTION**

- 2.1 Under The Health and Safety (Display Screen Equipment) Regulations an employer shall ensure that he provides, upon request, an appropriate eye and eyesight test to employees who habitually use display screen equipment. A qualified optician shall carry out the eye and eyesight test.
- 2.2 Employers shall also ensure that each user employed by him is provided with corrective spectacles should the eye and eyesight test determine that they are necessary solely for the use of display screen equipment.

#### **3. WHAT SHOULD BE DONE?**

- 3.1 All users of display screen equipment should be made aware of their entitlement to an eyesight test. This will be explained to all “users” when they are assessed.

Should any user require an eyesight test he/she must request it through his/her Line Manager.

- 3.2 If the eyesight test is carried out through a branch of Spec savers, the full cost of the test shall be paid for by the Company.

Should any member of staff wish to have this test carried out by their own optician, then the Company shall contribute an equivalent amount towards the cost of the test.

- 3.3 All reimbursements for these tests and corrective appliances (if required) shall be claimed through personal expenses.

- 3.4 Should corrective appliances be required for working solely at or with display screen equipment, the Company will contribute a reasonable amount towards the costs, in line with relevant frames and lenses, this does not include designer glasses other than the basic cost/contribution.

- 3.5 Directors are required to keep records of all of the above.

### ELECTRICAL

#### 1. SCOPE

- 1.1 To set out the procedure to ensure that the electrical systems and equipment being used at work is safe and without risk.

#### 2. INTRODUCTION

- 2.1 The Electricity at Work Regulations requires employers to ensure that the electrical systems and equipment used by employees is tested and safe to use.
- 2.2 The Health and Safety at Work etc Act requires employers to provide safe systems of work and safe plant and equipment.

It shall be the responsibility of **the Managing Director** to ensure that all electrical systems and electrically powered equipment is of a standard and is tested, inspected and maintained as required by the Electricity at Work Regulations and relevant guidance. In particular they shall ensure that: -

- An inventory of all portable and fixed electrically powered equipment is taken and maintained , with all such equipment bearing an inventory number for ease of identification
- All equipment shall be tested for electrical safety according to the test schedule attached to the equipment inventory. Tests shall be carried out by a competent person and records kept and filed.
- All portable electrical equipment shall be visually inspected as part of regular Health and Safety checks, including sockets, extension leads and adaptors
- Where practicable all electrical power delivery systems shall be fitted with residual current detectors (RCD's). Where not practicable portable RCD's must be used and fitted to power sockets when using portable equipment
- Defective electrical circuits, sockets, distribution equipment, extension leads, adapters or electrically powered equipment shall be immediately withdrawn from use and electrically isolated and signed e.g. 'DO NOT USE', if any fault is detected. The equipment must remain isolated until an effective repair and safety test has been completed
- All switches, switch rooms, panels, main boxes and electrical cables and conduits shall be adequately protected from damage. Such equipment and systems shall be located to avoid physical and environmental damage and shall be free from obstructions
- Where adverse conditions apply the equipment and systems shall be of a construction and standard safe for use in that environment
- Where possible portable equipment shall be supplied at a reduced voltage and for work on construction sites equipment shall be 110V or less.

## SAFETY POLICY DOCUMENTATION

- Employees carry out a visual electrical pre-use check which is applicable to all equipment and extension leads looking for damage. A safety checklist is contained in employee health and safety handbook
- All employees shall receive written instructions and appropriate training in electrical safety. If employed to carry out electrical repair work they must be suitably trained and their competence confirmed by certification or accreditation from relevant awarding / testing bodies & records of training kept on their personnel records.
- All Contractors using electrical equipment or employed to install, test or repair electrical equipment shall be required to provide proof of the competence of their staff and proof of the safety of any equipment owned and used by them on the premises / site
- After any installation or repair of electrically powered equipment an electrical safety test must be carried out by a competent person and test records kept

### 6. SUGGESTED MAINTENANCE INTERVALS

Type of business	User checks	Formal visual inspection	Combined inspection and test	
Light industrial	Yes	Before initial use then 6 monthly	6 – 12 months	
Office equipment	No	1-2 years	Non if double insulated otherwise up to 5 years	PC,s, photocopiers, printers
Double insulated not hand held	No	2-3 years	No	Fans, table lamps
Hand held double insulated (class 2)	Yes	6 – 12 months	No	Floor cleaners, kitchen equipment
Earthed equipment (class 1)	Yes	6 – 12 months	1-2 years	Electric kettles, hoovers
Equipment used by the public	By a member of staff	3 months	1 year	Hotel room equipment TV's kettles
Cables, plugs, extension leads	Yes	1 year	2 years	
Construction equipment	Weekly	Monthly	Before first use then 3 monthly	110v equipment
Construction equipment	Daily/every shift	Weekly	Before first use then monthly	230v mains



### FIRE SAFETY & FIRE RISK ASSESSMENTS

#### 1. SCOPE

- 1.1 To set out the safety procedure for ensuring general fire safety and the undertaking of fire risk assessments within all of the company's premises.

#### 2. WHAT MUST BE DONE

- 2.1 All of the company's workplace shall undertake, produce and communicate a fire risk assessment. This may be produced by landlords in rented premises.
- 2.2 All of the company's workplaces are to ensure that simple fire prevention measures are followed and implemented as part of the fire risk assessment.
- 2.3 All of the company's workplaces are to implement fire evacuation procedures and fire management checks as part of the fire plan and fire risk assessment.

#### 3.0 FIRE

##### 3.1 "Responsible Person"

The **Managing Director** is the "responsible Person" for the Company as required by the Regulatory Reform Fire Safety Order 2005.

The responsibility is to provide protection and preventative measure in order to minimize and control the risk of fire.

##### 3.2 Smoking

Smoking is prohibited inside any public place, company premises and vehicles.

No person is allowed to breach this rule. Visitors should be reminded of the Company rules on smoking when brought onto the premises. Statutory signs will be displayed where necessary

##### 3.3 Heating, Lighting and Electrical Equipment

All portable heating appliances must be sited away from flammable materials; this includes posters, documents, etc. which are likely to be placed above appliances. A clear space of at least one metre should be maintained.

All permanently fixed heaters, boilers, etc. and electrical cupboard/panels should have a clear tidy area around the appliance with no rubbish accumulations such as waste bags, etc. Heating appliances are not be draped with towels, clothing, etc. Similarly light bulbs and fittings should be clear of materials. Turn off all directly controlled heaters and lights other than night-lights prior to close of Company activity.

### **3.4 Waste Materials**

Accumulation of waste materials is not allowed within the premises at any time; remove waste materials to the designated skips.

### **4.0 Means of Escape**

4.1 All premises must have clearly defined escape routes with the appropriate signage, they should be kept clear of any obstruction at all times, no combustible materials should be stored on fire corridors, exits, etc. Fire doors are provided to save life, do not wedge or prop/hold them open.

#### **4.1 Fire Risk Assessment**

The Regulatory Reform Fire Safety Order 2005 requires a fire risk assessment of all premises.

Fire precautions for all sites will be applied after a fire risk assessment in accordance with the Regulatory Reform Fire Safety Order 2005

#### **4.2 Fire Fighting Equipment**

Fire appliances and extinguishers of an appropriate size, type and number shall be placed at fire points in each work area.

They shall be regularly inspected and maintained (at least annually) by a competent Fire Extinguisher Company.

#### **4.3 Maintenance**

All extinguishers must be regularly checked for obstructions, that they are secure and that they have not been moved; they should not be used to prop open doors, especially fire doors, as it is mandatory to keep these shut.

#### **4.4 Smoke Alarms**

These should be sited wherever the need determines, for instance closed boiler stores, areas where radiant heat is likely to be danger in igniting or helping to ignite combustibles.

#### **4.5 Contractors**

Where there is contractual work involving welding, cutting, brazing or soldering on the Company premises, the contractor's Supervisor shall ensure that all combustible materials are removed from the vicinity, a suitable fire extinguisher is close to hand, the area is screened off if necessary and access by any unauthorised person is prohibited. The Contract Manager will check these requirements.

### **FIRST AID**

#### **1. SCOPE**

- 1.1 To set out the procedure for first aid to ensure that all requirements are being met.

#### **2. INTRODUCTION**

- 2.1 Under the Health and Safety (First Aid) Regulations, an employer has to provide such equipment and facilities as are adequate taking into regard the nature of his undertaking.
- 2.2 All staff is to be made aware of the location of the first aid facility and the name, location and means of contacting the appointed first aider.
- 2.2 All employers shall provide a sufficient number of suitably trained persons for the purposes of rendering first aid treatment, taking into regard the nature of their undertaking.
- 2.3 Duties of appointed first aiders shall be:
- a) Check the contents of the first aid box on a regular basis;
  - b) Order any replenishments as the need arises;
  - c) Order any special requirements as the need arises;
  - d) Make him/herself aware of all emergency telephone numbers;
  - e) Make him/herself aware of all emergency procedures.

If somebody requires first aid treatment, the first aider shall:

- a) Treat the injury as per their training;
  - b) Call for assistance if required;
  - c) Ensure that details are entered into the accident book;
  - d) Ensure that Line Management is informed as soon as is practicable;
- 2.4 Under no circumstances should first-aiders dispense pain-killers, tablets, proprietary preparations or any other form of medication.

#### **3. PERIPATETIC AND LONE WORKERS**

- 3.1 Every employer has the duty to ensure that peripatetic and lone workers are suitably trained and equipped to deal with emergency treatment.

### **GAS SAFETY PROCEDURES**

Any Company activity that involves the removal or installation of gas services or equipment shall be carried out in accordance with the Gas Safety (Installation and Use) Regulations 1998

All work carried out on gas fittings or installation shall only be carried out by competent persons i.e. persons registered as Gas Safe competent (originally by the Confederation of Gas Installers (CORGI)).

No self employed person or subcontractor shall be employed by the Company for gas fitting or installation purposes unless proof of competence has been provided

### **GENERAL EMPLOYEE WELFARE**

#### **Pregnancy**

The Managing Director shall ensure that risk assessments are undertaken of work process, conditions or physical, biological or chemical agents to ensure health and safety of the member of staff and that of the child.

The Company can only do this once notified of the pregnancy, subsequently confirmed by a certificate from a registered medical practitioner or midwife.

#### **Nursing Mothers**

Staff may have returned to work after having a child and the Company are required to ensure that adequate rest breaks are taken if they are a nursing mother. Breaks should be arranged with Managers as required.

#### **Young Persons**

Young workers are particularly at risk because of their lack of awareness of existing or potential risks, immaturity and inexperience. Unless an approved course of training has been completed dangerous machinery must not be operated.

Risks involved in tasks, which may be undertaken by Young Persons, will be assessed and information provided to young persons, in particular regarding work activities they must not undertake.

#### **Disabled Persons**

The Company will not discriminate against disabled persons and when employed, risk assessments and method statements will take into account any additional Health & Safety needs of these persons. Particular attention will be given to ensuring safe means of access to and egress from workplaces and action in emergencies to protect such persons.

#### **Bullying, Violence, Racist, Sexist and Derogatory Actions or Remarks**

The Company aim to foster good working relationships between all its employees and encourages a sense of humour to enhance morale and to encourage all employees to take care of their own safety and that of others.

Harmless jokes and friendly banter does not fall within this category or minor arguments between two persons or employees receiving disciplinary action against them.

It is the policy of this Company not to tolerate any bullying, violence, threatening behaviour, racist, sexist and any action or remark that is derogatory to any person. Horseplay and initiation tests are hurtful, dangerous and humiliating. Disciplinary action in accordance with current Employment, Safety and other relevant legislation will be taken against any individual organising or participating in any such activities.

Employees who feel they are being subjected to any such treatment are encouraged to contact any member of management to whom they can relate and with whom they feel comfortable.

Where possible all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

### **Stress**

Stress provides motivation and achievement. However if staff become over-stressed a range of medical symptoms may appear together with low performance, irritability and depression etc. Stress can be caused by environmental factors such as noise, heat, humidity, cold or lighting as well as work relationships, work loads and tight deadlines, where routine tasks may appear major problems.

It is Company Policy to address all stress related issues to ensure the health, safety and welfare of its employees and staff will be encouraged to contact their immediate Manager or any member of management who they feel comfortable with. Any such consultation will be kept in the strictest of confidence.

### **Working Time**

All employees have rights relating to working time, rest breaks, daily and weekly rest periods and paid annual leave

Where it may become necessary for any person to work time in excess of the average of 48 hours as averaged over a reference period of 17 or 26, the Company will seek to enter into a personal agreement with them subject to the Regulations that apply.

Should staff wish to discuss their individual rights or any group averaging or monitoring systems, they should contact their Manager.

The **Managing Director** will be responsible for monitoring and reviewing working time for employees.

### **Alcohol and Drugs**

The use of alcohol and / or drugs at work can cause a serious threat to Health and Safety not only to the person taking the substances but also their work colleagues. The long-term physical and psychological effects of substance abuse are well documented and so are road accidents attributed to the overindulgence in alcohol.

The Company Policy is to identify any member of staff who has a drink or drugs problem.

NO EMPLOYEE is allowed to be at work under the influence of drink or drugs.

ANY EMPLOYEE who notices a work colleague under the influence of drink or drugs must report the same to Management. This will be treated in the strictest confidence.

Any employee under the influence of drink or drugs can endanger their own health and safety and that of others. An employee taking prescribed medication that will affect his ability to work safely will inform Management of the situation prior to commencing work.

Employees and/or sub contractors who are taking prescribed or over the counter drugs shall notify the director who shall then make an assessment to ensure the individual is not unduly affected by the drugs, this shall be carried out in the strictest of confidentiality.

## **SAFETY POLICY DOCUMENTATION**

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### **Environment**

It is Company Policy to protect the environment and as such all its employees and / or Contractors are to ensure that where practicable items are recycled and nothing is discharged into the atmosphere, drains, water or land which may damage it.

Any such occurrence, process or activity is to be reported to Company Management for action.

Natural light is preferred to artificial lighting; however where additional lighting is required adequate arrangements shall be made to provide sufficient illumination for work to be carried out safely and efficiently, this includes festooned lighting on sites.

Minimum temperatures in the workplace are a statutory requirement, 16°C in offices and non manual workrooms and 13°C elsewhere (1 hour after the commencement of work) the regulations and ACOP's recognise that outside working environments may not be able to comply. Where these temperatures are unachievable an assessment shall be made and adequate controls applied to protect workers health, safety and welfare

### **Employee Consultation, Ideas and Suggestions**

Employees will be consulted in good time in all matters relating to health and safety.

All employees are encouraged to submit ideas for improving the health, safety, welfare and efficiency of the Company to their immediate **Manager**. Should they feel that their concerns have not been properly addressed they should contact the **Managing Director**.

Employees may at any time appoint a Representative of Employee Safety should they wish to be represented by one of their number, rather than consulted individually. The **Managing Director** will consult employees or their representative at regular intervals, to discuss matters of health and safety or any proposed new services or technology or working methods.

### **Non English Speaking Employees & Contractors**

The company will ensure that non English speaking employees or contractors are given suitable health and safety information by using a translator or will have written information translated into their language. The company will endeavour to ensure they fully understand their responsibilities, site rules and the precautions to take to keep themselves and others who may be affected by their acts or omissions safe.

### **GENERAL PREMISES & SITE POLICY**

**The Managing Director is** responsible for ensuring that all Company premises and work areas / sites are maintained in a safe condition.

In particular they shall ensure that:-

- All offices, work areas, stores, walkways, public areas access roadways, paths, and fire escape routes are adequately lit and that their fabric is maintained in a safe condition
- Suitable means of heating and ventilation be available to ensure reasonable working conditions be provided in all work areas, or suitable means of heating staff be provided where outdoor working is carried on e.g. heated rest area.
- Lighting in all areas is suitable for the work being undertaken and that emergency lighting for evacuation purposes is in working order. Where outside work is involved then suitable external lighting systems must be provided.
- All wastes are regularly removed from all areas and removal of waste from the premises complies with the Environmental Protection Act and the law on the Duty of Care. Where waste skips are in use these shall be safely sited, clearly marked and with warning lights as required in place during hours of darkness
- That all work rooms and areas are suitable for the numbers of persons working in them
- Workstations be arranged to be suitable for the tasks being carried out with sufficient clear and unobstructed space
- That stacked materials & objects be safe and without risk of falling
- That all traffic routes be organised in a way whereby pedestrians and vehicles can circulate safely
- That sliding doors and upward opening doors are safely constructed
- That suitable sanitary and washing facilities are provided
- That suitable clothing accommodation and provision for changing if required is provided
- That suitable facilities be provided for rest purposes and the eating of food, with protection for non-smokers

All visitors to Clients sites must sign the Visitors Register on arrival and departure. A member of the Company staff must always accompany a visitor except in the case of Contractors staff working on authorised projects.



### **HEALTH AND SAFETY TRAINING**

We recognise that competent employees at all levels within the organisation can make a far more effective contribution to health and safety, whether as individuals, teams or groups, by participating actively in improving safety standards, problem solving and hazard identification.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All employees will need to know about:

- the health and safety policy
- the structure and system for delivering this policy

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

Managers and supervisor training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements

All our employees and sub contractors training needs will include:

- health and safety principles
- the health and safety arrangements relevant to them
- communication lines to enable problem solving

In addition specific and specialist training will be provided, given and expected of individuals to enable them to adequately carry out their role and function in relation to M+E work, first aid training is included in this specialist area of activity. Recognised qualifications are a minimum to carry out these activities.

Furthermore all employees will receive induction training. Such training will cover:-

Fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment, and its use, instruction under COSHH, compulsory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, as a result of new activities or new technology, following an accident/incident and as a result of performance appraisal.

Records of training will be kept for all employees and Sub Contractors.

### **HAND ARM VIBRATION SYNDROME**

#### **1. SCOPE**

- 1.1 To establish and set out the safety procedure for the safe management and control of hand arm vibration syndrome (HAVS) at work to the company's employees or its sub contractors.

#### **2. WHAT MUST BE DONE**

- 2.1 Every employer should endeavour to minimise the vibration created by his Work activity. Where the work activity produces vibration in excess of  $2.5\text{m/s}^2$ , he has a duty to reduce the exposure of his employees to noise so far as is reasonably practicable.
- 2.2 Protection of the work force from hazardous vibration, which may cause "Hand Arm Vibration Syndrome" (HAVS), is a statutory duty under the Health and Safety at Work etc Act 1974 and The Control of Vibration Regulations with additional guidance contained in HSG 88.
- 2.3 The key requirements can be summarised as follows;
- Identify if there is a vibration problem
  - Assess the vibration levels and compare with the "Action Levels" established in the guidance (see below)
  - Take measures to reduce vibration at source, as far as is reasonably practicable;
  - Where vibration levels cannot be reduced below the action levels, establish a vibration management programme
  - Provide employees with information regarding all stages of the assessment and the vibration management programme
  - Keep control measures and procedures under review to ensure that they are adequate, working and maintained

#### **3. CARRYING OUT AN ASSESSMENTS**

- 3.1 Initial information on vibration levels is to be sought and provided by manufactures/suppliers of equipment that is a source of vibration at work.
- 3.2 This information is to then be assessed initially to determine what further Assessment is required.  
These initial assessments can be carried using The chart available in the guidance or the HAVS exposure calculator on the HSE web-site.
- 3.3 Should exposure to vibration at work be identified as being a significant risk.  
Further and more detailed assessments should be carried out by a competent person using calibrated vibration-measuring equipment.
- 3.4 Where the company have identified exposure to vibration at work as being a significant hazard, then the company must be in receipt of information to ensure that:
- An adequate assessment is provided identifying activities as a source of vibration and assessments for these activities;

## **SAFETY POLICY DOCUMENTATION**

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- Results of vibration assessments are available;
- Each employer is taking appropriate action;
- Each individual employers activities do not put others at risk;
- Where it appears from information provided or from his own assessments that employees or others are at not put at risk,

They are provided with information about the risk and that steps are taken to prevent damage from vibration;

### **4. STRATEGY FOR THE CONTROL OF VIBRATION**

#### **4.1 Control of Vibration at Source**

- 4.1.1 When purchasing new or hiring equipment, the company shall specify that where practicable, such machinery does not produce a vibration level more than  $2.5/s^2$  whilst in normal operation.
- 4.1.2 Where existing equipment or processes have been shown to expose workers to vibration levels in excess of  $2.8m/s^2$ . The equipment or process will be examined to establish whether engineering controls will reduce vibration levels. Specialist subcontractors may be used to advise on available technology.
- 4.1.3 Equipment shall be correctly and adequately maintained.

#### **4.2 Education and Enforcement**

- 4.2.1 Managers and Supervisors shall be trained to a basic understanding of the effects of vibration.
- 4.2.2 All members of the work force shall be given Tool Box Talks on the effects of vibration.
- 4.2.3 Managers and Supervisors shall ensure that workers under their Authority comply with the requirements of this vibration management programme.

#### **4.3 Health Surveillance**

- 4.3.1 Regulation 5 (MHSWR) requires employers to provide employees with Appropriate health surveillance in relation to the risks identified by the risk assessment. Employees who are exposed to vibration levels above  $2.5/s^2$  may be the subject of medical surveillance to ensure the effectiveness of the vibration management programme.

#### **4.4 Assessment Reviews**

- 4.4.1 A review of vibration assessments will take place following any change in circumstances that affect either the noise levels generated or when a piece of equipment or process has changed significantly.

### **5.**

#### **RESPONSIBILITIES**

- 5.1 It is the employer's responsibility to undertake all such vibration assessments
- Where the company are employing directly employed labour the responsibility shall lie with his line manager
  - Where the company engage contractors it is the responsibility of the contractor to undertake the assessment and provide the company with copies of all such assessments.

### **INDUCTION TRAINING**

#### **1. SCOPE**

- 1.1 To set out the procedure for ensuring that induction training is carried out in an effective and efficient manner.
- 1.2 As an employer the company must ensure that all those working on its premises under its control are informed of health, safety and welfare issues.

#### **2. WHAT IS TO BE DONE**

- 2.1 All those who visit or work on a managed premise are to receive health, safety and welfare information in the form of an induction.
- 2.2 All those attending an induction are to complete an employee information form, provide copies of training and achievement and sign the induction form.

#### **3. INDUCTION CONTENT**

- 3.1 The following is a minimum core content of a premises induction which can be supplemented with premises and site specific issues:
- 3.2 All new employees shall be given a tour of the premises and shown
  - Fire Alarm Points and Fire Extinguisher Points
  - Fire Evacuation Routes and Fire Exits
  - First Aid Box
  - Toilets and Amenity Facilities
  - Prohibited Areas and Protective Clothing Areas

Special Training and Instruction shall be given to all employees depending on the risks in their job. This shall include:

- Manual Handling Safety
  - Control of Substances Hazardous to Health
  - Use and Care of Personal Protective Equipment
  - Safe Use of Tools, & Machinery
  - Personal Hygiene
  - Display Screen Equipment
  - Fire Precautions and Use of Fire Extinguishers
  - Housekeeping and Waste Disposal
  - Emergency Procedures
  - Reporting Accidents, Injuries, Dangerous Occurrences
  - Working at height
  - Asbestos awareness
- 3.3 All operatives who work on a construction site or a Client's site will report to the Site Manager for a site safety induction and will sign an acknowledgement that the induction was given.

### LIFTING EQUIPMENT

#### 1. SCOPE

- 1.1 To establish and set out the safety procedure for the safe management and control of lifting equipment at work by the company or its sub-contractors.

#### 2. LIFTING EQUIPMENT

- 2.1 The Lifting Equipment and Lifting Operations Regulations (LOLER) define lifting equipment as ***“any equipment that is used for lifting or lowering of loads and, includes attachments for anchoring, fixing or supporting it”***.
- 2.2 This also includes attachments for lifting i.e. chains, shackles, lifting beams etc. The regulations apply to all lifting equipment across all industry sectors i.e. passenger lifts in general office buildings.
- 2.3 All items of lifting equipment are also items of work equipment

#### 3. WHAT MUST BE DONE

- 3.1 ***Employers must ensure that work equipment provided by them, or available for their employees to use, is suitable for the purpose for which it is used or provided.***
- 3.2 To do so they must:
- Have regard for the working conditions and risks that exist where the equipment is to be used;
  - Ensure that lifting equipment is only used for operations and in conditions for which it is suitable
  - Ensure that lifting equipment is maintained in efficient working order. Where any machinery has a maintenance log, that log must be kept up to date.
  - Ensure that employees and sub contractors are suitably trained in the correct use of the equipment.

#### 4. HOW IS THIS TO BE DONE

- 4.1 Any item of lifting equipment must be bought or hired from a recognised and approved supplier and have a relevant thorough examination certificate attached.
- 4.2 All new equipment must be accompanied with its EC Conformity documentation, working load limit/safe work load documentation and inspected by a Senior Manager before being put into use.
- 4.3 All hired equipment must be accompanied by it's last inspection report and should be inspected before being put into use.

## **SAFETY POLICY DOCUMENTATION**

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### **5. INSPECTION AND MAINTAINENCE**

- 5.1 **ALL** lifting equipment shall be inspected and maintained as required manufacturers/suppliers instructions with records maintained. These inspections will involve daily inspections by users before use, weekly inspections by supervisors and periodic inspection by a competent person.
- 5.2 This requires all items to be entered onto lifting equipment register and being assigned a serial/asset number for identification purposes.
- 5.3 Smaller items of lifting equipment, for example slings or chains should to be micro-tagged or similar to show last and next inspection dates.

### **6. TRAINING**

- 6.1 Employers have a general duty to provide suitable health and safety training. This duty becomes specific with regards to lifting equipment.
  - 6.2 Employees and sub contractors will require specific training to an approved standards for certain items of lifting equipment, whilst other training could be part of their skills training.
- Whatever the need the employer must identify the need and provide the necessary training.

### **7. SUBCONTRACTOR'S EQUIPMENT**

- 7.1 Subcontractor's equipment, owned by and brought to site by a subcontractor, remains within his undertaking so long as he and his employees are sole users of the equipment. If it is borrowed, lent or used by another employer, then it would be considered as having transferred to another undertaking and the requirements for used equipment set out above will apply.

### **MANAGEMENT CHECKS & REVIEW**

#### **1. SCOPE**

- 1.1 Our Safety Policy Documentation is written around the format as described in the Health and Safety Executives' publication - "Successful Health and Safety Management" - ref HSG 65 and requires active monitoring, review and auditing

#### **2. INTRODUCTION**

- 2.1 This procedure is applicable to all senior managers within the Company, particularly those with operational responsibilities.

#### **3. AIMS AND OBJECTIVES**

- 3.1 To check to ensure the policy and procedures, risk control systems, are being adhered to by the workforce and contractors and to review them and make amendments should any non compliances be identified

We will carry them out by making regular inspections of the sites and work activities carried out and make recommendations for action with agreed timescales for individuals to action.

We will review our policy and procedures should there be changes in legislation, a serious accident or incident, a number of near misses or minor accidents, as a result of enforcement action or information from our insurers, as a result of a poor audit score and on an annual basis.

#### **4. WHAT SHOULD BE DONE?**

- 4.1 To ensure compliance with this legal requirement and to ensure compliance with the safety policy a series of structured proactive and reactive monitoring methods will be carried out by all levels of management.
- 4.2 All workplaces are to be inspected at least monthly by the Operations Director or a nominated substitute, records of inspections will be retained
- 4.3 All workplaces are to be inspected at least quarterly by a Director and recorded.
- 4.4 All contractors and sub contractors shall be encouraged to take part in these inspections and undertake their own inspections.
- 4.5 The Health and Safety Advisors will carry out bi annual inspections and an annual review and audit of the management system
- 4.6 A record of all inspections shall be made in writing using an inspection/ audit report sheet.
- 4.7 All actions and remedies are to be put in place within the agreed timescales.

### **MANUAL HANDLING**

An assessment of the risks from manual handling of loads has been carried out and where reasonably practicable hazardous manual handling has been eliminated.

All site work will be assessed and manual handling risks will be minimised and controlled by:-

- Changing systems of work
- Provision of lifting , handling equipment
- Instruction and training for employees
- Issue and use of appropriate PPE

It is the responsibility of the **Contract Director** to undertake the risk assessments for Manual Handling.

Information is given to employees regarding safe manual handling techniques in the Employee Health and Safety Handbook

#### **Employers Responsibilities**

- Avoid or mechanize the need for manual handling, as far as is reasonably practicable
- Assess the risk of injury from any hazardous manual handling that can't be avoided
- Reduce the risk of injury from hazardous manual handling as far as reasonably practicable.

#### **Employees Responsibilities**

- Follow appropriate systems of work laid down for their safety
- Make proper use of equipment provided for their safety
- Co-operate with their employer on matters of health and safety
- Inform the employer if they identify hazardous handling activities
- Take care to ensure that their activities do not put others at risk

#### **Lifting Procedure**

Adopt a good posture;

When lifting from a low level, bend the knees. But do not kneel or overflex the knees;

Keep the back straight, maintaining its natural curve (tucking in the chin helps);

Lean forward a little over the load if necessary to get a good grip;

Keep the 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 best position and type of grip depends on the circumstances and individual preference; but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.



### Good Handling Technique

Here are some important points, using a basic lifting operation as an example.

- Stop and think
- Plan the lift. Where is the load 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 to change grip.
- Position the feet, feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult).
- Leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.
- Keep close to the load;
- Keep the load close to the trunk for as long as possible. Keep heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift;
- Don't jerk;
- Lift smoothly, raising the chin as the lift begins, keeping control of the load;
- Move the feet;
- Don't twist the trunk when turning to the side;
- Put down, then adjust;
- If precise positioning of the load is necessary, put it down first, and then slide it into the desired position.

### **METHOD STATEMENTS**

#### **1. SCOPE**

- 1.1 To establish and set out the safety procedure for the production, review and communication of safety method statements produced directly by the company or by its sub-contractors.
- 1.2 Modern health and safety legislation is based upon the concept that Managers should identify the hazards faced by those they put to work and then, by developing safe systems of work, eliminate or minimise those risks to the lowest reasonably practicable level.

#### **2. WHAT MUST BE DONE**

- 2.1 It is the responsibility of the company to ensure that safe systems of work are developed to ensure the safety of their employees and this included the production of safety method statements.

#### **3. PRODUCTION OF SAFETY METHOD STATEMENTS**

- 3.1 Where the company are carrying out work on Clients sites or construction work a safety method statement is to be produced for the activity.
- 3.2 In general the approach of carrying out a safety method statement is preferred as it leads to a concise set of control measures for each operation. However, care must be taken to ensure that each aspect is addressed in sufficient detail.
- 3.3 The onus must always be to do more rather than less to minimise the risk. The Health and Safety at Work, etc. Act 1974 requires employers to prevent their employees and others affected by their business from being exposed to risk *so far as is reasonably practicable*.

#### **4. APPROVAL OF SAFETY METHOD STATEMENTS**

- 4.1 All method statements are to be approved before work is to commence, this includes those produced for the company activities and those of its contractors.

#### **5. REVIEW OF SAFETY METHOD STATEMENTS**

- 5.1 Safety Method Statements should not be seen as a one off process. Safety Method Statements must be kept under review and revised if there is any substantive change in the system of work, work environment or personnel.

#### **6. COMMUNICATION OF SAFETY METHOD STATEMENT**

- 6.1 Safety Method Statement, or the relevant parts thereof, must be adequately communicated, in a comprehensible manner, to those likely to be affected by the work activity.  
This will include
- Other contractors, or employers, whose employees may be affected by the works covered in the assessment
  - Employees and foremen who will be expected to carry out the activity covered by the assessment.
  - Other employees working in the vicinity of the activity

### **NOISE**

#### **1. SCOPE**

- 1.1 To establish and set out the safety procedure for the safe management and control of noise at work.

#### **2. WHAT MUST BE DONE**

- 2.1 The Company should endeavour to minimise the noise created by his work activity.

Where the work activity produces noise in excess of 85 dB(A), he has a duty to reduce the exposure of his employees to noise so far as is reasonably practicable, by means other than the provision of personal hearing protection.

- 2.2 Protection of the work force from hazardous noise which may cause "noise induced hearing loss" is a statutory duty under the Noise at Work Regulations, 2005.

- 2.3 The key requirements of the regulations can be summarised as follows;

- Identify if there is a noise problem (e.g. if people have to shout or have difficulty being understood by someone about 2m away).
- Assess the noise levels and compare with the "Action Levels" established in the regulations (see below)
- Take measures to reduce noise at source, as far as is reasonably practicable;
- Where noise levels cannot be reduced below the action levels, establish a hearing protection programme (this may include exclusion zones around the noise source).
- Provide employees with information regarding all stages of the assessment and the hearing protection programme;
- Keep control measures and procedures under review to ensure that they are adequate, working and maintained.

#### **3. CARRYING OUT AN ASSESSMENTS**

- 3.1 Initial information on decibel level is to be sought and provided by manufactures/suppliers of equipment that is a source of noise at work.

- 3.2 This information is to then be assessed initially to determine what further assessment is required. These initial assessments can be carried using the chart available in the Noise at Work Regulations or the Noise exposure calculator on the HSE web site.

- 3.3 Should exposure to noise at work be identified as a significant risk further and a competent person using calibrated noise measuring equipment should carry out more detailed assessments.

- 3.4 Where sub-contractors have identified exposure to noise at work as being a significant hazard, then the Contract Manager must be in receipt of information to ensure that:

- An adequate assessment is provided identifying noisy areas and operations;
- Results of noise assessments are available;
- Each employer is taking appropriate action;

## **SAFETY POLICY DOCUMENTATION**

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- Each individual employers activities do not put others at risk;
- Where it appears from information provided or from his own assessments that employees or others are at risk, they are provided with information about the risk and that steps are taken to prevent damage to the hearing of those persons.

### **4. STRATEGY FOR THE CONTROL OF NOISE**

#### **4.1 Control of Noise At Source**

- 4.1.1 For existing machinery and processes an initial noise assessment will be made by a competent noise assessor.

Where such initial assessment indicates that the noise levels are at or in excess of 85 dB(A) or where engineering controls (see below) are impractical a detailed assessment shall be made.

- 4.1.2 When purchasing new or hiring equipment, the Company shall specify that where practicable, such machinery does not produce a noise level more than 80 dB(A) whilst in normal operation.
- 4.1.3 Where existing equipment or processes have been shown to expose workers to noise levels in excess of 85 dB(A), the equipment or process will be examined to establish whether engineering controls will reduce noise levels.

Specialist subcontractors may be used to advise on available technology.

Equipment shall be correctly and adequately maintained.

#### **4.2 Hearing Protection Zones**

- 4.2.1 Where it is not possible to reduce the noise levels below 85 dB(A), a survey shall be made to identify areas of noise risk.

Such areas shall be designated Hearing Protection Zones and be clearly identified by appropriate signs. Only workers with specific duties shall enter hearing protection zones.

- 4.2.2 Workers who have need to enter a hearing protection zone must be provided with and wear suitable personal hearing protection devices.

Such devices may include helmet mounted muffs or plugs for insertion in the ear canal. The choice of hearing protection devices shall be made following consideration of the type and level of noise; the type of work being carried out and the individual requirement of the employee.

#### **4.3 Education and Enforcement**

- 4.3.1 All members of the work force shall be given Tool Box Talks on the effects of noise on hearing and the use and maintenance of hearing protection devices.
- 4.3.2 Managers and Supervisors shall ensure that workers under their authority comply with the requirements of this noise reduction strategy, as well as wearing suitable hearing protection when in Hearing Protection Zones.

### **4.4 Health Surveillance**

- 4.4.1 Regulation 5 (MHSWR) and Regulation 9 of the control of noise at work regulations requires employers to provide employees with appropriate health surveillance in relation to the risks identified by the risk assessment.

Employees who are exposed to noise levels above 85 dB(A) may be the subject of periodic audiometric testing to ensure the effectiveness of the noise control strategy.

### **4.5 Assessment Reviews**

- 4.5.1 A review of noise assessments will take place following any change in circumstances that affect either the noise levels generated or when a piece of equipment or process has changed significantly.

### **PERSONAL PROTECTIVE EQUIPMENT**

#### **1. SCOPE**

- 1.1 To set out the procedure for the assessment of PPE needs and its subsequent issue, and to ensure that all legislative requirements are being met.

#### **2. INTRODUCTION**

- 2.1 Under the Personal Protective Equipment at Work Regulations 1992, every employer shall ensure that suitable PPE is provided to his employees who may be exposed to a risk to their health and safety whilst at work in all situations that cannot be controlled, so far as is reasonably practicable, by other means.

THE ISSUE OF PPE SHOULD ALWAYS BE THE LAST RESORT.

#### **3. WHAT SHOULD BE DONE?**

- 3.1 The Contract Manager will assess the PPE needs of all their staff using the assessment form in the attachment.
- 3.2 Once the assessment has been completed, Line Managers should arrange for the purchase and issue of all PPE needs as identified by the assessment.

NOTE: THE ISSUE OF PPE SHALL BE FREE TO EMPLOYEES.

- 3.3 Upon issue, the employee shall be required to sign the appropriate issue form (part of the assessment checklist) and these records are required to be kept.
- 3.4 At the time of issue of any item of PPE, the Contract Manager shall give relevant information, instruction and training as may be required, dealing with the following issues:
- When to wear the equipment;
  - Where to wear the equipment;
  - How to wear the equipment;
  - How to clean/maintain the equipment;
  - Procedures for replacement of the equipment;
  - Sanctions for not complying with this procedure.

## PERSONAL PROTECTIVE EQUIPMENT ISSUE RECORD

<b>Issued to:</b>	
<b>By:</b>	
<b>Date:</b>	
<b>Items issued:</b> (Delete as applicable)	Safety boots,
	Safety glasses/face shield
	Disposable dust /vapour masks
	Nitrile/ welding/ latex Gloves
	Ear plugs/Ear defenders
	High visibility vest/ jacket
	Safety helmet

**Processes / areas for which Personal Protective Equipment is issued:**

1. Safety helmet to be worn where there is a risk of injury to the head or where site rules require it.
2. Safety boots to be worn on Clients sites where there is a risk of foot injury and on construction sites at all times
3. Gloves to be worn when there is a possibility of cuts or substances making contact with the skin
4. Safety glasses to be worn when there is a risk of any flying particle or substance coming into contact with the eyes.
5. Disposable dust masks are available when working in a dusty environment
6. High visibility clothing to be worn on site where there is a risk of contact from moving vehicles or where site rules require it.
7. Ear plugs/ defenders to be worn where it has been identified work is to be carried out in a noisy environment.
8. Barrier cream used where necessary.

**I certify that I have been issued with the Personal Protective Equipment listed above and that I have received instruction in:**

<b>1.</b>	Use and testing of the equipment
<b>2.</b>	Processes for which the Personal Protective Equipment is required to be used.
<b>3.</b>	Cleaning, storage and maintenance procedures for the equipment

**Signed:**

**Date:**

### **PLANT AND VEHICLES**

#### **1. SCOPE**

- 1.1. To establish and set out the safety procedure for the safe management and control of plant and movement of vehicles by the company or its sub-contractors.

#### **2. WHAT MUST BE DONE**

##### **OPERATION OF PLANT AND VEHICLES**

The safe system of work includes the following general arrangements and procedures which shall be implemented by Management and complied with by all persons entering the site

- All traffic access and exit routes shall be clearly marked and kept free from obstruction
- All traffic operating routes and areas provide sufficient visibility for pedestrians and drivers of mobile plant.
- All traffic routes, both for mobile plant and pedestrians, shall be unobstructed, even and trip free.
- All storage areas and traffic routes shall be wide enough to ensure that mobile plant and vehicles required to use them can operate safely
- Pedestrian access to vehicle and plant operating areas shall be limited to authorised persons only and all access gates shall bear appropriate warning signs
- All persons on foot in goods vehicle and mobile plant operating areas shall wear high visibility outer garments
- Loading and unloading operations must be controlled to ensure the health and safety of both drivers and other staff who may be affected.
- Operating areas will be subject to site specific risk assessment by Management and appropriate safe systems of work including road safety systems will be implemented.
- In the case of Company owned road transport vehicles all test, inspection and repair operations and record keeping are the responsibility of Management

##### **PLANT AND VEHICLE OPERATION SHALL BE SUBJECT TO THE FOLLOWING RULES AND PROCEDURES:**

- Only trained and authorised persons will operate vehicles on company sites and contracts
- Training records and competence certificates will be checked by site management before authorisation and lists of authorised persons will be retained on the premises
- All plant and vehicles will be selected as appropriate for the site and job involved and will be maintained in a safe condition
- All vehicles will be made safe and securely locked when not in use and keys will not be left in unattended plant or vehicles



### RISK ASSESSMENTS

#### 1. SCOPE

- 1.1 To set out the procedure for carrying out risk assessments in order to comply with the requirements of modern safety legislation.

#### 2. INTRODUCTION

- 2.1 The requirements of all modern safety legislation require employers to ensure that appropriate risk assessments have been undertaken and suitable control measures implemented **prior to any hazardous task commencing**.

- 2.2 All risk assessments should:

- Identify hazards;
- Assess the level of risk that those hazards present;
- Select suitable and sufficient control measures.

A **HAZARD** is a condition or practice with the potential to cause harm.

A **RISK** is the likelihood that the harm or damage will occur.

#### 3. PROCEDURE

- 3.1 There are five distinct stages in a risk assessment, and all five must be given consideration.

1. identify all hazards i.e. those conditions or practices that have the potential to cause harm or damage;
2. identify who might be harmed, or what might be damaged;
3. evaluate a level of risk for each possible event;
4. select appropriate control measures;
5. confirm that those control measures shall be effective.

#### 4. HOW TO CARRY OUT RISK ASSESSMENTS

- 4.1
- Clearly detail the place of work and the task to be carried out;
  - Identify the hazards of the job;
  - Identify who could be harmed, or what could be damaged;
  - Achieve a risk rating figure by using the tables, LIKELIHOOD x SEVERITY;
  - Select appropriate control measures which are considered to reduce the risk rating figure;
  - Recalculate to demonstrate that the controls are appropriate.
- 4.2 Communicate the results of the risk assessment to *ALL* who may be affected.

## SAFETY POLICY DOCUMENTATION

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LIKELIHOOD of EVENT	
Rare	1
Unlikely	2
Possible	3
Likely	4
Certain	5

SEVERITY of the OUTCOME	
Insignificant injury	1
Minor injury or illness	2
RIDDOR reportable – 7 days or illness	3
Major injury or illness	4
Fatality, disabling injury etc	5

Allocate numbers to the two elements and multiply them together, thus achieving a “*risk rating value*”, and table below gives information on actions to be taken.

Risk rating value	Risk rating	Action to be taken	Action to be taken
Low	1 – 6	Monitor	Tolerable risk. No additional controls required. Employees aware of safe/correct system of work.
Med	8 – 12	Improvement	Action required to further reduce risk to acceptable level. Review of process or activity.
High	15+	Immediate Action	Unacceptable risk. Stop activity immediately. Inform next level of management.

### **SELECTION OF CONTRACTORS**

#### **1. SCOPE**

- 1.1 To establish the safety procedure for the assessment, selection and control of contractors working for the company.

#### **2. INTRODUCTION**

- 2.1 As an employer the company has a duty to:-
- ensure the safety of our own staff from hazards created by contractors.
  - ensure the safety of contractors who may be affected by our actions.

#### **3. WHAT MUST BE DONE**

- 3.1 As a company we will only engage those contractors who are specialists in their fields and those who are deemed competent.
- 3.2 All contractors engaged by the company are to be drawn from a register of competent contractors.
- 3.3 All contractors are to complete and return the attached questionnaire for inclusion into the register. All returned questionnaires are to be reviewed to ensure satisfaction before inclusion onto the register.
- 3.4 Before any contractor commences work he shall provide the company with health and safety documentation that may be applicable for the works. The following is a guide of what information may be required
- Risk assessments
  - Method statement
  - COSHH Assessments not just MSDS
  - Training records
  - Inspection records for plant and equipment

### **TOOL BOX TALKS**

#### **1. SCOPE**

- 1.1 To set out and establish the safety procedure for the delivery and recording of tool box talks to employees.

#### **2. INTRODUCTION**

- 2.1 As an employer the company have a statutory duty to provide its employees with Information instruction and training.

It is widely recognised that the use of short regular training sessions in the form of toolbox talks is a valuable means to comply with legislation.

- 2.2 Toolbox talks can cover briefings on

- Specific issues
- General issues
- Contents of risk assessments
- Contents of method statements
- Contents of permits to work
- Accidents and incidents
- Findings of inspections

#### **3. WHAT SHALL BE DONE**

- 3.1 Toolbox talks shall be undertaken at least once per month by the Contracts Manager.
- 3.2 Records of all toolbox talks shall be recorded on the attached sheet.
- 3.3 Before a new operation is undertaken or a new employee starts the site

The Contracts Director shall deliver a briefing/ toolbox talks on the relevant risk assessment, method statement etc.

**TOOL BOX TALK RECORD**

DATE:	
SUBJECT:	
<b>ATTENDEES:</b>	
<b>Name</b>	<b>Signature</b>
Signed:	
Position:	
<i>NOTE: Talks are to be given by the Contracts Manager or Safety Advisor</i>	

### **WORK AT HEIGHT**

#### **1. SCOPE**

All work above ground/ floor level is subject to site specific risk assessment and the application of relevant method statements to prevent falls from height, falls through fragile surfaces and falling objects.

All access equipment will be erected by competent persons and examined at regular intervals in accordance with the requirements of the Work at Height Regulations 2005.

The Managing Director will ensure they will do all that is reasonably practicable to prevent anyone falling, avoid work at height where they can; use work equipment or other measures to prevent falls where they cannot avoid working at height; and where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Specifically they will ensure:

- all work at height is properly planned and organised;
- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- the risks from falling objects are properly controlled.
- ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;
- ensure that the work is properly planned, appropriately supervised, and carried out in as safe away as is reasonably practicable;
- plan for emergencies and rescue;

Where it is reasonably practical all work at height will be carried out from MEWP's or Scaffold (Towers or fixed). Operatives will have received recognised training IPATH or PASMA or similar. Fixed scaffold will be installed and inspected by other competent contractors.

### **ROOFWORK**

Whenever work is being done by the Company on any type of sloping or flat roof then it is Managements responsibility to ensure:

1. If the roof slope exceeds 30 degrees or less than 30 degrees but slippery then crawling ladders or crawling boards must be used.
2. If the roof structure itself will not, or seems not to be capable of providing, safe hand or foot holds then crawling boards or crawling ladders must be used.
3. On sloping or flat roofs, sufficient edge protection must be provided to prevent falls of persons or materials.
4. Fragile roofs of asbestos, glass or similar require the use of crawling boards. Warning notices concerning the fragility of the roof(s) must be posted.
5. If debris is likely to fall from a roof then suitable precautions must be taken to protect those working underneath:
  - Move personnel out of the way and suspend sheeting above the area
  - Work on the roof when there are no operators working below e.g. weekends

### **LADDERS**

Management will assess the need for ladders, stepladders and access equipment and will arrange provision of suitable types.

All access equipment will be erected by competent persons and examined at regular intervals in accordance with the requirements of the Work at Height Regulations 2005.

Ladders will only be considered where a risk assessment has shown that the use of other more suitable work equipment is not appropriate because of the low risk, short term duration of the task or restrictions where the work is located.

Short term duration is deemed to be 15 to 30 minutes

If the nature of the work, dictates that many of the tasks are of longer term duration an alternative method of working at height will be considered.

- All ladders shall be in good working order with
  - all rungs intact
  - no movement between stiles and rungs
  - no cracks
  - no lashings or bindings
  
- Light tools should be carried in a shoulder bag or on a belt to free both hands for climbing.
  
- Where a ladder is to be used for work of a short duration one hand must be free to hold onto the ladder at all times. Stretching must be avoided
  
- Ladders and step ladders will be subject to pre-use inspection by the site supervisor and to regular inspection by users.
  
- Ladders will be angled correctly 1 in 4
  
- The top of the ladder will rest against a solid surface
  
- It is Company policy that no ladders are used unless securely footed and tied or footed by a second person.
  
- The ladder will be tied at the top and protrude at least 1 metre above the platform level.
  
- All timber ladders are stored correctly to prevent warping and / or rungs loosening
  
- Aluminium ladders must **not be used** near any overhead power lines.
  
- Step ladders must be fully opened before use and checked for defects.
  
- Timber ladders shall never be painted as this may cover defects. Clear varnish or preservative is allowable.
  
- Only one person is on a ladder at any one time.

### SCAFFOLDING

Various types of scaffolding will be used at different sites dependant on requirements. This will include scaffold towers, both mobile and static, as well as independent and putlog scaffolds.

All scaffolds shall only be erected by people who are experienced in the work and with proper supervision. Suitable barriers and warning notices shall be erected to prevent entry by unauthorised persons and to warn of the hazard.

#### **No scaffolds will be used unless they have been:-**

- inspected within the last seven days
- inspected after inclement weather which may have affected stability and safety
- inspection details have been recorded in the scaffold register

It is the responsibility of all scaffold users to inspect scaffolds before use. Where a scaffold is in place for more than one week it is the responsibility of the **Managing Director** to ensure that an inspection has been carried out by a competent person and the scaffold register completed.

Scaffolds must only be erected according to the following criteria:-

- Ground must be level and firm and scaffold standards must be erected on metal base plates with timber sole plates as necessary
- Transoms must be suitably spaced to support the scaffold boards making up the working platform (three supports per board)
- Scaffold boards must overlap supports by more than one and a half times its thickness and no more than four times its thickness
- Working platforms must be at least 0.75 metres wide with boards fitted end to end to prevent trips, and suitably fastened down to prevent lifting in high winds
- Working platforms must be fitted with toeboards & guard-rails inside the standards and Safe means of access must be provided, which shall be removed when scaffold is left unattended.

In addition to the above, mobile scaffold towers must not be moved when workers or materials are on them. Wheels must be locked into the bottom of the transoms, turned outwards and locked to prevent motion when the scaffold is in use.

Internal access ladders should be used when possible.

7 day checks should be made on mobile scaffold towers and a record kept (on scafftag if possible).



### WORK EQUIPMENT

#### 1. SCOPE

- 1.1 To establish and set out the safety procedure for the safe management and control of work equipment at work by the company or its sub-contractors.

#### 2. WORK EQUIPMENT

- 2.1 The Provision and Use of Work Equipment Regulations (PUWER) define work equipment as ***“any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)”***

- 2.2 PUWER therefore applies to a wide range of everyday things used at work.

From items used in the office such as copiers and binding machines up to heavy equipment used on site including hand tools; ladders; circular saws; hoists; dumpers; tower cranes; etc. Almost everything we use is work equipment.

#### 3.0 WHAT MUST BE DONE

- 3.1 ***Employers must ensure that any work equipment provided by them, or available for their employees to use, is suitable for the purpose for which it is used or provided.***

- 3.2 To do so they must:

- Have regard for the working conditions and risks that exist where the equipment is to be used:
- Ensure that work equipment is only used for operations and in conditions for which it is suitable
- Ensure that work equipment is maintained in efficient working order. Where any machinery has a maintenance log, that log must be kept up to date.
- Ensure that staff are suitably trained in the correct use of the equipment.

### MACHINERY AND WORK EQUIPMENT SAFETY

It shall be the responsibility of **management** to ensure that all machinery and work equipment in all work areas / sites is suitable for the use to which it is put in terms of :-

- construction
- electrical safety
- physical dimensions and weight
- guarding / fencing of moving parts
- suitability for the environment in which it is to be used
- ease of operation and maintenance
- protection for users and others who may be affected

Where relevant European or British Standards apply these shall be checked in relation to the equipment specifications.

## **SAFETY POLICY DOCUMENTATION**

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All machinery and work equipment shall be subject to inspection schedules and planned preventative maintenance, in accordance with manufacturers or suppliers guidance with regard to frequency of use and the risks involved in its use.

Where specific inspections are required under the Provision of Use of Work Equipment and Lifting Operations and Lifting Equipment Regulations or Approved Code of Practice for Health and Safety purposes, such requirements shall be adhered to.

All employees must be adequately trained on the work equipment they use and be provided with all relevant health and safety information and training. This health and safety information and training must also be provided, along with any written instructions on the use of equipment, to employees supervising work equipment use.

All work equipment must be provided with readily accessible and clearly marked means of isolation from power.

Sufficient lighting must be available for the activity being carried out.

Suitable controls and at least one emergency stop facility must be available for all powered equipment. All work equipment purchased / leased / hired by the Company will comply with relevant standards.

All machinery and equipment which has moving parts which may entrap or entangle limbs, hair or clothing etc., or which involves cutting, grinding or other hazardous operations e.g. impact, must be effectively guarded.

Guards must be properly fitted and prevent entanglement, entrapment, cutting, grinding or impact with any part of the body.

Such machinery must only be operated by trained and competent persons and must be regularly inspected and maintained.

Operation of any machinery, to which guards must be fitted, without guards in place is to be treated as **GROSS MISCONDUCT** and will render the operator, and / or the person issuing any instruction for operation without guards, liable to summary dismissal.

### **Guarding of Equipment**

The following machinery shall be fitted with guards which shall protect operators from risk of entanglement, traps, and contact with moving parts and / or ejection of solids or liquids. Guards shall be regularly inspected and equipment **shall not** be operated unless guards are in position and in a safe condition:

- Abrasive wheel equipment
- Pillar drills
- Cut-off wheels
- Circular saw bench
- Band saw
- Compressor drive wheels and belts
- Relevant hand held equipment e.g. portable circular saw

Employees and sub contractors must not use equipment without guards (where fitted) in place and must immediately report any defective equipment to Management who will ensure that the equipment is withdrawn from service until repaired, and that a notice "DO NOT USE" is prominently displayed on the equipment.